

TERMS OF REFERENCE Design and Layout: Census 2022 Information Cards (MDV-ToR/2023/025 Dated: 17 August 2023)	
Hiring Office:	UNFPA Maldives Country Office
Purpose of consultancy:	<p>The population and housing Census of Maldives was conducted in 2022 and the preliminary results were made public by the Maldives Bureau of Statistics (MBS) in July 2023.</p> <p>UNFPA seeks a qualified graphics design firm to design and develop island and atoll level information cards, based on the Census 2022 results. These information materials will be used by the atoll and island councils, as well as other stakeholders involved in the policy and planning process to get a snapshot of island population status.</p>
Scope of work: (Description of services, activities, or outputs)	<p>Listed below are the proposed card design elements:</p> <ol style="list-style-type: none"> 1. Island level <ol style="list-style-type: none"> a. Aerial shot of the island on one side with the name of the island b. Island-level population information on the flip side. Namely: <ol style="list-style-type: none"> i. 2022 population: <ol style="list-style-type: none"> 1. Sex ratio 2. Foreign vs Maldivian population (number in %) 3. Population by broad group: Children, working age, elderly 4. Dependency ratio ii. 2022 education: <ol style="list-style-type: none"> 1. Currently studying population (number in %) 2. Highest educational attainment 3. Literacy in Dhivehi/English iii. 2022 employment: <ol style="list-style-type: none"> 1. Labor force participation rate 2. Employed / unemployed population 3. Main industry / occupation 2. Atoll level <ol style="list-style-type: none"> a. Map of the atoll on one side with the name of the atoll b. Atoll-level population information on the flip side. Namely: <ol style="list-style-type: none"> i. 2022 population: <ol style="list-style-type: none"> 1. Sex ratio

	<ol style="list-style-type: none"> 2. Foreign vs Maldivian population (number in %) 3. Population by broad group: Children, working age, elderly 4. Dependency ratio <ol style="list-style-type: none"> ii. 2022 education: <ol style="list-style-type: none"> 1. Currently studying population (number in %) 2. Highest educational attainment 3. Literacy in Dhivehi/English iii. 2022 employment: <ol style="list-style-type: none"> 1. Labor force participation rate 2. Employed / unemployed population 3. Main industry / occupation <p>Key Deliverables:</p> <ul style="list-style-type: none"> - Design and Layout for the island cards - Final mockup and specifications for printing
Duration and working schedule	Approximately 4 weeks between September-October 2023
Place where the services are to be delivered:	N/A
Monitoring and progress control, including reporting requirements, periodicity, format and deadline:	<p>Work will be monitored by UNFPA and weekly updates are required.</p> <p>The contractor must be reachable by UNFPA any time during working hours for the duration of the assignment.</p>
Supervisory arrangements:	The contract will be managed by the UNFPA Country Office.
Expected travel:	N/A
Required expertise, qualifications and competencies, including language requirements:	<p>Primary expertise required:</p> <p>Graphics, layout designing and editing:</p> <ul style="list-style-type: none"> ● Bachelor’s degree in graphic design or related field ● Minimum 5 years experience as a graphic designer or in related field ● Demonstrate graphic design skills with a strong portfolio ● Proficiency with required desktop publishing tools, including Photoshop, InDesign and Illustrator ● A strong eye for visual composition ● Effective time management skills and the ability to meet deadlines ● Able to give and receive constructive criticism

	<ul style="list-style-type: none"> ● Understanding and adaptability to different marketing, production, website design, corporate identity, product packaging, advertisements and multimedia design ● Experience with computer-aided design
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA Maldives:</p> <ul style="list-style-type: none"> ● Monitor and facilitate the progress of the assignment; ● Review and provide comments to the deliverables in a timely manner; ● Provide necessary content; ● Provide UNFPA Corporate style guide; ● Provide relevant data; ● Provide timely feedback.
<p>Other relevant information or special conditions, if any:</p>	<p>The other conditions that may apply in the undertaking of the assignment include:</p> <p>Basis of payment: Full payment based on acceptance of the deliverable.</p> <p>Format of outputs: Editable electronic form and high resolution PDF print ready file with crop marks and 4mm bleed on all sides</p> <p>Language of reports/publications and other documentation and working language in country of assignment: English</p> <p>Ownership of output: UNFPA</p>