

CALL FOR PROPOSALS

Design and layout for the Renewables in Cities Global Status Report

Objective

REN21 is looking for a graphic designer for the second *Renewables in Cities Global Status Report* (REC), and who will work in close consultation with the REN21 REC team, REC chapter/section authors, and the designers.

Background

REN21 is the only global renewable energy community of actors from science, governments, NGOs and industry. We provide up-to-date facts, figures and peer-reviewed analysis of global developments in technology, policies and markets to decision-makers. Our goal: encourage and enable them to shift to renewable energy - now. www.ren21.net.

REN21 is producing a new report series: *Renewables in Cities Global Status Report* (REC). This spotlights the key role that cities have in the energy transformation and how they can inspire continued ambitious action. The first edition, *the Renewables in Cities 2019 Global Status Report* was launched in November 2019, in the lead up to COP25. Considering the lack of consolidated and reliable data on renewable energy in cities, as well as the decentralised nature of the available data, this report was the start of a continuous process to become a single source of reliable and up-to-date data on this topic. The second edition will build on the findings and process learnings of the first edition, in addition to identifying new indicators that can track renewable energy advancements in cities globally.

The content for the second edition will be based primarily on data from 2019 and mid-2020 (or, if unavailable, the latest accessible data). In addition, the report will have an executive summary and supplementary sidebars, tables and notes. Also, there will be a separate document that contains a summary for policy makers based on highlights of the report.

The research and writing process of this report will be collaborative and build on REN21's successful multi-stakeholder approach to tracking renewable energy developments.¹ The work will build on the

¹ REN21 will draw on its extensive experience in managing and producing the [Renewables Global Status Report](#) series, where it involves a network of over 1,500 energy experts in the annual production process, collecting

knowledge, data, experience and work done-to-date within REN21's community of experts as well as by the existing transnational networks such as Energy Cities, C40, ICLEI, and the Covenant of Mayors. It will also involve networks of social entrepreneurship, citizens' communities or similar, that have complementary information and can contribute to close data gaps. As with all REN21 products, the report will be open to extensive peer review.

Next to content and methodology (collaborative, transparent, thorough), the design of the report has significantly contributed to the report's identity and recognition. Also, the infographics, that are publicly available, are being used by the broader energy community, contributing to the report's visibility.

Description of Required Tasks

The contractor will be responsible for fulfilling the following tasks:

1. Layout of the Renewables in Cities Global Status Report

- The graphic designer will be responsible for defining the master layout for the REC. The designer of the REC should:
 - reflect the spirit and approach of the report (see before)
 - remain cutting edge,
 - illustrate a continuity from the previous designed edition.
- The layout is intended to serve as a "blueprint" for additional means of communication linked to the REC, and contributes to the foundation in the evolution of the REC design.
- The colors of the REN21 logo shall provide guidance for the colors used for the REC layout.
- It is important that the REC design is developed in a way to differentiate the report from other publications in the energy area, such as reports from the International Renewable Energy Agency (IRENA) or the International Energy Agency (IEA).

i. Cover and back cover layout

- The front cover illustration shall reflect the report's topic of the status and development of renewable energy in cities worldwide. The cover page shall contain:
 - Title and year of the report
 - Integration of the corporate REN21 design profile

disperse information and consolidating it to produce the reference report on the status of renewable energy trends, markets, industry and policies. The experience and knowledge gained from this process will be applied to the *Renewables in Cities Global Status Report*.

- REN21 Logo
- The back page should include the REN21 Logo and contact information

ii. **Figures and tables design**

- The REC includes the design of approximately
 - 20 figures (graphs, charts, etc)
 - 2 infographics
 - 3 tables with data
 - 10 reference tables
- All figures and tables should be in colour and have the same layout. However, figures should remain readable in case of black/white copy.
- In the infographics and PowerPoint, the graphics should comprise the REN21 logo.

iii. **Inside page layout**

The Report's inside page layout shall include text, headers, footers, tables, text boxes and figures as well as sources and numbering. The layout should contribute strongly to provide a clear structure of the report.

2. **Design and Production of the Renewables in Cities Global Status Report**

- Building on the design master, the graphic designer will be responsible for the design of the REC
- The draft text/contents of the REC will be provided to the designer by the REN21 Secretariat. The designed draft will be subject to review(s) by REC team, REN21 Secretariat, the report editor and the REN21 Steering Committee.
- The anticipated length of the designed report is of 170 pages, of which 40 pages of endnotes/detailed references that are only made available in the electronic versions of the report.

The graphic designer will provide the following:

- high resolution PDF for printing
- low resolution PDF (to enable download of the PDF in countries/regions with lower bandwidth)
- infographics
 - without logo
 - with logo incorporated for power point presentations and infographics pack
- all graphical elements used in the REC

- Social media cards of the report cover announcing report launch in compatible formats (twitter, Facebook, Instagram and LinkedIn)
- Banner for the REN21 website – featuring the cover and download information

3. **Design and production of the Highlights document of the *Renewables in Cities Global Status Report***

- The graphic designer will be responsible for the design of the REC highlights document in coherence with the design of REC full report.
- The draft text/contents of the REC highlights document will be provided to the designer by REN21 Secretariat. The designed draft will be subject to review(s) by REN21 Secretariat, the report editor and the REN21 Steering Committee.
- The anticipated length of the designed highlights document is of 8 pages, including
 - the global renewable energy in cities story
 - key figures and tables from the full report
 - textboxes
- The graphic designer will provide the following:
 - high resolution PDF for printing
 - low resolution PDF for electronic distribution
- The designer will coordinate the design coherence between the REC full report and the REC Highlights document.

Miscellaneous

The printing of the REC is not part of the contract, but will be commissioned directly by REN21. The designer will, however, be required to support REN21 Secretariat in defining printing requirements to ensure a good quality of the hardcopies, like the quality of the paper, ink, binding. The designer will also coordinate with the printing company to ensure a high-quality printed version and validate the final proofs.

Proposal Requirements

The submission should include:

- The contractor's specific interest in the project
- A detailed résumé of sample work(s), highlighting related work experience
- Presentation of the approach to the REC master layout and the production process, including proposed cover, double internal page and figure

- Proposed budget split by task (including all taxes)
- Profile and track record of the graphic designer, including documentation of related projects relevant to this assignment

Proposals should be addressed to secretariat@ren21.net with “REC – Proposal for Graphic Designer” in the subject line.

The **deadline date** for receipt of proposals is **22 September 2020, 23:00 (CEST)**

REC Tentative Timeline

Most of the contractor’s work is expected to happen between November 2020 and February 2021. Below is a provisional timeline for report production:

By when	What
July - August 2020	Data collection process
July – Sept. 2020	Report writing
October/November 2020	Peer Review
Fall 2020	Report Finalisation
November 2020 – February 2021	Editing
Fall 2020	Design of REC master layout and cover back/cover layout
January – March 2021	Figure and table design, inside page layout Design and production of the REC and the REC highlights document
March 2021	Launch of Final Report