

TERMS OF REFERENCE UNFPA Journal / Notebook: Design and Layout (MDV-ToR/2022/23 Dated: 07 September 2022)	
Hiring Office:	UNFPA Maldives Country Office
Purpose of consultancy:	<p>UNFPA is the United Nations Population Fund, working towards reproductive health and rights, delivering a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled.</p> <p>UNFPA Maldives country office has rolled out its 7th Country Programme Document (CPD) for 2022-2026 which defines the strategic outputs that UNFPA will prioritize in the Maldives over the next 5 years - including family planning, youth empowerment, gender equality and population matters.</p> <p>In November 2022, the world would reach 8 Billion in population - in tandem to this the Maldivian population is expected to grow - UNFPA highlights the need to reduce inequalities and provide rights and choices for everyone, leaving no one behind.</p> <p>It is within this context that UNFPA Maldives seeks a qualified graphic design firm to design and create a branded journal / notebook to disseminate key information on our advocacy and as an organization - with a unique, eye-catching and true-to-agency design.</p>
Scope of work: (Description of services, activities, or outputs)	<p>The firm will be required to create the design and layout of a professional journal / notebook to convey UNFPA’s core branding in relation to the country context.</p> <p>Dimensions and specifications are to be decided by the firm in discussion with UNFPA, with the aim of balancing the visibility of UNFPA’s branding using human faces/photographs and usability of the products for all audiences in the long term.</p> <p>The contractor is responsible for taking photos for use in the notebook with written consent from the subjects.</p> <p>Key Deliverables:</p>

	<ul style="list-style-type: none"> - Develop a concept based on the background provided by UNFPA and presented to UNFPA within 2 weeks of contract signing - Share the draft Design and Layout for the journal / notebook within 1 week of concept approval by UNFPA - Share the final mockup and specifications for printing by end of 4th week of contract signing
Duration and working schedule	Approximately 4 weeks between September-November 2022
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 firm 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> <ul style="list-style-type: none"> - Experience in mass communications, especially on social and developmental work for at least 2 years. - Skills in editing, graphics & layout design of materials such as notebooks, journals and posters. - Photography of subject matters if required
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<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.
Other relevant information or special conditions, if any:	<p>The other conditions that may apply in the undertaking of the assignment include:</p> <p>Basis of payment: Lump sum 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>
<p>Signature of Requesting Officer in Hiring Office: UNFPA Maldives</p> <p>Date:</p>	