



Ministry of Environment

Male', Republic of Maldives.

ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކޮށްފައިވާ ގޮތުގައި
ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކޮށްފައިވާ ގޮތުގައި

ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކޮށްފައިވާ ގޮތުގައި
ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކޮށްފައިވާ ގޮތުގައި

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15 Oct 2019

Terms of Reference

TOR for Recruitment of Layout Designer for the 6th National Report to the Convention on Biological Diversity of the Maldives

A. BACKGROUND

The Ministry of Environment has received financial assistance from Global Environment Facility (GEF) administered by the United Nations Environment Programme (UNEP) towards preparation of Sixth National Report (6NR) on Biodiversity to the Convention on Biological Diversity (CBD) to which Maldives is a party to since 1992. Sixth National report is prepared under Article 26 of the Convention on National Reporting requirements.

B. PURPOSE

The purpose of the assignment is to ensure visual styling, design and typographic presentation of the 6NR.

Description of 6NR to CBD

- Total 50,000 words
- Total 150 pages (including cover page)
- Includes Table of Contents (3 pages)
- Includes 16 tables with texts (26 pages- approx.)
- Includes 6 figures (6 pages – approx.)
- Includes 6 pdf maps (approx.)

C. OBJECTIVES AND OUTPUTS

- To ensure that the final structure and design of the report is consistent throughout.
- To ensure that the final document has an attractive contextual layout and is presented in a logical and clear manner.





- Insert photos in relevant sections with copyrights
- To undertake layout and designing of the final document.

D. TASKS OF THE CONSULTANT

The main tasks and responsibilities will include but will not be limited to the following:

- Ensuring overall clarity and consistency of dynamic elements (sections and volumes, numbered lists, figure numbers, etc)
- Page layouts by ensuring effective use of margins and white space
- Obtaining of relevant photos for the report with the help of Ministry and including them in the relevant sections of the report
- Inserting relevant maps in a readable format to the relevant sections
- Carrying out typography and styling by confirming that scripts and spaces are chosen to maximize legibility and using carefully defined styles for character, paragraph, table, and figure formats.
- Confirming that page numbering and section markers aid in navigation
- Delivery of a report with creative and unique visual styling

E. KEY DELIVERABLES

The consultant shall provide the following deliverables:

- Draft Report with formatted texts, visual styling, and design
- Final 6NR in electronic format with improved visual presentation in a harmonized way
- High quality report in a printable format (book layout)

F. REQUIRED EXPERTISE

- The consultant shall be experienced in related areas of works particularly relevant experience and expertise in visual presentation, and document layout and design
- Excellent command in layout and design software such as Adobe applications.
- Knowledge of photography, image editing is required
- Knowledge of printing
- Diploma or degree in graphic design (or other relevant degree or qualifications) would be an asset.
- Additionally the consultant shall:
 - Deliver timely and high quality results under tight deadlines
 - Be fluent in English
 - Pay great attention to detail and work effectively through email and phone.



