



## **PUBLISHER FOR THE ARIPO@50 COMMEMORATIVE BOOKLET**

### **TERMS OF REFERENCE (TOR)**

#### **1. Background**

The African Regional Intellectual Property Organization (ARIPO) is commemorating its 50th Anniversary (ARIPO@50). As part of the celebrations, ARIPO intends to publish a high-quality commemorative booklet documenting its history, milestones, achievements, leadership, programs, and its impact on Intellectual Property (IP) development across Member States.

The Publisher will support the development, design, editing, layout, printing, and delivery of the ARIPO@50 Booklet in line with ARIPO's branding and quality standards.

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#### **2. Objective of the Assignment**

To produce a professionally edited, designed, and printed ARIPO@50 Commemorative Booklet that meets international publication standards and effectively communicates ARIPO's 50-year journey.

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#### **3. Scope of Work**

The Publisher will be required to undertake the following:

##### **3.1 Editorial and Content Alignment**

- Review the approved ARIPO@50 Booklet Outline and proposed content.
- Provide professional editorial services, including rewriting, copy-editing, proofreading, and consistently aligning with and upholding the ARIPO branding guidelines.
- Harmonise tone, style, and messaging across all chapters of the book.
- Insert relevant captions, quotes, photos, infographics, charts, and sidebars where needed.

##### **3.2 Design and Layout**

- Develop two initial design concepts of the booklet? for ARIPO's consideration.
- Ensure all design work aligns with ARIPO branding guidelines and the ARIPO@50 theme and visual identity.
- Create attractive, high-quality layouts including:



- Cover page (front and back)
- Section dividers
- Member State maps (as per outline)
- Archival photographs, illustrations, and infographics
- Ensure optimized placement of images, charts, and graphics for print quality.

### 3.3 Image & Graphic Work

- Edit and retouch supplied photographs.
- Create custom graphics, including timelines, organisational charts, and visuals of historic milestones.
- Integrate ARIPO@50 logos and branding elements appropriately.

### 3.4 Printing and Production

- Propose printing specifications including:
  - Paper type (cover & text)
  - Size and orientation
  - Binding type (preferred: perfect bound)
  - Colour profile (full-colour)
- Produce a high-quality printed run (**quantity to be confirmed by ARIPO**).
- Provide a physical sample/proof for approval before mass printing.

### 3.5 Deliverables

1. Edited and proofread manuscript.
2. Final approved design concept(s).
3. Print-ready final version (PDF).
4. Digital version (interactive PDF).
5. Printed copies as per agreed specifications.
6. Source files for ARIPO records (InDesign, Illustrator, etc.).



#### 4. Timeline

The entire assignment should be completed by 19 June 2026, with milestone deadlines to be agreed upon at contract signing.

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#### 5. Required Expertise

- Proven track record in publishing high-profile commemorative publications.
  - Demonstrated capacity in editorial and typesetting services, including technical and historical publications.
  - Strong graphic design and layout expertise.
  - Experience in producing high-quality print materials for regional or international organisations.
  - Ability to work under tight timelines.
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#### 6. Submission Requirements

Interested publishers must submit:

- A company profile with evidence of similar publications completed in the past 5 years.
  - Three sample publications or links to previous work.
  - Detailed methodology and workplan.
  - Team profiles (editors, graphic designers, production leads).
  - A financial proposal covering editing, design, layout, printing, and delivery as well as production of the interactive PDF (E-Pub) file.
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#### 7. Evaluation Criteria

Proposals will be evaluated on:

- **Technical quality** (editorial capability, design approach).
- **Relevant experience** (particularly for commemorative publications).
- **Quality of sample work.**
- **Capacity to produce high-quality print outputs.**



- **Cost effectiveness.**
- **Delivery timeline.**

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## **8. Oversight and Reporting**

The Publisher will work closely with the ARIPO Academy, Communications and Marketing Department and the ARIPO@50 Steering Committee. Progress meetings will be held fortnightly or as needed.

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## **9. Intellectual Property**

All materials, layouts, designs, and final publications shall be the exclusive property of ARIPO. The Publisher may not reproduce or reuse any component without ARIPO's written consent.

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## **10. Confidentiality**

All data, archives, and information shared with the Publisher will be handled confidentially and used only for the purpose of this assignment.

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## **11. Submission Method**

Please email your proposal to [tenders@aripo.org](mailto:tenders@aripo.org) with the subject line

**"ATIN: 2026/03//BOOK-PUBLISHING/04"**

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## **12. Deadline for Submissions**

All entries must be submitted by **1600Hrs on 08 April 2026.**