

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



**Ministry of Finance**  
Republic of Maldives

## **Terms of Reference**

# **Development of Budget 2023 Infographics**

[Project Number: PC/13/2022/W-10]

### **I. Background**

The National Budget is a key document that outlines how the government plans to spend and finance its activities during the medium-term. The Ministry of Finance has made efforts to improve the way in which the National Budget is presented to the general public, policymakers and other stakeholders to increase accessibility and enable a general understanding of how it impacts them. Currently, the National Budget is communicated via a Budget Book containing budget statements and tables as outlined in the Public Finance Act (Law No. 3/2006) and the Fiscal Responsibility Act (Law No. 7/2013), an infographics booklet, a dedicated website and an app.

### **II. Objective of the Project**

The objective of the project is to inform the public regarding the National Budget, its utilisation and present the budget information in a more visual and user-friendly manner. The project is part of a series of steps undertaken to reform Public Financial Management and increase transparency and accountability of fiscal affairs. This project aims to present the Budget Book and its infographics in a way that resonates with the narrative of the medium-term budget.

### **III. Scope of Work**

The Ministry of Finance (MoF) is looking to hire a firm or a team of individuals with relevant skills and experience to create:

- 1) A booklet containing the budget information and infographics based on upcoming National Budget 2023; and
- 2) Design elements utilized for the presentation of the budget including artwork for the Budget Book, and social media related graphics.

The project will run from 01 August 2022 to 30 November 2022.



## Technical Requirements

The deliverables shall have the following minimum requirements:

- a) Information Booklet
  - Preferably 180mm x 240mm size
  - Content must include at a minimum, economic and fiscal outlook, PSIP, Program Based Budgeting
  - Shall be comprehensible with minimal text
  - Majority of data and information must be presented visually
- b) Others
  - Graphics and Artwork elements in formats that can be used for the Budget Book and social media
  - Presentation slides which include graphical and table formats, icons, fonts and theme consistent with the general Budget 2023 theme in both Dhivehi and English formats
  - Social Media and TV Frame Graphic Templates to match the Budget 2023 artwork theme (for Twitter, Instagram posts and stories, Facebook)
  - Theme (including dividers) and cover page including spine for Budget Book 2023

## Required outputs and timeline

The following outputs are required to fulfil the terms of the contract:

- a) Graphics and theme for Budget 2023 – by mid-August 2022
- b) Graphics and artwork elements for Budget Book, general layout and overview of the infographic's booklet – by third week of September 2022
- c) Presentation slides for the presentation of Budget Speech - by the second week of October 2022
- d) Initial draft of booklet of budget information written in vernacular Dhivehi with infographics - by the third week of October 2022
- e) The Budget Book graphics need to be finalised by the end of September. The budget information booklet, Budget Book and Social Media and TV Frame Graphics need to be finalised and ready for printing by the fourth week October 2022.
- f) Work with MoF staff on the layout of the Budget Book 2023 – for the duration of the contract



#### IV. Deliverables and Payment Schedule

Deadline	Deliverables
01 August 2022	Kick-off meeting
15 August 2022	Draft options for graphics and theme for Budget 2023
30 August 2022	Finalize graphics and theme for Budget 2023
15 September 2022	General layout and overview of the infographic's booklet and Budget Book
15 September 2022	Finalize and incorporate theme to the Budget Book 2023 layout including section breaks (an InDesign file must be provided with the general layout in Budget 2023 theme)
30 September 2022	Providing final cover pages and spine for the budget book
07 October 2022	Presentation of the first draft of information booklet
15 October 2022	Submission of draft presentation slides for Budget Speech
20 October 2022	Presentation of the final draft information booklet and handing over the print-ready booklet
22 October 2022	Finalization of presentation slides for Budget Speech
	Updating and finalization of Social Media and TV Graphics
24-26 October 2022	Launching of the budget booklet when Budget is presented to the parliament

Payments shall be made in 1 instalment as per the completion of all works

Payment	%	Deliverables
Payment 1	40%	Completion of deliverables till 15 September 2022 (finalization of graphics for the booklet, and the theme for the budget book)
Payment 2	60%	Completion of the all work and output

#### V. Expertise Required

The team shall include members with expertise on:

- Graphic design
- Data visualization

#### VI. 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:** Proposal for Budget 2023 Infographics Development; Bidders shall submit a concept note along with a draft theme (colour scheme, rough draft of drawing styles and infographics etc.)

**Envelope 2:** Price Proposal (including GST, if registered) in a sealed envelope.



## VII. Evaluation Criteria

### Stage 1

Criteria	Marks Awarded		
Experience	15%		
Concept note and draft theme	40%		
Technical Capacity	45%	Qualifications	20%
		Data visualization capacity	40%
		Graphic design	40%

**Note:** 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.

### Stage 2

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

## VIII. Required Documents

The firm or the team shall submit a proposal for the project. The proposal shall include the following documents:

1. Company profile and/or CVs of the team members (include team members that will directly be involved in the project if submitting a proposal on behalf of a firm)
2. Profile of the business entity or the Individual
3. Registry copy of business entity or ID Card copy of the bidder
4. GST registration copy (if registered)
5. SME registration copy (if registered)
6. Related projects or works undertaken in the past 3 years or the portfolio
7. Reference letters from past clients
8. Concept note and draft theme
9. Financial statement of 2021 or 2020 (If Company) or Income Expenditure Report of 2021 or 2020 (If individuals or sole proprietor)

## X. Reference Material

Relevant information and documents can be found using the links below:

Budget website: <https://www.budget.gov.mv>



Past Budget Books and infographic booklets: <https://www.finance.gov.mv/public-finance/national-budget>

## **XI. Bid Opening**

### **1. Pre-bid Meeting.**

- a. We will not have a physical pre-bid meeting. All interested bidders can mail to [procurement@finance.gov.mv](mailto:procurement@finance.gov.mv); cc: [eapp@finance.gov.mv](mailto:eapp@finance.gov.mv) for any clarifications with regard to the TOR before 26<sup>th</sup> May 2022, 14:00. Clarifications will be mailed to them before 1<sup>st</sup> June 2022, 14:00.

### **2. Submission of Envelopes and documents**

- a. Bidders must submit both Technical Proposal and Financial Proposal in separated envelopes. Sealed and address to Ministry of Finance.
- b. Technical Proposal Bid-Opening (Must include all required documents, except the Financial)
  - i. Date: 8<sup>th</sup> June 2022
  - ii. Time: 13:30 hrs.
- c. Financial Envelope will be opened, for those who achieve 75% from the technical evaluation. The bidders will be informed a date and time when scheduled.

