

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE Contractor to do layout and design of RMNCAH Strategy costing report UNFPA (MDV-ToR/2022/19)	
Hiring Office:	UNFPA Maldives Country Office
Purpose of contract:	<p>UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.</p> <p>As part of the joint initiative to develop the Integrated National Financing Framework (INFF), UNFPA supported the costing of the National Reproductive Maternal, Neonatal, Child, and Adolescent Health (RMNCAH) Strategy and Action Plan 2020-2025 which was endorsed by the government in April 2021. This information together with other analyses provide inputs to the social sector financing strategy which is an integral part of the INFF.</p> <p>This document provides an estimation of the financial resources required to implement the RMNCAH Strategy and Action Plan and will be a major tool for policy advocacy and to inform the implementation of the strategy. It is expected to inform policy makers to achieve quality, equity and sustainability to achieve the SDGs and close the financing gap in RMNCAH areas.</p> <p>UNFPA is looking for a local consultant to do layout and design of the document “costing of National Reproductive Maternal, Neonatal, Child, and Adolescent Health (RMNCAH) Strategy” for a policy audience.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Contractor will be responsible to do layout, design and deliver high quality document “costing of National Reproductive Maternal, Neonatal, Child, and Adolescent Health Strategy” for a policy audience.</p> <ul style="list-style-type: none"> ● Layout and design of the 52-page document ensures high quality and must be attractive and catchy using photographs or graphics with snippets of key findings with a user-friendly design for the target audience. ● Layout and design includes the following <ol style="list-style-type: none"> 1. Total number of pages 52 including cover page (both sides) 2. Number of tables to design = 9 3. Number of Charts to design = 29 ● Layout and design of the document that is compatible to upload online and high resolution print ready file with 3mm bleed (crop mark). <p>Specific milestones</p> <p>Drafts of the layout and design should be shared with UNFPA for approval by 15th September</p> <p>Feedback from UNFPA incorporated, editable high resolution electronic copy that is compatible to upload online and print ready handed to UNFPA by 30th September 2022</p>

Duration and working schedule:	between 30 th August to 30 th September
Place where services are to be delivered:	The assignment will be undertaken home-based
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Editable high-resolution print ready electronic copy with 3mm bleed (crop marked) and editable high resolution electronic copy that is compatible to upload online handed to UNFPA by 30 th September 2022
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Work will be monitored by UNFPA and timely updates are required
Supervisory arrangements:	The contract will be managed by the UNFPA Country Office.
Expected travel:	No
Required expertise, qualifications, and competencies, including language requirements:	Primary expertise required: Communications, editing, graphics and layout design. Previous experience with design and layout with a reliable track record. 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:	UNFPA Maldives: <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. ● Facilitate necessary content. ● Provide SDG Fund and UNFPA Corporate style guides. ● Provide relevant data, access to UNFPA photograph library ● Provide timely feedback.
Other relevant information or special conditions, if any:	The other conditions that may apply in the undertaking of the assignment include: Basis of payment Full payment based on acceptance of the deliverable. Format of outputs: Editable electronic, print ready form and high-resolution PDF/ JPG/GIF Language of reports/publications and other documentation and working language in country of assignment: English and Dhivehi Ownership of output: UNFPA Maldives
Signature of Requesting Officer in Hiring Office: UNFPA Maldives Date	