

Embajada de Suecia
La Paz - Bolivia

Teléfono: 591-2-2979630
Telefax: 591-2-2979631



SVERIGES AMBASSAD

Terms of Reference

Documentation and Communication of the History of Swedish Cooperation in Bolivia

1. Background

1.1 Context

For more than three decades, Sweden has maintained a significant presence in Bolivia through development cooperation, political dialogue, and support to civil society, public institutions, and local communities. This long-standing relationship has contributed to advances in human rights, gender equality, environmental protection, democratic governance, and inclusive economic development.

As the Embassy of Sweden in La Paz concludes its cooperation cycle, it is essential to systematize and document this historical trajectory. The purpose is to preserve institutional memory, highlight key achievements and lessons learned, and make visible the contributions of Swedish cooperation to Bolivia's development.

The documentation will draw on multiple sources, including:

- **OPEN AID data** related to Swedish-funded interventions in Bolivia.
- **Country Cooperation Strategy documents** and related policy frameworks.
- **Publications, reports, and communication materials** produced by the Embassy.
- **Testimonial sources**, including interviews with:
 - Former and current programme officers.
 - Bolivian and international cooperation partners.
 - Swedish companies operating in Bolivia.
 - Individuals linked to historical milestones of the bilateral relationship.

This effort will result in a comprehensive, accessible, and visually engaging publication that captures the legacy of Swedish cooperation and diplomacy in Bolivia.

2. Purpose of the Assignment / Deliverables

The Embassy of Sweden in La Paz seeks to procure consultancy services to **research, systematize, design, and communicate** the historical trajectory of Swedish embassy and cooperation in Bolivia. The consultancy will produce a final publication and complementary communication materials for digital posts (illustrations, graphics) based on the findings.

The selected consultancy will deliver the following:

2.1 Systematization and Documentation

Embajada de Suecia
La Paz - Bolivia

Teléfono: 591-2-2979630
Telefax: 591-2-2979631



SVERIGES AMBASSAD

- Conduct a structured review of documentary sources (OPEN AID, strategy documents, Embassy publications, evaluations, reports).
- Carry out interviews with key stakeholders (programme officers, cooperation partners, Swedish companies, and individuals linked to historical milestones).
- Analyse and synthesize information into a coherent narrative highlighting:
 - Historical processes
 - Key achievements
 - Institutional milestones
 - Impact stories
 - Quantitative data and trends
 - A chronological timeline of cooperation

2.2 Final Publication (Book)

Based on the systematization, design and produce a publication that includes:

- Testimonies and interviews
- Historical processes and milestones
- Quantitative data and visual summaries
- A detailed timeline
- Photographs and archival material (provided by the Embassy or collected during the assignment)

The book must be professionally diagrammed and ready for both **digital distribution** and **high-quality printing**.

2.3 Infographics and Communication Materials

Develop a set of infographics and visual assets derived from the book's content, adaptable to:

- Social media platforms
- Embassy website

These materials should translate complex information into accessible, engaging visuals aligned with Sweden's communication guidelines.

3. Time Frame

Embajada de Suecia
La Paz - Bolivia

Teléfono: 591-2-2979630
Telefax: 591-2-2979631



SVERIGES AMBASSAD

The assignment is expected to run from **18th of March 2026 to 31st of August 2026**. An inception report is expected to be presented at the latest 1st of May 2026.

4. Method

Interested parties must present a methodological, time frames and practical approach that includes:

- Research and data collection strategy
- Interview methodology
- Proposed structure for the final publication
- Workflow for producing infographics and communication materials
- A detailed budget covering all costs, including:
 - Research and interviews
 - Transcription and editing
 - Graphic design and layout
 - Printing preparation
 - Production of infographics and digital assets

5. Competences

Model of Team requested:

- 1 or 2 researchers
- 1 writer (preferably experienced in chronicles)
- 1 style corrector for texts
- Design team
 - 1 graphic designer / book diagrammer
 - 1 illustration expert

The consultant or team is expected to demonstrate:

- Proven experience in **research, systematization, and documentation** of development cooperation or institutional history.
- Strong editorial and narrative skills in both Spanish and English.
- Professional experience in **graphic design, layout, and publication development**.

Embajada de Suecia
La Paz - Bolivia

Teléfono: 591-2-2979630
Telefax: 591-2-2979631



SVERIGES AMBASSAD

- Ability to produce high-quality infographics for both digital and print formats.
- Experience conducting interviews and managing sensitive or historical information.
- Capacity to coordinate complex, multi-source documentation processes.

Merits

- Experience working with **international cooperation agencies**.
- Familiarity with **Swedish development cooperation principles**.
- Experience in **institutional communication** and storytelling.