

CALL FOR PROPOSALS

– Graphic Designfor REN21 – Short-Term Project Consultant

Timeline: September to November 2026

About REN21

REN21 is the global network of diverse stakeholders –governments, industry, NGOs, science and academia– that enables the necessary changes to build the renewables economy for prosperous lives and societies. Our vision is a world where renewable energy is the foundation for strong, equitable and resilient economies. Renewables are the undeniable choice for people, nature and prosperity.

REN21 creates an enabling environment to support renewables. It offers a platform for a variety of stakeholders to engage and collaborate. Armed with knowledge and tools, supported by a culture of dialogue and debate, and augmented by new ecosystems, this community of change strategically drives the deep transformations needed to make renewables the norm. www.ren21.net

About the Project

REN21 and the Korea Energy Agency (KEA) are co-organising an international event in Seoul, Republic of Korea, bringing together Korean, Asian and international policymakers, practitioners, researchers, civil society and industry around **community energy, agrivoltaics and the renewables-based economy**.

The event will explore how community participation, local ownership, benefit-sharing and agrivoltaics can support renewable energy deployment while creating tangible local economic value, strengthening energy security and building public trust.

The event sits within a wider project designed not only to convene stakeholders, but also to create reusable knowledge and communications assets that can carry its messages to audiences in Korea, Asia and internationally.

REN21 is therefore seeking graphic design support covering the **full communications cycle: pre-event, event and post-event dissemination**.

General Scope of the Assignment

The purpose of this assignment is to co-develop the visual identity and communications materials required for the KEA–REN21 international event and its associated communications outputs.

The consultant will work closely with REN21’s Communications team and KEA to ensure that all products are appropriately **co-branded**, visually coherent and aligned with the communication standards of both organisations.

The design should provide a recognisable visual language for the event while remaining connected to REN21’s institutional identity and wider renewables-based economy communications.

The assignment includes both digital and print-ready materials and will require responsiveness as programme, speaker and event information is progressively confirmed.

Description of Required Tasks

Over the course of the contract, the contractor will:

- Event materials
 - Design print-ready and digital materials, which may include:
 - Full event programme / agenda
 - Name badge and related templates if required
 - Stage/backdrop or screen graphics
 - Roll-ups or equivalent event signage
 - Presentation slides or event holding screens

The contractor will be expected to prepare files according to the specifications provided by REN21 and KEA and coordinate rapidly on adaptations required for local production.

- On-site / live communications support
 - Develop rapidly adaptable templates for:
 - Session highlights
 - Daily summaries
- Post-event communications and knowledge products
 - Selected case-study graphics
 - A concise **bilingual Korean/English outcomes document**, based on content supplied by REN21

- A concise good-practice or policy-oriented publication resulting from the project, subject to final content and scope
- Other dissemination assets derived from event outcomes
- File management and handover
 - Supply print-ready and web-optimised final files.
 - Provide editable source files for final approved materials.
 - Maintain clear naming and version control throughout the assignment.
 - Ensure all final materials are suitable for reuse by REN21 and KEA following completion of the project.

Timeline

The contract will run from September to November 2026, with the most intensive design period taking place before and immediately around the event. The assignment is foreseen to follow three phases:

- **Pre-event:** visual identity, promotional materials, programme and event collateral.
- **Event period:** final programme adaptations, on-site materials and rapid-turnaround digital communications.
- **Post-event:** outcomes document, knowledge products and dissemination materials.
- Because event information and speaker confirmations may evolve close to the event date, the contractor must demonstrate the capacity for **rapid turnaround and iterative revisions**.

Applicants should indicate their availability across the full period and their ability to respond quickly during the event period.

Key Selection Criteria

The selection of the contractor will depend on:

- Price – 30%
- Quality – 70%, of which:
 - Relevant professional experience and references – 35%
 - Quality and relevance of portfolio – 35%
 - Experience designing materials for international events and/or complex institutional communications – 20%
 - Flexibility and ability to meet rapid event-related timelines – 10%

Proposal Requirements

The submission can be made in any format, and should include:

- The contractor's specific interest in the project and availability
- Profile and relevant professional experience
- Portfolio illustrating capacities and style, particularly examples relevant to the tasks described above
- Proposed approach to managing a multi-output event communications package
- Confirmation of ability to provide editable source files
- Proposed fee for carrying out the assignment, **within an indicative budget of EUR 7,000–10,000**, including VAT where applicable
- Any assumptions concerning the number of revision rounds or scope

Proposals should be emailed to secretariat@ren21.net. Please mention "Submission of Proposal: KEA Graphic Design Support" in the subject line. Proposals are accepted on a rolling basis until position is filled. All received proposals will be acknowledged, but only short-listed candidates will be contacted.

