



Request for Proposal

Visual Communication Consultant for Rimba Collective Annual Report

Published Date: January 10, 2024



About Lestari Capital & Rimba Collective

Lestari Capital

Founded as a start-up in 2017 with a mission to solve the problem of short-term conservation projects with limited access to finance, Lestari Capital now has 31 staff, 19 projects operational across three business lines, and 25+ year commitments from major global companies. We are leading the way in nature-based solutions that meet corporate sustainability needs. One of our business lines is Collectives, a first-of-its-kind mechanism that sees companies collaborate to deliver ecosystem outcomes at scale. Rimba Collective is the first of these pioneering mechanisms and is operated by Lestari Capital on behalf of the Rimba Collective's Founding Partners. Learn more: www.lestari-capital.com

Rimba Collective

The Rimba Collective is an innovative, long-term collaboration between consumer goods manufacturers, processors, traders and growers in the agricultural commodities industry. Through collective action, each company can deliver on its individual corporate sustainability objectives over the long term and at scale.

The Rimba Collective is a mechanism designed, built and operated by Lestari Capital.

Visit: www.rimba-collective.com

The Rimba Collective is open for proposals for graphic design and layout with a communications professional (individual) or company.

Key Deliverables/ Scope of Work

- Graphic design and layout of Rimba Collective's Annual Report (inaugural report) adapted using the Rimba Collective visual identity guidelines and style guide to create a visually appealing and impactful inaugural Annual Report (approx. 28 pages)
- Final output will be in PDF and possibly in digital format (e-book, flipbook)
- Copy will be drafted and provided by Rimba Collective by project start date
- Provide guidance and feedback on the design of the report to ensure the outcome is in alignment with our results and matches the needs of our Target Audience
- Photos will be provided by Lestari Capital and Rimba Collective (no stock images will be required)
- Financial Data and Impact Data will be provided to create in best-of formats to best showcase the data and impact. Infographic layouts will also be included in the design and required in a separate JPG output for use on the website.
- Attendance for check-ins on the work progress would be essential as part of the project. Minimum one briefing session and 2 x 30-minute check ins throughout the project to check on progress.

Timeline & Milestones

Estimates: Early February, 2024 - March 15, 2024 (with possibility of extension for future assignments). Dates will be finalised before project commences and contract signed.

- **January 31, 2024** – Decisions made, and contract signed
- February 2024 – project begins with final text submitted to designer.
- **First draft version:** 2-3 weeks later (approx. end February).
- **Review and consolidated edits** from Rimba Collective by: 1-2 weeks.
- Review and consolidated edits of financial data and impact infographics.
- **Final draft and designed version:** Approximately mid-March 2024

Remuneration

Contract will be signed upon selection of vendor. Upon receipt of final deliverables and approval by the client in writing, service will be paid in full within 30 days of receipt of the invoice. Invoice shall be dated no earlier than the date of approval by client.

Proposal Submissions

By 23:59PM latest by **January 25, 2024**, please submit proposals to the following email address only: jobs@lestari-capital.com and include in the subject line the following: PROPOSAL SUBMISSION FOR ANNUAL REPORT DESIGN

To be considered for the proposal, please ensure to include ALL of the following items within your email. Please note that proposals without these elements, will not be included in reviewing.

1. Link to your e-portfolio or website (individual) or company profile (for firms) showcasing similar work especially in a digital format.
2. A statement of interest describing an overview of the scope of work and how you or your company intend to meet the requirements. (This can be written or a short 3-minute video sent via a private YouTube link). If video attachments, please include on a file sharing service link such as Dropbox or Google Drive.
3. Fee quotation for the proposed key deliverables (in either an hourly or project rate) based on the timeline and information as described above. Please note if the size of the Annual Report changes (i.e. number of pages increases) fees can be adjusted. Please include this adjustment in your quote.
4. Please include bios of all staff who will be providing the services.
5. Client references (minimum of 3) of companies or clients you have worked with to provide similar work.

Decision

Lestari Capital will directly contact the selected vendor no later than **January 31, 2024**.