

# Terms of Reference (ToR)

External Service: Graphic Design for Layout of a publication series of eleven issues

Dates: 1.2.2026–31.1. 2027

Location: Berlin/hybrid

## 1. Background

European Exchange (the Contractor) is publishing twelve issues of the Ukraine Air War Monitor in 2026 in German and English. To support the layout of the English issue, European Exchange seeks a Graphic Designer to create ready-to-publish layouts for digital use.

## 2. Objective

The Graphic Designer will produce **twelve layouts** for the twelve issues of the Ukraine Air War Monitor in its **English version**, ensuring consistency across both language versions.

## 3. Scope of Work & Deliverables

The Graphic Designer will provide:

- **12 layouts for 12 issues of the Ukraine Air War Monitor in 2026**

**File formats:** each output is to be submitted in PDF and Open Format .pages.

## 4. Financial Terms

Payment against invoice after delivery of services and outputs.

## 5. Intellectual Property and Usage Rights

Provider grants the European Exchange full, unlimited, and transferable rights to use all delivered photos and videos (including reels, raw footage, and edited products) for publication in print, online, and social media, without time or geographic restriction.

**Interested providers are invited to submit**

- An offer for the required services
- A CV or portfolio outlining relevant experience.

- Tax ID number and company registration details

via email to [info@kyiv-dialogue.org](mailto:info@kyiv-dialogue.org)

### **Timeline**

- The call will remain open for 25 calendar days from the date of publication (Deadline: 31 January 2026).
- Submissions will be reviewed internally on a rolling basis, and shortlisted offers will be invited for a negotiation and clarification round within 5 working days after the deadline.
- A final decision will be made based on a combination of technical suitability, pricing, and service quality.

### **Contact:**

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