

<b>TERMS OF REFERENCE</b> <b>Design and Layout Work: UNFPA Calendar/Notebook 2021-2022</b> (MDV-ToR/2020/16 Dated: 6 September 2020)	
Hiring Office:	UNFPA Maldives Country Office
Purpose of consultancy:	<p>UNFPA is the UN leading agency for Reproductive Health and Rights, with its tagline being: “Ensuring rights and choices for all”. UNFPA focuses on the distinctive orange and circle elements of our unique logo and putting a human face on the issues at our core mandate.</p> <p>As the visual assets and guidelines will be made available throughout this year with UNFPA’s brand being introduced into our social media channels at global, regional and country levels, the goal of UNFPA’s Strategic Plan 2021 focus on three transformative results of the UNFPA Strategic direction to 2030:</p> <ol style="list-style-type: none"> <li>1. Ending unmet need for family planning;</li> <li>2. Ending maternal death; and</li> <li>3. Ending violence and harmful practices against women and girls.</li> </ol> <p>The branding together with the work UNFPA has carried out during the current country programme and how it relates to the activities will be used as advocacy material.</p> <p>The consequences of CoVid-19 pandemic have meant that a lot of the hard-fought advancements towards the transformative results are at risk of being reversed. Hence, a special focus will be made towards highlighting socio-economic as well as health impact from the pandemic.</p> <p>UNFPA is therefore looking for a qualified graphics designer to create the 2021-2022 UNFPA calendar and notebook to be understood by a general audience including policy makers while positioning UNFPA as the United Nations sexual and reproductive health agency and how it relates to the Maldives and the work we do as a policy advocacy organization.</p>
Scope of work: (Description of services, activities, or outputs)	Design and layout of UNFPA calendar and notebook <ul style="list-style-type: none"> <li>- Table-top calendar for 2021</li> <li>- Notebook:               <ul style="list-style-type: none"> <li>- A5 size</li> <li>- with monthly planner</li> <li>- File pocket attached</li> <li>- foldout pages with information and infographics</li> </ul> </li> </ul>
Duration and working schedule	Approximately 3 weeks between October-November 2020

Place where the services are to be delivered:	The assignment will be undertaken homebased
Monitoring and progress control, including reporting requirements, periodicity, format and deadline:	Work will be monitored by UNFPA and weekly updates are required.
Supervisory arrangements:	The contract will be managed by UNFPA Country Office.
Expected travel:	None
Required expertise, qualifications and competencies, including language requirements:	<b>Primary expertise required:</b> Communications, editing, graphics & layout design, the Contractor must be reachable by UNFPA any time during working hours for the duration of the assignment.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<b>UNFPA Maldives:</b> <ul style="list-style-type: none"> <li>● Monitor and facilitate the progress of the assignment;</li> <li>● Review and provide comments to the deliverables in a timely manner;</li> <li>● Provide necessary content;</li> <li>● Provide UNFPA Corporate style guide;</li> <li>● Provide relevant data, access to UNFPA photograph library;</li> <li>● Provide timely feedback.</li> </ul>
Other relevant information or special conditions, if any:	The other conditions that may apply in the undertaking of the assignment include: <p><b>Basis of payment:</b> Full payment based on acceptance of the deliverable.</p> <p><b>Format of outputs:</b> Editable electronic form and high resolution PDF print ready file with crop marks and 4mm bleed</p> <p><b>Language of reports/publications and other documentation and working language in country of assignment:</b> English</p> <p><b>Ownership of output:</b> UNFPA</p>
Signature of Requesting Officer in Hiring Office: Ritsu Nacken, Country Director, UNFPA Maldives	
Date:	