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## Abt Global is seeking a Professional Graphic Design and Layout Services For Australia–Cambodia Cooperation for Equitable Sustainable Services ACCESS Phase 2

ACCESS 2 seeks a **Professional Graphic Design and Layout Service** to design and deliver high-quality, visually appealing, and consistent knowledge products as follows:

1. **Phase 1:** Case Study Booklet (approximately 30 case studies across three workstreams: Rehabilitation, Disability Inclusion, and Gender-Based Violence).
2. **Phase 2:** Factsheet Suite (4 Provincial Factsheets, 13 SIP Factsheets, and 1 ACCESS 2 Program-Level Factsheet).

### About the Program

The Australia-Cambodia Cooperation for Equitable Sustainable Services – Phase 2 (ACCESS 2) builds upon a decade of Australian support to Cambodia to improve service delivery for survivors of gender-based violence (GBV) and people with disabilities. The investment gives effect to Australia and Cambodia’s shared commitment to advancing gender equality, disability, and social inclusion.

ACCESS 2 commenced in August 2023 and will run until September 2028.

### About the Opportunity

As part of its knowledge management and communication priorities, ACCESS 2 will produce a suite of high-quality knowledge products, including a case study booklet and provincial, Strategic Implementing Partner (SIP), and program-level factsheets. These materials will communicate program results to DFAT, the Royal Government of Cambodia, development partners, and the broader public.

To ensure professional presentation, consistent branding, and accessible communication materials, ACCESS 2 seeks a qualified graphic designer or design firm to provide professional layout, formatting, and production-ready graphic design services under a deliverable-based service contract.

### 1. Scope of Work

All case studies and factsheets must be produced in both English and Khmer using accessible, professional fonts suitable for both languages. ACCESS 2 will provide the finalised content (text and photographs) in both languages. ACCESS 2 will also provide branding assets, including logos, colour palettes, and brand guidelines for ACCESS 2, DFAT, and implementing partners.

## Phase 1: Case Study Booklet Design and Layout

*Note: Case studies have been drafted and are undergoing final editorial review.*

The service provider will:

- Develop 1–2 design template options for case studies in consultation with the ACCESS 2 team, covering layout structure (text, photographs, infographics, icons, spacing), branding alignment with DFAT, ACCESS 2, and implementing partner requirements, and a standardised format of no more than two pages per case study including photographs.
- Present draft templates for feedback. ACCESS 2 will provide consolidated feedback within five (5) working days of each submission.
- Refine and finalise the template based on ACCESS 2 feedback (maximum of two (2) revision rounds at the template stage).
- Roll out the approved design across all case studies (approximately 30), including text layout and formatting, photograph optimisation and placement, creation of simple infographics or illustrations where relevant, and harmonisation of style, colour palette, and typography.
- Compile the full set into a case study booklet with cover page, table of contents, and workstream divider pages.
- Deliver the case study booklet in the following formats:
  - Print-ready PDF (A4, 300 DPI minimum, CMYK colour profile, 3mm bleed)
  - Web-optimised PDF (RGB, compressed for online distribution)
  - Editable source files (Adobe InDesign preferred, with linked assets and fonts packaged)

## Phase 2: Factsheet Suite Design

*Note: Factsheet content will be drafted by ACCESS 2 and provided to the designer upon completion of Phase 1.*

The service provider will design a coherent and branded set of factsheets comprising:

- **4 Provincial Factsheets** – Visual summary of outcomes and results, with a map showing locations where ACCESS 2 is working in each province.
- **13 Strategic Implementing Partner (SIP) Factsheets** – Visual summary of outcomes and results, with a map showing locations where ACCESS 2-funded activities are taking place.
- **1 ACCESS 2 Program-Level Factsheet** – Visual summary of program-wide outcomes and results, with a map of Cambodia indicating the provinces where ACCESS 2 operates.

For all factsheets, the provider will:

- Develop a unified template that can be adapted across the full suite.
- Ensure clear, visually appealing data visualisation (graphs, icons, tables).
- Maintain strict alignment with ACCESS 2 and DFAT branding guidelines.
- Provide base maps using publicly available geographic data (ACCESS 2 will confirm locations and boundaries).
- Produce print-ready (A4, 300 DPI, CMYK, 3mm bleed) and web-optimised versions, plus editable source files.
- Maximum of two (2) revision rounds per factsheet template, and one (1) round per individual factsheet after rollout.

## 2. Deliverables

### Phase 1 Deliverables

- 1–2 draft design concepts for case study template.
- Finalised case study design template (**approved by ACCESS 2**).
- Fully designed and formatted case study booklet (approximately 30 case studies) in English and Khmer, with cover page and workstream dividers.
- Editable source files (InDesign package with linked assets) plus print-ready and web-optimised PDFs.

### Phase 2 Deliverables

- Draft design template for factsheet suite.
- Finalised factsheet template (approved by ACCESS 2).
- Complete factsheet suite (English and Khmer): 4 Provincial, 13 SIP, and 1 Program-Level factsheet.
- Editable source files plus print-ready and web-optimised PDFs.

## 3. Timeline

Phase	Milestone	Indicative Timing
Phase 1	Draft template concepts submitted	Week 1–2 after contract signing
Phase 1	Template finalised (after feedback)	Week 3
Phase 1	Full booklet delivered	Week 5–6
Phase 2	Factsheet template submitted	Week 7–8
Phase 2	Template finalised (after feedback)	Week 9
Phase 2	Full factsheet suite delivered	Week 10–12

***Note:** Timelines are indicative and subject to adjustment based on ACCESS 2 content readiness and consolidated feedback turnaround times. Any material delays in content provision by ACCESS 2 will result in a corresponding extension to delivery milestones.*

## 4. Payment Terms

Payment will be made in instalments linked to the satisfactory completion and acceptance of deliverables:

Payment	Milestone	Percentage
1	Approval of finalised case study template	20%
2	Delivery and acceptance of completed case study booklet (Phase 1)	30%
3	Approval of finalised factsheet template	15%
4	Delivery and acceptance of completed factsheet suite (Phase 2)	35%

Invoices must be submitted with evidence of delivery completion. Payment will be processed within 14 working days of invoice approval.

## 5. Revision Rounds and Feedback Protocol

To ensure efficient delivery and manage scope:

- **Template stage:** Maximum of two (2) revision rounds per template, based on consolidated feedback from ACCESS 2.
- **Rollout stage:** One (1) revision round per individual case study or factsheet after rollout of the approved template.
- **Additional revisions:** Any revisions beyond the agreed rounds will be subject to negotiation and may incur additional cost at the agreed daily or hourly rate.
- **Feedback turnaround:** ACCESS 2 will provide consolidated feedback within five (5) working days of each submission.

## 6. Required Qualifications

**Essential:**

- Proven experience in professional graphic design, with at least three (3) years of relevant experience.
- Strong portfolio demonstrating booklet, publication, and factsheet design, preferably within international development, NGO, or government settings.
- Proficiency with Adobe Creative Suite (InDesign, Illustrator, Photoshop).
- Demonstrated ability to produce bilingual materials with competent Khmer language typography and layout.
- Ability to work under tight deadlines and incorporate structured feedback within agreed revision rounds.

**Desirable:**

- Experience working with DFAT-funded programs or Australian Government branding requirements.
- Experience producing accessible documents (e.g., tagged PDFs, WCAG-compliant web outputs).
- Familiarity with data visualisation and infographic design.

## 7. Evaluation Criteria

Proposals will be assessed against the following weighted criteria:

#	Criterion	Weighting
1	Relevant experience and qualifications	20%
2	Quality and relevance of design portfolio	30%
3	Understanding of the scope and proposed approach	15%
4	Financial proposal (value for money)	25%
5	Availability and proposed timeline	10%

## 8. Intellectual Property and Ownership

All outputs produced under this contract, including design templates, source files, graphics, illustrations, and final publications, shall be the sole intellectual property of Abt Associates and the ACCESS 2 Program. The service provider may not use, reproduce, or distribute any outputs or derivative works without prior written approval from Abt Associates.

## 9. Confidentiality and Safeguarding

The service provider will handle all content, including case study narratives, photographs, and personal information, with strict confidentiality. Several case studies involve sensitive topics, including gender-based violence and the experiences of persons with disabilities, including children. The service provider must:

- Sign a confidentiality undertaking prior to commencing work.
- Not share, publish, or use any content provided by ACCESS 2 for purposes outside the scope of this contract.
- Handle all photographs and personal data in accordance with ACCESS 2 safeguarding policies and applicable data protection standards.
- Return or permanently delete all working files upon contract completion, retaining only a personal portfolio copy of the final published outputs with ACCESS 2 written approval.

## 10. Reporting and Coordination

The service provider will work closely with:

- ACCESS 2 Communications and Knowledge Management team (primary point of contact).
- ACCESS 2 Program Managers and Technical Leads.
- Provincial and SIP focal points (as needed for content clarification).

Regular check-ins (at minimum fortnightly) and iterative reviews will be required. The service provider will maintain a simple tracker showing progress against deliverables and timelines.

## 11. Contract Extension

Subject to satisfactory performance, Abt Associates reserves the right to extend this contract for additional design outputs as required by the ACCESS 2 Program, including future case studies, factsheets, or other communication materials. Any extension will be negotiated on the basis of the agreed daily or unit rates established under this contract.

This opportunity is ideal for a dedicated, detail-oriented, and creative production partner who is passionate about using visual media to showcase meaningful, inclusive development outcomes.

**Commitment to Equity:** Abt Global values individuality and celebrates difference with a strong commitment to diversity, equality, racial equity, gender, and disability inclusion. We offer flexible work arrangements and a culturally safe environment for staff members from diverse racial and ethnic backgrounds.

**Commitment to Safeguarding:** We are deeply committed to safeguarding, to protect and prevent harm and abuse to individuals we work for and who work for us. Our recruitment and

selection procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. We will not tolerate discrimination, harassment, child abuse, sexual abuse or exploitation in any form, and expect everyone to be treated with respect and dignity.

**Disclaimer:** Abt Associates will never ask candidates for money in exchange for an offer of employment.

### **How to Apply**

Interested consultants or firms should submit via email to **procurement@access2cambodia.org**:

1. CV or company profile, including details of relevant experience and key personnel.
2. Portfolio of similar design work (minimum three (3) examples of booklet, publication, or factsheet design).
3. Financial proposal, itemised by phase, with a daily or hourly rate and any optional cost breakdowns (e.g., additional case studies, reprints).
4. Brief statement of proposed approach and methodology.
5. Proposed timeline and confirmation of availability.
6. Two (2) professional references from recent clients.

*Closing Date: 01/04/2026, 5:00 pm Phnom Penh time*