



Terms of Reference

CONTRACTING OF SERVICE PROVIDER FOR GRAPHIC DESIGN SERVICES



1. Brief background

- 1.1 The QCTO is the custodian of the Occupational Qualifications Sub-Framework (OQSF), and is responsible for the quality assurance of qualifications, part qualifications, and skills programmes registered on the OQSF. The Research & Analysis Unit contributes to the mandate of the QCTO by providing research support to the rest of the organisation.
- 1.2 The Research & Analysis Unit produces publications for external stakeholders. In order to ensure that the QCTO's brand is upheld, the Unit requires the services of a graphic designer to produce graphics and diagrams as well as do the design and layout of these publications.

2. Technical specifications

The service provider must:

- 2.1 Be familiar with and have access to appropriate graphic design software.
- 2.2 Supply evidence of having produced publications in both digital and hard copy formats.
- 2.3 Develop graphics and diagrams as required.
- 2.4 Work with the QCTO's Research and Analysis Unit to deliver the QCTO Research Bulletin:

Develop and integrate graphics where required and provide design and layout services according to the QCTO CI manual. Artwork and final layout to be submitted to the project manager and Unit Director for approval, with a minimum of three corrections allowed. Specifications:

- Layout and design of between 250 – 300 pages.
- Sourcing of ISSN number for the publication.
- Insertion of relevant photos or graphics for a visually appealing design.
- Design of cover page.
- Delivery of final pdf with ISSN number for digital copy.
- Development of infographics and process flow diagrams where needed.
- Design of digital version cover page.
- Design of print version cover and imprint page.
- Delivery of final pdfs (digital and print-ready versions) with ISBN number.

3. Work schedule

Completed QCTO Research Bulletin to be delivered by 23 March 2026.



4. Pricing Schedule

- a) Agreement Term: up to 2 months
- b) Payment Frequency: Payment upon delivery of final version signed off by project manager.

Technical queries via email to:

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