



EXPRESSION OF INTEREST

Design and Production of Fiji Red Cross Society 2025 Annual Report

The Fiji Red Cross Society (FRCS) invites qualified individuals, agencies, and organizations to submit an **Expression of Interest (EOI)** for the design, content development, and production of our 2025 Annual Report.

FRCS is dedicated to delivering humanitarian assistance and services to last mile communities across Fiji. Our Annual Report is a vital publication that highlights our programs, impact, financials, and strategic initiatives, serving as a key communication tool for stakeholders, donors, partners, and the public.

We seek creative and experienced professionals who can produce a high-quality report that aligns with our organizational vision, strategic outlook and goals, as well as understand our guiding principles.

Submission Requirements:

- Proposed plan for design of entire report including covers (with gloss matt finishing and lamination), content development, and production, including a timeline.
- Qualifications and relevant experience (e.g., portfolios, past projects).
- A minimum of 3 references from previous clients or organizations.
- A proposed budget.

Deadline for Submission:

Expressions of Interest must be submitted by email to the Director General, info@redcross.com.fj no later than 4 PM on 4 April 2026. Late submissions will not be accepted.

Terms of Reference:

Detailed Terms of Reference, including scope, deliverables, and evaluation criteria, can be obtained upon request to Ms. Kasanita Temo – Planning, Monitoring, Evaluation and Reporting Coordinator on Kasanita.temo@redcross.com.fj