

<b>TERMS OF REFERENCE</b> National Contractor for Designing and Layout of Document UNFPA (MDV-ToR/2024/023)	
Hiring Office:	UNFPA Maldives Country Office
Purpose of consultancy:	<p>UNFPA is the UN leading agency for 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>Gender-Based Violence (GBV) remains a significant issue in the Maldives, impacting the health, well-being, and safety of women and girls. To enhance the response and capacity of service providers, UNFPA supported the review and updating of the GBV Case Management Guidelines in the Maldives. The guidelines document is expected to serve as a key resource for social workers working with survivors and victims of gender based violence.</p> <p>Hence, UNFPA in Maldives is seeking a qualified national contractor to do a layout and design of the aforementioned document.</p> <p>The contractor will be working closely with the UNFPA Maldives country office on this assignment.</p>
Scope of work: (Description of services, activities, or outputs)	<p>The contractor will be required to provide design and layout services of the provided document in a professional and user-friendly format.</p> <p>Specific deliverables include:</p> <ul style="list-style-type: none"> <li>• Layout and design of the provide document – approximately 145 – 150 pages.</li> <li>• Designing of a cover page.</li> <li>• Use relevant graphics, icons, infographics, figures and tables where necessary to enhance visual appeal and easy comprehension of the content</li> <li>• High resolution print ready file with 3mm bleed (Crop mark)</li> <li>• All graphic elements should be high-quality and suitable for both print and digital distribution.</li> <li>• Final product should be compatible to upload online at high quality</li> <li>• Final product in high quality electronic and editable format</li> </ul>

<p>Duration and working schedule</p>	<p>30 Nov - 25 Dec 2024</p> <p><b>Specific milestones:</b></p> <ul style="list-style-type: none"> <li>• Drafts of the layout and design should be shared with UNFPA for approval by 20 December 2024.</li> <li>• Feedback from UNFPA will be incorporated and changes made, if any.</li> <li>• Editable high resolution electronic copy that is compatible to upload online and print ready copy handed to UNFPA by 25 December 2024.</li> </ul>
<p>Place where the services are to be delivered:</p>	<p>The assignment will be homebased</p>
<p>Monitoring and progress control, including reporting requirements, periodicity, format and deadline:</p>	<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>
<p>Supervisory arrangements:</p>	<p>The contract will be managed by the UNFPA Country Office.</p>
<p>Expected travel:</p>	<p>No travel is expected for the purpose of this assignment.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p><b>Primary expertise required:</b></p> <p>Graphics, layout designing and editing:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree in graphic design or related field</li> <li>• Minimum 5 years' experience as a graphic designer or in related field</li> <li>• Demonstrate graphic design skills with a strong portfolio</li> <li>• Proficiency with required desktop publishing tools, including Photoshop, InDesign and Illustrator</li> <li>• A strong eye for visual composition</li> <li>• Effective time management skills and the ability to meet deadlines</li> <li>• Able to give and receive constructive criticism</li> <li>• Understanding and adaptability to different marketing, production, website design, corporate identity, product packaging, advertisements and multimedia design</li> <li>• Experience with computer-aided design</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p><b>UNFPA Maldives:</b></p> <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 relevant data;</li> <li>• Provide timely feedback.</li> </ul>

<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><b>Basis of payment:</b> Full payment will be made at the completion of the assignment and delivery of final product to UNFPA.</p> <p><b>Format of outputs:</b> Editable electronic form and high resolution PDF print ready file with crop marks and 3mm bleed on all sides</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>
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