



Ministry of Environment

Male', Republic of Maldives.

ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކޮށްފައިވާ ގޮތުގައި
މިނިސްޓްރީ އޮފް ޕްރޮޓެކްޝަން އަންދު ޕްރޮޓެކްޝަން

މިނިސްޓްރީ އޮފް ޕްރޮޓެކްޝަން އަންދު ޕްރޮޓެކްޝަން - ރިޕްލިކް އޮފް ދިވެހިރާއްޖެ

Reference: IUL)438-ENV/438/2019/323

21 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.



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- Be fluent in English
- Pay great attention to detail and work effectively through email and phone.

G. SCHEDULE FOR THE ASSIGNMENT

The estimated contract duration will be **2 weeks (14 days)** upon signing the agreement.

G. SELECTION CRITERIA

The consultant will be selected based on the following criteria:

Criterion	Weightage
Relevant academic qualification(s) - Graphics Design or other related field	20%
At least 2 similar works done on layout and designing (2 works – 20 points, for each subsequent work – 5 points, max – 40 points)	40%
Financial proposal (The party with lowest financial proposal will get 40%. Other parties will be scored by [(lowest price/proposed price) x 40])	40%

H. APPLICATION SUBMISSION

Interested individual consultants may submit the expressions of interest on or before **1300 hours on 27th October 2019** by indicating the following, to the below address.

- Curriculum Vitae (CV) of the consultant
- Proof of experience on similar works done
- Academic Qualifications documents
- Timeline for delivery of key tasks
- Financial Proposal for layout and design of 6NR
- Sole proprietorship registration certificate



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