

BORDA Zambia

'WASH'n'soul project phase II'

Terms of Reference for a consultant to design the WASH'n'soul project impact report.

Background

The Bremen Overseas Research & Development Association (BORDA) is a technical expert organisation based in Bremen, Germany specialised in the field of sustainable environmental protection through integrated sanitation solutions. The organisation's activities aim at making neighbourhoods more liveable by developing and implementing innovative on-site sanitation solutions that build climate resilience, strengthen social structures, and foster the sustainable and attentive handling of natural resources. BORDA supports holistic approaches on policy formulation, participatory urban planning processes and infrastructure development.

BORDA is active outside of Germany in over 20 countries in Asia, Africa, Latin America, and the Caribbean. In Zambia, BORDA has been active since 2009 through a partnership with the Water and Sanitation Association in Zambia (WASAZA). In 2016, the BORDA Zambia Country Office was established. Since 2016, BORDA Zambia has, together with key partners implemented several projects in the Zambian Water Supply and Sanitation sector.

Since 2021, BORDA Zambia, in partnership with Viva con Agua and soulbottles, has been implementing the WASH'n'soul Project. Phase 1 of the project was implemented from February 2021 to January 2023 in 20 schools in peri-urban areas of Lusaka. The WASH'n'soul phase 2, will be implemented in 10 peri-urban schools in Lusaka City, and implementation will be finalised in January 2026. The project demonstrates the effectiveness of a holistic approach in advancing national goals for Water, Sanitation, and Hygiene in Schools (WinS) through implementation of WinS activities and infrastructure through the school-Based Sanitation (SBS) approach. The project focuses on the following four key thematic areas:

- Institutional Capacity Strengthening – Ensuring sustainable management and operation of school WASH services.
- WASH Infrastructure Improvement, including decentralised wastewater treatment (DEWATS) and robust operations & maintenance (O&M).
- Health & Hygiene Promotion – Encouraging best practices among students and staff.
- Advocacy & Knowledge Sharing – Leveraging project results and good practices to influence broader WinS interventions

Purpose of the consultancy

With Phase 2 of the Project coming to a close at the end of January 2026, an end of Project impact report will be developed that outlines the key processes that were used for implementation of the Project, as well as the impact that the activities have had on the target population. This report will be developed by the Project team and will be disseminated both online and in hardcopy.

With the above, BORDA is seeking a consultant who will support with the final layout and design of the document. The designing of the project impact report is an essential part of BORDA's commitment to producing high-quality, engaging, and accessible knowledge products. The design aims to transform the report into a visually appealing and user-friendly document that effectively communicates the

status of Water, Sanitation and Hygiene in Schools (WinS) locally and globally, while presenting the baseline overview of the WASH'n'soul approaches and illustrating impact stories in a compelling manner. The design process will ensure that the report is not only informative but also attractive, well-structured, and easy to navigate for a diverse audience that includes funders, partners, policymakers, and communities. It will enhance the presentation of data, highlight key findings, and bring human stories to life through visuals, thereby maximising the report's reach, readability, and influence.

Tasks and deliverables

The specific tasks of the consultant include:

1. Developing a cohesive layout and visual identity for the project impact report in line with BORDA's branding guidelines.
2. Designing page templates and grids that ensure consistency, readability, and a professional finish across the document.
3. Creating infographics, charts, and data visualisations to simplify complex information and highlight key findings.
4. Designing illustrative elements and icons that enhance the presentation of WASH'n'soul approaches and impact stories.
5. Integrating photography and case study visuals in a way that is engaging, contextually appropriate, and high-quality.
6. Applying a clear hierarchy of typography, colour schemes, and spacing to improve legibility and flow.
7. Ensuring the report is optimised for both print and digital formats (including interactive PDF features where relevant).

The deliverables include:

1. **Final Report in PDF format** – Print-ready and digital - optimised PDF version of the complete report.
2. **Editable Source Files (Working Files)** – Fully editable versions provided to BORDA for future updates and adaptations.

Reporting

The consultant will report directly to the project manager and in close collaboration with the Communications and PR officer. Progress updates will be provided on weekly basis to check on the progress of the creative document. Draft designed report must be submitted electronically in PDF format; upon finalisation of the final document the consultant needs to send the editable source files. Feedback will be provided within 72 hours of submission and approval of final deliverables will rest with the project manager.

All required deliverables should be submitted to the Project Manager and Communication and PR officer in Cc by deadline.

Milestone/deliverable	Man days
Inception Meeting and review of Corporate Design Manual	1 day
Draft in PDF format	14 days
WASH'n'soul project impact report design	7 days
- PDF report with full designs	
- Editable source files (working files)	
Total days	22 days

Inputs and Responsibilities of BORDA

- BORDA will provide final text, data tables, and all high-resolution photographs prior to or during the inception meeting.
- BORDA will consolidate and provide feedback according to the TOR feedback process (feedback window as specified in the TOR).
- BORDA will provide logos, brand assets and the Corporate Design Manual during the inception meeting.

Timeline

The inception meeting will be held on 27th November 2025 and the assignment is expected to start on 1st December 2025 and has a duration of 21 days within a period of 3 weeks. The consultant will be expected to share the first draft in PDF format on 14th December 2025 and the final PDF and editable source files (working files) on 24th December 2025. The assignment will be effective in action from the day of signing of awarded contract. The assignment should not exceed more than 21 working days.

Required Qualifications and Experience

The interested Consultant should have the following competencies:

- Bachelor's degree in graphic design, diploma in design, fine arts, or a related field is preferred, candidates with no qualifications but hold exceptional portfolios will be considered.
- A strong portfolio showcasing a diverse range of design projects, including both print and digital work.
- Minimum of 5 years of professional experience in graphic design, preferably in a marketing agency.
- Proficient in Adobe Creative Suite (Photoshop, Illustrator, InDesign) and other relevant design software.
- Solid understanding of design principles, typography, colour theory, and layout composition.
- A keen eye for aesthetics and details.
- Demonstrated ability to translate brand guidelines into visually impactful designs.
- Strong communication skills and the ability to effectively present and explain design concepts to team members and stakeholders.
- Ability to work methodically and meet deadlines.
- Exceptional creativity, problem-solving skills, and attention to detail.

Proposal Submission

- 1. Technical Proposal to conduct the assignment and achieve objectives including:**
 - a) Cover letter addressed to the Country Director (1 page)
 - b) Proposed work plan (1 page),
 - c) Curriculum Vitae(s) (CV) of the proposed consultant(s) with relevant experience, qualifications and registration with relevant professional body.
 - d) A detailed portfolio showcasing diverse range of design projects, including both print and digital work.

2. Financial offer including breakdown of costs.

***Please note that submissions should be made in two separate documents: Technical Proposal and Financial Proposal.**

Selection Criteria and Evaluation

BORDA Zambia 's evaluation committee shall evaluate the proposals based on criteria covering both technical quality and price with the following score weighting:

Description	Weighting
Technical Proposal	70%
Financial offer	30%

Intellectual property & licence

- On final payment and sign-off, BORDA will receive unlimited, non-exclusive rights to use the final report and supplied assets for BORDA's communications and advocacy purposes.
- The Consultant will ensure that any third-party assets (photos, icons, fonts) included have appropriate licences for BORDA's use; where additional licences are required, the Consultant will flag these at inception.

How to Apply

Proposals must be submitted to zambia@borda-africa.org no later than midnight of 21st November 2025 CAT.23:59, Please ensure that the subject for the email is: GRAPHICS DESIGNING CONSULTANT_PN 424.