

## **Request for consultancy-Creative Designer**

### **Creative Designer Terms of Reference**

#### **Background:**

NCBA Bank Rwanda PLC, ("the Bank or NCBA "), is a commercial bank duly registered and licensed under the laws of the Republic of Rwanda and it regulated by National bank of Rwanda (BNR). NCBA Bank Rwanda is one of the Kenyan-owned bank subsidiaries operating in Rwanda since 2016. The bank is a subsidiary of the NCBA Group Plc, a financial services group with headquarters in Nairobi, Kenya, having subsidiaries in Kenya, Rwanda, Tanzania, Uganda and Ivory Coast.

The Bank wishes to hire a Creative Designer to design visual content creation that supports the bank's brand visibility by conceptualizing and designing content material for internal events as and when required and on call with 1-day notice.

#### **Scope of work:**

1. Conceptualizing and producing layouts, designs, and providing alternative proposals with three different concepts and designs for each item.
2. Producing infographics, web/graphic designs for websites, social media platforms, e-newsletters, mailers, power point presentations whilst following the design guidelines.
3. Participating and providing inputs to preparatory meetings for new campaigns/initiatives.
4. Designing the PR products/merchandise.

#### **Technical proposal should include but not limited to;**

- Creative Designer profile
- Portfolio and references

#### **Submission of proposal**

Well-presented bids presented to be submitted to NCBA procurement department Via email address: Procurement.Rwanda@ncbagroup.com not later than 10<sup>th</sup> March 2023 at 5:00 PM Late bids will be rejected.

Bids successfully submitted will be opened in person with the NCBA Bank Rwanda procurement team in the presence of bidders or their representatives who choose to attend. NCBA Rwanda will communicate the opening time and related details to all bidders who will be have purchased the tender documents.

Attention: Chief Executive Officer  
NCBA Bank Rwanda PLC  
E-mail : Procurement.Rwanda@ncbagroup.com

## **5. Content of proposal**

The proposal shall contain the following;

- 1) The consultant must have a Rwandan registered institution
- 2) Company Profile of the institution (RDB Company certificate)
- 3) At least 3 references for whom similar service has been conducted and who can be contacted by the NCBA (company name, address, telephone number and point of contact information are required).
- 4) Tax Clearance Certificate
- 5) The vendor shall highlight in detail how the work shall be done.
- 6) Company address
- 7) Payment terms

Done at 22nd February 2023  
Management of NCBA Bank Rwanda PLC