

TERMS OF REFERENCE

- A. Job title: Design and Printing of the Montenegrin and English Versions of the “Fourth National Communication and First Biennial Transparency Report (FNC and BTR)”
- B. Duty Station: Home based, Montenegro
- C. Duration of assignment: 1st July - 31st July 2025 (30 working days)

I. Background:

As part of its reporting obligations to the United Nations Framework Convention on Climate Change (UNFCCC), Montenegro has prepared its Fourth National Communication (FNC) and First Biennial Transparency Report (BTR). These documents outline the country’s climate change-related efforts, including greenhouse gas inventories, mitigation and adaptation actions, support needed and received, and other relevant information.

To ensure professional presentation and wide dissemination, both the Montenegrin and English versions of the report must be graphically designed and printed in high quality.

Objective:

The objective of this assignment is to provide professional layout design, formatting, and high-quality printing services for:

- Montenegrin version of the FNC and BTR (approx. 350 pages)
- English version of the FNC and BTR (approx. 385 pages)

II. Duties and Responsibilities:

Under the direct supervision of the project manager, the selected company will be responsible for the following:

1. Graphic Design and Layout

- Designing and formatting both versions of the report (Montenegrin and English) using an agreed-upon visual style and layout;
- Applying uniform formatting for headings, subheadings, paragraphs, tables, charts, and references;
- Ensuring proper integration of visual content (figures, charts, tables, maps, photos) in high resolution;
- Incorporating branding elements in line with national and UNFCCC visual identity guidelines;
- Coordinating with the project team on structure, formatting, and any required revisions before final approval.

2. Printing

- Printing **100 copies** of the Montenegrin version (350 pages);
- Printing **100 copies** of the English version (385 pages);
- Full color, double-sided print, A4 format;



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- High-quality matte paper (min. 100g inner pages; 250g soft cover with lamination);
- Perfect binding;
- Packaging and delivery to a designated location in Podgorica.

Deliverables:

1. Professionally designed and print-ready PDF versions of both the Montenegrin and English reports;
2. Printed copies as per the specifications above;
3. Open, editable source files (InDesign or equivalent).

Timeline:

- Total duration: **30 calendar days** from the date of contract signing;
- Suggested timeline:
 - Graphic design and layout: 20 days;
 - Printing and delivery: 10 days after layout approval.

Qualifications and Experience:

- Registered legal entity specializing in graphic design and printing;
- Minimum 5 years of experience in layout design and printing of official publications, reports, or similar materials;
- Proven track record of at least 3 similar assignments with national institutions or international organizations;
- Demonstrated capacity to handle large and complex documents in multiple languages;
- Availability of qualified staff for design, typesetting, and print coordination;
- Access to high-quality printing equipment and finishing services.

Evaluation Criteria:

- Technical capacity and relevant experience (40%)
- Quality of previous work (20%)
- Financial proposal (30%)
- Delivery timeline (10%)

Submission Requirements:

Interested companies are invited to submit:

- Company profile and portfolio of relevant work;
- List of similar projects completed in the last 5 years;
- Proposed methodology and timeline;
- Financial offer (design + printing);
- References from at least 3 clients.

Reporting:

The selected company will work under the supervision of the Project manager and designated representatives of the technical team, who will provide guidance and final approvals for layout and print versions.



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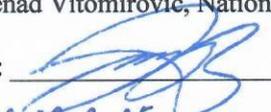


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V. The Terms of Reference approved by:

Name: Nenad Vitomirović, National Project Director

Signature: 

Date: 20.06.2025.