



**Ministry of Environment**

Male', Republic of Maldives.

ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކޮށްފައިވާ ގޮތުގައި  
މިނިސްޓްރީ އޮފް ޕްރޮޓެކްޝަން އަންދު ޕްރޮޓެކްޝަން

މިނިސްޓްރީ އޮފް ޕްރޮޓެކްޝަން އަންދު ޕްރޮޓެކްޝަން - ރިޕަބްލިކް އޮފް ދިވެހިރާއްޖެ

Reference: (IUL) 438-ENV/438/2019/344

Date:06 Nov 2019

## Terms of Reference

*TOR for Recruitment of Layout Designer for the Minamata Initial Assessment Report*

### A. BACKGROUND

Ministry of Environment received grant from Global Environment Facility (GEF) to execute a project “Development of a Minamata Initial Assessment in Maldives”, administered by United Nations Environment Programme (UN Environment) to develop Minamata Initial Assessment (MIA) for the Ratification and early implementation of the Minamata Convention backed by the use of scientific and technical knowledge and tools by national stakeholders in Maldives.

### B. PURPOSE

The purpose of the consultancy is to ensure visual styling, design and typographic presentation of the MIA report

#### Description of MIA Report

- Approximately 30,000 words
- Approximately 90 pages ( including cover page)
- Includes Table of Contents (3 pages)
- Includes 5 tables with texts (10 pages- approx.)
- Includes 10 figures (7 pages – approx.)
- Includes 5 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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**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 and table 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 MIA report in electronic format with improved visual presentation in a harmonized way
- High quality MIA 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
- Minimum 3 passes in O level
- Diploma degree in graphic design (or other relevant degree or qualifications) would be an asset.





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- 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.

**G. SCHEDULE FOR THE ASSIGNMENT**

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

**H. SELECTION CRITERIA**

The consultant will be selected based on the following criteria:

Criterion	Weightage
Relevant academic qualification(s) <ul style="list-style-type: none"><li>- Minimum 3 O level passes</li></ul>	15%
<ul style="list-style-type: none"><li>- Diploma degree in graphic design (or other relevant degree or qualifications)</li></ul>	5%
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 individual with lowest financial proposal will get 40%. Other individuals will be scored by [(lowest price/proposed price) x 40])	40%



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### I.APPLICATION SUBMISSION

Interested individual consultants may submit the expressions of interest on or before **10000 hours on 13<sup>th</sup> November 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
- Sole proprietorship registration Certificate
- Timeline for delivery of key tasks
- Financial Proposal for layout and design of MIA Report
- Tax registration certificate

procurement@environment.gov.mv  
Procurement Section  
Ministry of Environment  
Handhuvaree Hingun, Maafannu  
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For additional information:  
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Email: hassan.azhar@environment.gov.mv



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