

TERMS OF REFERENCE

Layout Designer to design and develop layout for the Review on Admission and Dismissal of members of Independent Institutions

Position title: Layout Designer for the Review on Admission and Dismissal of members of Independent Institutions in English and Dhivehi

Expected period of commitment: 10 Days

Application deadline: 14th March 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

Following the ratification of the Constitution in 2008, along with the changes in the longstanding governance system of the country, independent oversight bodies such as the Elections Commission, Anti-Corruption Commission, Judicial Service Commission and the Human Rights Commission, were formed. These institutions act as vital links between citizens and the state, carry out important democratic functions and act as accountability mechanisms to keep government in check. Strong oversight mechanisms are a powerful asset in the fight against corruption, and to increase accountability of the state.

However, in order to be effective oversight bodies, such bodies also need to command public trust and confidence not only in its functions but also in the process in which members are appointed to lead these bodies. To this effect, TM has produced a research report looking at the appointment and dismissal procedures followed in selecting members for these independent state institutions.

3. Purpose of the Assignment

Transparency Maldives is seeking the services of a Layout Designer to design and develop the layout for the review.

4. Responsibilities and Deliverables of the consultant

The Consultant will be expected to work closely with the Senior Project Coordinator:

- 1.Design the layout of Review on Admission and Dismissal of members of Independent Institutions in English and Dhivehi (approximately 90-95 pages of text, including tables)

6. Duration of the Assignment

10 Days upon signing of contract. The consultant must be based in Malé, Maldives for the duration of the assignment.

7. Reporting

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

8. Required Competencies

- Proven 3-5 years experience in graphic and layout designing/publication production.
- Excellent command of Adobe applications including Photoshop, Illustrator, and InDesign.
- 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.

Closing date for applications: 14th March 2017, before 5:00pm

Application and selection procedures: Interested applicants should submit an email to Shifu Omar (shifu@transparencymaldives.org). The subject line must read “PA Layout Design”. 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/examples of similar assignments that you have undertaken (two to three), 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.