

Terms of reference

Graphic design of ARTEMIS Communication and Pitching materials

1 Context and objectives

About Plan Bleu: This consultation is published by Plan Bleu, French association founded in 1977, Regional Activity Center of the Mediterranean Action Plan (MAP), based in Marseille, France. The MAP is one of the main components of the Regional Seas Programme of the United Nations Environment Programme (UNEP). It has a legal instrument: the Barcelona Convention and relies on six regional activity centres (“RACs”) responsible in particular for promoting the implementation of the various protocols attached to the convention. Plan Bleu is one of the six centres mandated by the twenty-one countries Parties to the Barcelona Convention and the European Union (Contracting Parties to the Barcelona Convention). Plan Bleu acts as an observatory of the environment and sustainable development in the Mediterranean, and conducts thematic, systemic and prospective analyses to enlighten decision-makers of the region on the environmental risks and the challenges of sustainable development.

About the ARTEMIS project: The [ARTEMIS project](#) is funded by the Interreg Euro-MED Programme and aims at accelerating the restoration of Posidonia Oceanica and other seagrass meadows and the associated ecosystem services and ecological functions in the Euro-Mediterranean region by enhancing restoration techniques, developing financial solutions, and integrating the values of these seagrass meadows into policies and investment programmes. ARTEMIS integrates the societal and monetary values of ecosystem services (ES) from seagrass meadows into policies and technical investments (cutting-edge restoration protocols), financial (first payment systems for environmental services (PES) targeting multiple ES), and relevant public and private investments to accelerate the restoration of seagrass meadows in the Mediterranean region.

2 Task description

The objective of the present call for applicants is to select an expert to work on graphic design for the preparation and production of layouts and reusable templates for key deliverables, final outputs and communication materials (leaflets, infographics, presentations) targeted to different audiences (decision makers, investors and private companies, general public, local and regional authorities).

In particular, the Consultant will be expected to work on the following outputs and reports:

- Graphic layout for project output 2.1 - Seagrass valuation framework

- Graphic layout for project output 3.1 - Cookbook for PES/Nature Credit schemes development in seagrass restoration projects
- Graphic layout for project output 4.2.1 - Seagrass value integration into corporate roadmap
- Graphic layout for project output 4.2.2 - Seagrass restoration action plan
- Develop an infographic and a standalone executive summary for the document D.4.2 Policy Recommendations.
- Graphic adaptation and layout of key deliverables translated into local languages of the project partners (e.g. Greek, Catalan, Spanish, etc.)

Communication materials (leaflets, infographics, reusable templates) will be delivered at different set times during the course of the project in coordination with the selected expert and project partners.

Regular communications between the consultant and project partners will take place online. A kickoff meeting will be organized at the beginning of the assignment. Coordination meetings and ad hoc communication will take place regularly.

3 Timeline of services and deliverables

The total duration of the mission will span until the 15th of June 2026 (fifteenth of June twenty twenty six). All deliverables (including infographics, leaflets, and presentations) must be provided in fully editable formats, ensuring that text, graphics, and layout elements can be easily modified without requiring specific design software (e.g., the ability to edit text without needing advanced Adobe tools).

The consultant will be expected to follow the expected deadlines:

#	Services and deliverables	Date
1	Kick off meeting	18/03/2026
2	First drafts of the communication and pitching materials	01/06/2026
3	Final edited versions delivered	15/06/2026

Regarding the communication materials, the consultant will be expected to work with project partners and the project communication officer to provide **final softcopy ready to print file** for the following products:

- Multi-color infographics
- Multi-color leaflets
- Tailored presentations
- Multi-color illustration

All deliverables (including the summarized report, infographics, leaflets, and presentations) must be provided in fully editable formats, ensuring that text, graphics, and layout elements can be easily modified without requiring specific design software (e.g., the ability to edit text without needing advanced Adobe tools).

The consultant must ensure that all deliverables comply with the minimum visibility and branding requirements of the Interreg Euro-MED Programme and adhere to the project's coordinated graphic identity. While materials targeting the market must remain visually appealing and adapted to the specific audience, the consultant must coordinate with the project's Communication Officer to validate branding compliance requirements.

4 Budget

The available budget for this consultancy is 5400 euros VAT included and proposals should not exceed this amount.

5 Work assessment

The Consultant will be supervised by Plan Bleu's ARTEMIS team:

- Arnaud Terrisse, Biodiversity Programme Officer, aterrisse@planbleu.org
- Alice Wittevrongel, Biodiversity Project Officer, awittevrongel@planbleu.org

Coordination with ARTEMIS partners will be expected, especially the project Communication Officer (MEDSEA Foundation).

6 Selection of the consultant

Academic Qualifications:

- Master degree in Industrial Art, Graphic Design, Communication, or diploma on completion of a training course in professional graphic design, communication, or related field.

Years of experience:

- A minimum five years of experience in working as a graphic designer in a multicultural, international environment; experience in branding agency or in producing designs for non-profits or advocacy campaigns a strong plus;
- At least three years strong graphic design skills, including the mastery of all standard design software included in the Adobe Creative Suite.

Competencies:

- High level of computer literacy and advanced command over a full range of graphic design software (e.g., Photoshop, Illustrator, InDesign or equivalent software);
- Demonstrated ability to work in a multicultural, multiethnic environment and to maintain effective working relations with people of different national and cultural backgrounds;
- Communicating and Information Sharing: Facilitate and encourage open communication and strive for effective communication;
- Proven knowledge and/or familiarity with environment and development issues in the Mediterranean;
- Demonstrated experience in developing full-fledge corporate identities, including iconography, for non-profit organizations or private companies;
- Proven ability to apply the principles of identity and visual system design across multiple touch points, and adjust them to diverse audiences;
- Demonstrated skills in knowledge intensive, data visualization to produce compelling and visually engaging designs for infographics or Prezi presentation software

Language Requirements

Fluency in English is required, any other Mediterranean language is a plus (e.g. Spanish, Italian, French).

7 Contractual and financial terms

The acceptance of the offer of the successful tender will implicate the acceptance of the conditions and schedules detailed in the ToRs.

A duly-issued invoice will be required for payment at the presentation of the final document. The payment term for the invoice will be by bank transfer 15 days after the invoice date. The following mandatory information should be provided:

- Full name + address of the service provider
- SIRET number (France) or tax number (for non-France)
- Invoice issuance date
- Invoice number
- Service description (e.g., name of the deliverable)
- Amount excluding taxes (HT), VAT, and total amount (TTC), in the currency specified in the contract
- For individuals not subject to VAT (France): include the mention “TVA non applicable, article 293B du code général des impôts”
- Payment due date

The tax legislation in force at the date of acceptance of the offer will be applied.

8 How to apply

Interested candidates are invited to submit the following documents :

- A technical offer, including a resume showcasing relevant experience related to graphic design, working with multi stakeholder cooperation projects and if possible with a link to environmental issues in the Mediterranean.
- A financial offer with an estimation of working days.
- A document certifying that the consultant is up to date with tax payments in their country of residence, or, where no such official document is available, a signed declaration to that effect.

The application files must be submitted no later than **Mars 16th, 2026** to atterrisse@planbleu.org and awittevrongel@planbleu.org