



Ministry of Finance and Public Enterprises

REQUEST FOR PROPOSAL

Project Name: Government Budget Book and Infographics Booklet 2027

Project No.: PC-13/2026/W-07

Bid Opening Date: 22nd July 2026; 13:30

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1. Introduction:

The Ministry of Finance and Public Enterprises is committed to enhancing the presentation of the National Budget to ensure that it is more accessible and engaging for the general public, policymakers, and other stakeholders. The current communication methods include a comprehensive Budget Book, which contains detailed budget statements and tables as mandated by the Public Finance Act (Law Number 3/2006) and the Fiscal Responsibility Act (Law Number 30/2024), along with an infographics booklet, a dedicated website, and active social media channels. These Terms of Reference outline the responsibilities and expectations for the party selected to develop and produce the Government Budget Infographics for 2027

2. Objectives:

The objectives of the project Government Budget Book and Infographics Booklet 2027 are as follows:

- To design and produce an engaging and informative infographics booklet that effectively communicates the strategy and composition of the Government Budget 2027.
- Present the allocation of budgetary resources across different sectors and programs concisely and comprehensibly, ensuring policy makers and the public can easily understand funding priorities.
- Communicate key budgetary topics such as budget deficits, public debt, fiscal sustainability, and public spending patterns, breaking down complex financial concepts into easily digestible visuals.
- Highlight the government's fiscal policies, strategies and reforms showing their implications for economic growth and social development.

3. Scope of Work:

The scope of work includes the following activities:

- a. **Dissemination of Budget Data and Information:** The Ministry of Finance and Public Enterprises will provide all necessary data and content related to Budget 2027. This data should be presented with relevant artwork and content according to the Ministry's specifications. Deliverables include an Information Booklet (approximately 32 pages). The Ministry will supply the information to be included. Both the print-ready InDesign file and PDF of the Booklet must be delivered to the Ministry within the specified timelines.
- b. **Layout of the Budget Book:** Design the layout of the Budget Book, including the cover page, spine, chapter breaks, and page layout for both English and Dhivehi text orientations. Provide the design and colour scheme options for Budget 2027 along with artwork options for the Ministry's selection. Upon finalization, an InDesign file of the Budget Book with master sheets and colour schemes must be submitted.
- c. **Presentation Slides and Graphics:** Develop a comprehensive PowerPoint Presentation Slide templates in both English and Dhivehi formatting for the Ministry's use in official communications. This template should include the colour scheme, pre-formatted tables, graph styles, default fonts, footers consistent with the overall theme used, along with fully customizable slide masters to ensure ease of use. Additionally, create graphics for the Budget website and public media (specifications to be provided by the Ministry) that align seamlessly with the theme of the Budget 2027.

4. Timeline:

The following timeline is proposed for the completion of the Government Budget Book and Infographics Booklet 2027:

Deadline ¹	Deliverables
02 August 2026	Kick-off meeting
12 August 2026	Draft options for presentation slides, graphics and artwork for Budget 2026
24 August 2026	Finalise logo, graphics and layout of the Budget Book (an InDesign file must be provided with the required specifications)
	Finalise presentation slides

¹ Deadlines outlined in this TOR are subject to change. Any discussions regarding new timelines or adjustments to existing deadlines must be mutually agreed upon by both parties.

06 September 2026	Provide draft cover page options (at least 3) and spine for the budget book.
	Drafts of the InDesign chapter break designs
30 September 2026	Finalise chapter breaks with the relevant artwork
	Finalising infographics booklet layout of all spreads (numbers are subject to change)
15 October 2026	Submission of the final drafts of the Information Booklet
	Updating and finalisation of web graphics
	Finalise cover page artwork
24 - 31 October 2026	Launching of the budget booklet when Budget is presented to the parliament

5. Payment Schedule:

Payments shall be made in 3 instalments as per the completion of all works.

Payment	Percent	Deliverables
Payment 1	30%	Completion of deliverables till 30 August 2026
Payment 2	50%	Completion of deliverables till 30 September 2026
Payment 3	20%	Completion of the remaining work and output

6. Reporting and Coordination:

The team responsible for creating the Government Budget Infographics will report to the head of Fiscal Affairs Department (FAD) of Ministry of Finance and Public Enterprises, who will oversee the overall progress and ensure adherence to timelines. Regular progress updates and coordination meetings as well as ad hoc meetings on a need basis will be conducted to address any issues, discuss feedback, and make necessary revisions. Staff of FAD will provide guidance and assistance at all times during the project.

7. Expected Output and Deliverables:

The following deliverables are expected to be produced as part of the Government Budget Infographic Booklet project:

- Budget Book Layout:** Craft a professionally designed Budget Book layout, encompassing the spine, cover page, chapter breaks, and markers, aligned with the colour scheme selected and theme for Budget 2027. Provide an InDesign file

featuring these elements, along with Master Pages for each chapter, specified typography (fonts), paragraph styles and colour palettes of choice. The Ministry will choose a colour scheme from the options provided. Incorporate the Budget 2027 logo on the cover page.

- b. **Infographic Booklet:** Transform Ministry-provided content and data visualizations into a booklet layout, integrating stylish and visually appealing artwork. The aim is to present the material in an easily comprehensible manner.
- c. **Presentation Slides:** Design a PowerPoint Presentation Master Slide theme incorporating graphical and tabular formats, icons, fonts, footers, and a consistent theme reflective of Budget 2027. Ensure availability in both Dhivehi and English formats.
- d. **Website Graphics:** Adapt the artwork from the Budget Book to meet specifications for updating the Budget website to reflect the contents of Budget 2027. Detailed requirements will be provided by the Ministry.

8. Confidentiality:

All personnel engaged in the development of the Government Budget Infographic Booklet are required to strictly observe confidentiality protocols. Any privileged or sensitive information acquired throughout the project must be handled with the highest level of discretion and shall not be divulged to any unauthorized parties, either during the project's duration or following its completion.

9. Bidding Process

The bidding process of the project will be a two-envelope bidding process. The bidder has to submit 2 (Two) envelopes;

Envelope 1: Bidders are requested to enclose a comprehensive concept note along with a sketch illustrating their proposed concept for the Budget Book cover page, incorporating the proposed colour schemes. Each submission must include a minimum of three distinct colour scheme options, featuring variations in both darker and lighter tones within the same palette. Furthermore, bidders are expected to provide a palette comprising at least 12 colours, accompanied by their respective variations.

Envelope 2: Price Proposal (including GST) in a sealed envelope.

10. Evaluation Criteria

This evaluation will take place in two stages. Parties who do not submit all required documents specified in section 11 will be disqualified.

Stage 1

Criteria	Marks Awarded			
Experience	25%			
Budget Book Cover Sketch and Colour Schemes	25%			
Technical Capacity	50%			
		Academic Qualifications		20%
		Data visualization capacity		40%
		Layout and Graphic design		40%

Note:

- 1- All parties who obtain an aggregate score of 75% or above would be deemed successful in Stage 1 and their price proposal shall be accepted for Stage 2.
- 2- Experience will be evaluated based on financial literacy and public relations, graphic design and marketing experience of at least 3 members of the team.

Stage 2

The party with the lowest price shall be awarded the project upon passing the Stage 1.

11. Required Documents

The firm shall submit a proposal for the project. The proposal shall include the following documents: (Bidder should be a registered entity as per Law No. 18/2014).

- a. Company profile or Portfolio
- b. Company profile issued by MED
- c. Registration copy of the Business entity
- d. GST registration copy (if registered)
- e. SME registration copy
- f. CVs of the team members (include team members that will directly be involved in the project; include team members specializing in illustration, motion graphics, financial literacy and public relations. etc)

- g. Related projects or works undertaken in the past 3 (three) years and the portfolio (Hard copy)
- h. Portfolio of at least 1 (one) project that included a data visualization component (Hard copy)
- i. Reference letters from past clients
- j. Budget Book Cover Sketch and colour scheme options (minimum 3 [three] options)
- k. Companies, Partnership and Sole proprietorship should submit financial statement of 2024 or 2025 submitted to MIRA. Companies, Partnership and Sole proprietorship that need not submit Financial Statements to MIRA can submit bank statement copy of last 3 months or income - expenditure report for the year 2024 or 2025.

12. Amendments:

Any amendments or modifications to this Terms of Reference must be agreed upon by the relevant stakeholders and documented in writing.

Please note that this Terms of Reference serves as a guiding document for the creation of the Government Budget 2027 Infographic Booklet.

13. Annex 1 – Resources

Relevant information regarding the National Budget can be accessed as listed below:

- a. Past Budget Books and information regarding the National Budget and its processes: <https://www.finance.gov.mv/public-finance/national-budget>
- b. Past Budget Books (English): <https://www.finance.gov.mv/budget-in-statistics>
- c. Budget Speeches: <https://www.finance.gov.mv/speeches>
- d. Budget Website: <https://www.budget.gov.mv/>
- e. Reports and Publications: <https://www.finance.gov.mv/publications/reports-and-analyses>