

Reference number: 101102619

Project title: STEAME TEACHER FACILITATORS ACADEMY

Project Acronym: STEAME-ACADEMY

Implementation period: 1 June 2023 to 31 May 2026

Project site: www.steame-academy.eu

Coordinating Organisation: Pedagogical University of Krakow, Poland

Contractor for this Action: Pedagogical University of Krakow, Poland

Call for offer for Project Graphic Designs

Terms of Reference

The STEAME Teacher Facilitators Academy project consortium searches for subcontracting an experienced graphic design company to facilitate the creation of various design elements, aligning with the envisioned objectives and visual identity of the project. In lieu of an expert designer, the Consortium will consider applications by experts as physical persons or organizations (companies, agencies, foundations) specialized in graphic design development. Overall, the expert has to demonstrate the skills and experience required for the advertised role. The fee mentioned in this Terms of Reference is intended as maximum contract value (including vat, if any), being the contract assigned to an individual expert or an organization.

Summary of STEAME Teacher Facilitators Academy project

The STEAME Teacher Facilitators Academy project will develop a model through a STEAME Teacher Facilitators Academies networked through a European Federation of such Academies at the local level, which will support the change to the future schools with main actors the teacher facilitators as the future professionals and experts of learning change and facilitators of competence and skills development in youth.

The STEAME Teacher Facilitators Academies will support the training of service teachers and the training of student teachers. At certain stage the service teachers will serve as mentors of the student teachers throughout a European mobility-based system. This will create a networking between school education and university education and possibly industry, working together as co-creators for the sustainable development between teacher education providers with impact on the quality of education in Europe. This will support the continuous professional development of future teachers and lay the ground for the future schools of STEAME project-based learning environments for students.

The main innovations to be delivered by this project are:

- STEAME Teacher Facilitators Competence Framework for student and serving teachers
- STEAME Teacher Facilitators Learning Modules/Workshops
- International Sharing Observatory for STEAME Learning Facilitators
- Development of the STEAME Facilitators Community of Practice/Mentoring and Certification Program
- Policy Recommendations – European Federation of STEAME Teacher Facilitators Academies

Expertise and skills required for the graphic design expert

Skills and experience

The candidate has to demonstrate some relevant skills and experience, including the following:

- Proven track record in graphic design with a minimum of 3 years of experience
- Strong graphic skills, including layout, typography, color theory, and composition
- Expert in software tools such as Adobe Creative Suite (Photoshop, Illustrator, InDesign, etc.) or other industry-standard software
- Proficiency in digital illustration software and the ability to create custom graphics and icons
- Ability to think creatively and find innovative solutions to design challenges
- Strong communication skills to effectively convey design concepts
- A well-curated portfolio showcasing your best work and demonstrating your design skills and versatility
- Attention to detail, time management and the ability to work well under pressure are essential for meeting deadlines and producing quality work
- Excellent English language skills, both written and oral

Tasks and Deliverables

The main tasks and deliverables of the graphic designer will be:

- Logo design for the STEAME ACADEMY Federation
- Cover design of the deliverable reports
- Visual Identity design for communication letters for the project and for the Federation
- Electronic newsletter design template
- Flyers/bookmarks/A3 size poster/roll-up/conference invitation designs as needed during the course of the project life (maximum 2 of each type)
- PowerPoint template design for the project
- Design for the trademark of the European Federation of STEAME Teacher Academies
- STEAME-ACADEMY project website licensed photos/designs (10 maximum)
- STEAME-ACADEMY project platform licensed photos/designs as needed (10 maximum)
- Events Certificates of Participation design (5 variations)
- STEAME Teacher Certification design (1 version in EN)
- Social media adapted designs of some of the above (size and format adjusted)
- Minor additional design works (variations of the above) or updates (change of text) until the end of the project , May 2026

Conditions for the service

The applicant undertakes to carry out the required service within the specified timeframe. The applicant agrees to maintain the confidentiality of data that may be generated or disclosed during the provision of the required service. The applicant adheres to all relevant laws and regulations, such as copyright and intellectual property rights.

Total Fee

The total fee for the engagement of the graphic designer is **EUR 2500** (two thousand five hundred), with **all taxes included**.

Assessment Method

The assessment of applicants will be based on quality of Expertise and skills as described above.

Deadline and requirements for the application

The **deadline** for presenting the offer application for the job **is 20 September 2023 at 12 noon**.

Applications shall be submitted through the following email address: steameacademyeu@gmail.com

Confirmation replies of offered applications received will be made within 24 hours.

Applicants shall present their profile (i.e. website or otherwise), a short cover letter and sample portfolio of their best work (i.e. website links), clearly demonstrating the skills, competences and experience required in these terms of reference.

The Project Consortium is not obliged to accept any offer submitted.

For any questions or clarifications, you may contact us through the following email address: steameacademyeu@gmail.com