

## **TERMS OF REFERENCE**

### **Graphic Designer to create campaign materials**

**Position title:** Graphic Designer

**Expected period of commitment:** 4 weeks

**Application deadline:** 5<sup>th</sup> February 2017

**Location:** Male', Maldives

#### **1. Organization Background**

Transparency Maldives is a non-partisan organization that endeavors to be a constructive force in society by promoting collaboration and discussion on corruption, transparency and accountability. Transparency Maldives seeks to engage with stakeholders from all sectors (government, business, politics and civil society, among others) to raise awareness of corruption's detrimental effects on development and society, improve transparency and accountability in governance, and eliminate corruption from the daily lives of people.

Transparency Maldives received formal government registration in 2007, and is the National Contact of Transparency International (TI) in the Maldives.

#### **2. Background to the assignment**

Transparency Maldives is currently conducting a political accountability project focused on increasing citizen awareness on good governance, rule of law and civic responsibility through research, media campaigns and collective advocacy and lobbying. As part of our efforts and in order to strengthen TM's existing and potential campaigns on local governance and elections, TM intends to create campaign materials that can be widely disseminated on various media.

Part of the campaign materials produced will also be focused on TM's project aimed at empowering civil society organisations through strengthening the legal framework governing CSO's.

#### **3. Responsibilities of the consultant**

The Consultant will be expected to work closely with the Senior Project Coordinator to ensure that campaign materials are produced in line with Transparency Maldives' proposed themes for the campaigns.

#### **4. Deliverables**

The Consultant will be expected to work closely with the Senior Project Coordinator to ensure the campaign materials are produced in line with Transparency Maldives' proposed themes for the campaigns.

- Design and develop twenty-three (23) graphics that can be used as part of TM's campaigns.

All designs should be delivered in various formats agreed between TM and the designer prior to the assignment.

#### **5. Duration of the Assignment**

Four (4) weeks upon signing of contract. The consultant must be based in Malé, Maldives for the duration of the assignment.

#### **6. Reporting**

The Consultant will work closely with the Senior Project Coordinator at Transparency Maldives throughout the assignment.

#### **7. Required Competencies**

- Proven 3-5 years experience in graphic and layout designing/publication production.
- Advanced understanding of vector-based imagery, such as maps and logos is essential.
- Proven ability to deliver high quality results under tight deadlines.
- Proven ability to coordinate, follow instructions and work under pressure either part of a team or individually
- Fluent in English and Dhivehi

**Closing date for applications: 5:00pm on 26<sup>th</sup> January 2017**

**Application and selection procedures:** Interested applicants should submit an email to Shifza Omar ([shifu@transparencymaldives.org](mailto:shifu@transparencymaldives.org)) before **5:00pm on 5<sup>th</sup> February 2017**. The subject line must read "Graphic Designer". The content of the application should not be longer than 5 pages and must include the following:

- A summary of relevant experience (attach a brief CV, providing evidence that you are qualified to undertake this assignment).
- Portfolio with at least two examples of similar assignments, preferably in the Maldives, over the past 3-5 years.
- Proposed Charges.
- Two relevant references.

Applications must be in English or Dhivehi. Only short-listed candidates will be contacted for interviews.

The contract will be awarded on a lump sum/fixed cost basis. The application should state the bid amount (in MVR) for undertaking the work.

Transparency Maldives retains the right to reject any or all of the applications and/or to enter into additional negotiations with one or more of the tendering parties to help define the exact scope of the work and deliverables to be undertaken.