



Ministry of Environment and Energy
Male', Republic of Maldives.

ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރި ގޮތުގައި
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Reference: (IUL)438-PPIRS/438/2016/266

13th November 2016

Terms of Reference

Announcement for Recruitment of a Layout Designer for the State of Environment Report (SoE) 2016

A. BACKGROUND

State of Environment (SoE) report is published every three years by the Ministry of Environment and Energy to address the objective of providing analytical overview of the state of environment of Maldives, focusing on the current and emerging environment issues. The current State of Environment report is the 6th report of the series. Ministry is seeking a consultant as an independent layout designer for the report.

B. PURPOSE

The purpose of the assignment is to ensure visual styling, design and typographic presentation of the SoE.

Description of SoE

150 pages (approx.)

C. OBJECTIVES AND OUTPUTS

- To ensure that the final structure and design of the report is consistent throughout.
- To ensure that the final document has an attractive contextual layout and is presented in a logical and clear manner.
- To undertake layout and designing of the final document.

D. TASKS OF THE CONSULTANT

The main tasks and responsibilities will include but will not be limited to the following:

- Ensuring overall clarity and consistency of dynamic elements (sections and volumes, numbered lists, figure numbers, etc.)



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- Page layout by ensuring effective use of margins and white space
- Obtaining of relevant photos for the report with the help of MEE
- Carrying out typography and styling by confirming that scripts and spaces are chosen to maximize legibility and using carefully defined styles for character, paragraph, table, and figure formats.
- Confirming that page numbering and section markers aid in navigation
- Delivery of a report with creative and unique visual styling

E. KEY DELIVERABLES

The consultant shall provide the following deliverables:

- Concept of report layout
- Draft Report with formatted texts, visual styling, and design
- Final SoE in electronic format with improved visual presentation in a harmonized way
- High quality report in a printable format (book layout)
- Printed copy of the report with the final layouts

F. REQUIRED EXPERTISE

- The consultant shall be experienced in related area of works particularly relevant experience and expertise in visual presentation, and document layout and design
- Excellent command of Adobe, Creative Suite 6 package especially In Design, PhotoShop, Adobe Illustrator, Adobe PageMaker and/ or CorelDraw is essential
- Knowledge of photography and image editing is required
- Knowledge of printing
- Diploma or degree in graphic design (or other relevant degree or qualifications) would be an asset.
- Additionally the consultant shall:
 - Deliver timely and high quality results under tight deadlines
 - Be fluent in English
 - Pay great attention to detail and work effectively through email and phone.



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G. SCHEDULE FOR THE ASSIGNMENT

The estimated contract duration will be **2 weeks (14 days)** upon signing the agreement.

H. SELECTION CRITERIA

The consultant will be selected based on the following criteria:

Criterion	Weightage
Relevant academic qualification(s) - Graphics Design or other related field	20%
At least 2 similar works done on layout and designing (2 works – 20 points, for each subsequent work – 5 points, max – 40 points)	40%
Financial proposal (fees for the assignment)	40%

I. APPLICATION SUBMISSION

Interested individual consultants may submit the expressions of interest by email indicating the following.

- Curriculum Vitae (CV) of the consultant
- Proof of experience on similar works done
- Academic Qualifications documents
- Timeline for delivery of key tasks
- Financial Proposal for layout and design of SoE

Interested individuals may submit their proposals in sealed envelopes titled “Layout Designer for State of the Environment” on or before **1100 hrs on 21st November 2016**, to the following address.

Procurement Section

procurement@environment.gov.mv

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