

## ANNEX A

### TERMS OF REFERENCE A/1

#### **Reference: A/1 NAI Info Leaflet**

##### **I. Scope of Services Requested**

- a. The UNHCR Office in Greece assigns the printing/publication work, of an **information leaflet** that is aimed to be distributed to third country nationals, migrants and refugees, newly arriving in Greece, **in languages understood by and mostly spoken by the latter**.
- b. The printing/publication company shall have to deliver both (a) graphics design services (layout of leaflet on the basis of a given text, in Word format, prepared by UNHCR and translated by its cooperating agency METAction in up to 8 languages), as well as (b) printing/publication services, in a fixed number of copies, per language.

##### **II. Technical specifications**

The original text consists of 7 pages A4, font 14.

- a. Technical specifications are determined as per below table

<b>Paper size</b>	<b>A5 (14,8 x 21,0)</b>
<b>No. of pages (printed)</b>	<b>Total: 8 including front and back cover</b>
<b>Binding</b>	<b>Staple (καρφίτσα)</b>
<b>Letter font</b>	<b>No less than 12</b>
<b>Cover design and printing work (front &amp; back)</b>	<b>4/colour (τετραχρωμία) in Velvet 250 gr Potentially including photo</b>
<b>Inside design and printing work</b>	<b>4/colour (τετραχρωμία) in Velvet 150 gr Simple text</b>
<b>Cover quality</b>	<b>Ματ πλαστικοποίηση εξωφύλλου στην εξωτερική του όψη</b>
<b>Total number of copies</b>	<b>2.000 (as per below breakdown)</b>

- b. Number of copies per language

- Farsi/Dari 600
- Arabic 700
- Urdu 100
- Pashtu 100
- Kurdish Sorani 150
- English 150
- French 100
- Turkish 50

**Translated texts will be provided in adaptable software (Word or other).**

### III. Workplan

The Workplan for the said services can be found hereunder:

No	Info leaflet	Languages	Pages (printed)	Words (unformatted .doc GR)	Proposed Delivery Date
1	'Information for foreigners entering Greece without legal documents'	8  In separate leaflets	8  (per leaflet)	1.803	As soon as possible

### IV. Approach & Methodology Requirements

- i. Provide workplan and company focal point overall responsible for the said assignment;
- ii. Propose design layout (cover and inside) on the basis of text and page lengths; suggest inclusion of photos, make proposals on font type, page layout, colours, etc.
- iii. Dispatch **by e-mail or courier services** samples of printable text, in leaflet layout, **for UNHCR to conduct proof-reading of text, and propose modifications on the layout as appropriate. Samples of adapted material shall be dispatched to UNHCR as many times as required, until UNHCR submits its final endorsement, in writing, for printing. The same procedure shall apply for all languages. The last draft needs to be dispatched in printed form, in final layout excluding printing specifications like paper quality etc.**
- iv. Timeframe: the contractor is expected to deliver final product no later than agreed delivery date, provided that regular and prompt communication is established by both parties (UNHCR/Contractor); any further delays need to be communicated in advance to UNHCR, explained and mutually agreed.
- v. Contractor will be responsible for final printing at pre-determined quality, with all relevant obligations;
- vi. The final copies must be delivered to the UNHCR Athens Office, in boxes, divided per language, in date and time mutually agreed with UNHCR.

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## TERMS OF REFERENCE A/2

### **Reference A/2: RVRN Info Leaflet**

#### **I. Scope of Services Requested**

- c. The UNHCR Office in Greece assigns the printing/publication work, of an **information leaflet** addressing victims of racist violence and informing them about their rights and places to receive support **in languages understood by and mostly spoken by the latter**.
- d. The printing/publication company shall have to deliver both (a) graphics design services (layout of leaflet on the basis of a given text, in Word format, prepared by UNHCR and translated by its cooperating agency METAction in up to 7 languages), as well as (b) printing/publication services, in a fixed number of copies, per language.

#### **II. Technical specifications**

The original text consists of 2 pages A4, font 12.

- c. Technical specifications are determined as per below table

<b>Paper size</b>	<b>A5 (14,8 x 21,0)</b>
<b>No. of pages (printed)</b>	<b>Total: 4 including front and back cover</b>
<b>Binding</b>	<b>None</b>
<b>Letter font</b>	<b>No less than 12</b>
<b>Cover design and printing work (front &amp; back)</b>	<b>4/colour (τετραχρωμία) in Velvet 150 gr Potentially including photo</b>
<b>Inside design and printing work</b>	<b>4/colour (τετραχρωμία) in Velvet 150 gr Potentially including photo</b>
<b>Total number of copies</b>	<b>4.500 (as per below breakdown)</b>

- d. Number of copies per language

- Farsi 500
- Arabic 1.000
- Urdu 500
- Pashtu 500
- Bengali 500
- English 500
- French 500
- Greek 500

**Translated texts will be provided in adaptable software (Word or other).**

### III. Workplan

The Workplan for the said services can be found hereunder:

No	Info leaflet	Languages	Pages (printed)	Words (unformatted .doc GR)	Proposed Delivery Date
1	'information leaflet addressing victims of racist violence'	8  In separate leaflets	4  (per leaflet)	556	As soon as possible

### IV. Approach & Methodology Requirements

- vii. Provide workplan and company focal point overall responsible for the said assignment;
- viii. Propose design layout (cover and inside) on the basis of text and page lengths; suggest inclusion of photos, make proposals on font type, page layout, colours, etc.
- ix. Provide an electronic form of all the languages that will be used in RVRN's site.
- x. Dispatch **by e-mail or courier services** samples of printable text, in leaflet layout, **for UNHCR and RVRN to conduct proof-reading of text, and propose modifications on the layout as appropriate. Samples of adapted material shall be dispatched to UNHCR and RVRN as many times as required, until they submit their final endorsement, in writing, for printing. The same procedure shall apply for all languages. The last draft needs to be dispatched in printed form, in final layout excluding printing specifications like paper quality etc.**
- xi. Timeframe: the contractor is expected to deliver final product no later than agreed delivery date, provided that regular and prompt communication is established by both parties (UNHCR/Contractor); any further delays need to be communicated in advance to UNHCR, explained and mutually agreed.
- xii. Contractor will be responsible for final printing at pre-determined quality, with all relevant obligations;
- xiii. The final copies must be delivered to the premises of the Racist Violence Recording Network, in boxes, folded and divided per language, in date and time mutually agreed with UNHCR.

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## TERMS OF REFERENCE A/3

### **Reference A/3: Yearbook**

#### **I. Scope of Services Requested**

- a. UNHCR Athens Office in cooperation with the Editorial Board consisting of eminent lawyers and legal experts, as well as with the Hellenic League for Human Rights (HLHR) proceeds to the fourteenth edition of Yearbook of Refugee and Aliens Law, for the year 2012.

Yearbook of Refugee and Aliens Law is an annual publication issued since 1998 and includes some of the most important developments on the jurisprudence of the Greek Courts and particularly of the Council of State, as well as of the European Court of Human Rights, the Court of the European Union, the International Court of Justice and other international Courts and Bodies.

It also includes articles on refugee and aliens' law, as well as the recent legislative developments.

The Yearbook serves as a trusted reference point for national and European case law as well as relevant developments at international level. It is an important tool for a deeper understanding of the asylum and international protection principles.

- b. The printing/publication company shall have to deliver to UNHCR 110 copies of the Volume

#### **II. Technical specifications**

- a. Technical specifications are determined as per below table

<b>Paper size</b>	<b>16 cm X 24 cm</b>
<b>No. of pages (printed)</b>	<b>616</b>
<b>Binding</b>	<b>digital</b>
<b>Letter font</b>	<b>Times New Roman 11</b>
<b>Cover design and printing work (front &amp; back)</b>	<b>4/colour (τετραχρωμία) in Velvet 300 gr</b>
<b>Inside design and printing work</b>	<b>4/colour (τετραχρωμία) in writing paper 80 gr</b>
<b>Cover quality</b>	<b>Ματ πλαστικοποίηση εξωφύλλου στην εξωτερική του όψη</b>
<b>Total number of copies</b>	<b>110</b>

### III. Workplan

The Workplan for the said services can be found hereunder:

No	Info leaflet	Languages	Pages (printed)	Proposed Delivery Date
1	Yearbook of Refugee and Aliens Law, for the year 2012	1	616  (per book)	As soon as possible

### IV. Approach & Methodology Requirements

- i. Provide workplan and company focal point overall responsible for the said assignment;
- ii. Propose design layout (cover and inside) on the basis of text and page lengths; make proposals on font type, page layout, colours, etc.
- iii. Text to be delivered to contractor with ready pagination by HLHR, implementing partner of UNHCR
- iv. Contactor to close cooperate with HLHR and UNHCR focal points for said assignment; dispatch **by e-mail** samples of printable text, **for HLHR to conduct proof-reading of text, and propose modifications on the layout as appropriate. Samples of adapted material shall be dispatched to HLHR as many times as required, until HLHR submits its final endorsement, in writing, for printing. The last draft needs to be dispatched in printed form, in final layout excluding printing specifications like paper quality etc.**
- v. Timeframe: the contractor is expected to deliver final product no later than agreed delivery date, provided that regular and prompt communication is established by both parties (UNHCR/Contractor); any further delays need to be communicated in advance to UNHCR, explained and mutually agreed.
- vi. Contractor will be responsible for final printing at pre-determined quality, with all relevant obligations;
- vii. The final copies must be delivered to the UNHCR Athens Office, in boxes, in date and time mutually agreed with UNHCR.

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