

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Environment

Male', Republic of Maldives.

މިނިސްޓްރީ އޮފް ޕްރޮޓެކްޝަން ޕްރިއަރް ޕްރޮޓެކްޝަން ޕްރޮޖެކްޓް
މާލެ، ރިޕްލިކް އޮފް މާލްދީބު

މިނިސްޓްރީ އޮފް ޕްރޮޓެކްޝަން ޕްރިއަރް ޕްރޮޓެކްޝަން ޕްރޮޖެކްޓް - ރިޕްލިކް އޮފް މާލްދީބު

Reference: (IUL) 438-ENV/438/2019/348

Date: 13 Nov 2019

Terms of Reference

TOR for Recruitment of Layout Designer (individual) 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.

D. TASKS OF THE CONSULTANT

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



Green Building, Handhuvaree Hingun,
Maafannu, Male', 20392, Republic of Maldives.

+ (960) 301 8300

www.environment.gov.mv

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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">- Minimum 3 O level passes	15%
<ul style="list-style-type: none">- Diploma degree in graphic design (or other relevant degree or qualifications)	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%

I. APPLICATION SUBMISSION

Interested individual consultants may submit the expressions of interest on or before **10000 hours on 19th 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



