



Vanuatu Chamber of Commerce and Industry

## Call for Expression of Interest for a Graphic Designer

Section	Details
<b>A.</b>	<ul style="list-style-type: none"><li>• <b>LOCATION:</b> VCCI Head office in Port Vila, but work will be based on project locations in all 6 provinces.</li><li>• <b>TYPE OF CONTRACT:</b> Service Contract</li><li>• <b>STARTING DATE:</b> ASAP</li><li>• <b>APPLICATION DEADLINE:</b> Friday, June 7, 2024</li><li>• <b>DURATION OF INITIAL CONTRACT:</b> One (1) year, with renewal available</li></ul>
<b>B.</b>	<p><b>Background:</b></p> <p>The Vanuatu Chamber of Commerce and Industry (VCCI) is the country's private sector national representative body. The work undertaken by the VCCI is varied, providing information and advice to its membership and business development support via its services such as the running of workshops, projects and programs to support the development of Vanuatu's micro, small, medium and large businesses. We are here to service all industry sectors including tourism agriculture, manufacturing, retail, at national and provincial levels. We are also responsible for advocating for good policy and legislation development by decision makers when it comes to matters affecting the private sector and the business environment.</p> <p>As part of our communication strategy, we put out document reports, videos and other publications that requires high quality graphics, images and footage. Hence, we would like to contract a professional service provider to meet our needs in this area.</p>
<b>C.</b>	<p><b>Who are we are after:</b></p> <ul style="list-style-type: none"><li>• A professional graphic designer with skill in designing layouts, visuals and imageries for the various VCCI communication outputs.</li></ul>
<b>D.</b>	<p><b>What are we after:</b></p> <ul style="list-style-type: none"><li>• Designing the visuals and graphics for all matter of printed materials for the VCCI.</li><li>• Design the layouts for our publications and report booklets.</li><li>• Design our branding and advertising materials such as banners, brochures, flyers, posters etc.</li></ul>
<b>E.</b>	<p><b>Details required:</b></p> <ul style="list-style-type: none"><li>• A detailed description of your services and the rates for each of the services.</li><li>• A link or samples of your previous work to be attached to the EOI.</li></ul>
<b>F.</b>	<p><b>Please send in your Expression of Interest to:</b></p>

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|  | <ul style="list-style-type: none"><li>• Phalguni James, Communications and Monitoring and Evaluation Officer</li><li>• Vanuatu Chamber of Commerce and Industry</li><li>• Email: <a href="mailto:comms.monitoring@vcci.vu">comms.monitoring@vcci.vu</a></li><li>• Phone: +67827543</li></ul> |
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