

TERMS OF REFERENCE

Layout Designer to design and develop layout for the Climate Finance Governance Study reports (CFGs)

Position title: Layout Designer

Expected period of commitment: 10 Days

Application deadline: 14 September 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 undertaking a baseline study on Climate Finance Governance Standards in the Maldives. The study has produced a baseline findings of the current good governance practice of the stakeholders in the Maldives and a National Climate Adaptation Finance Governance Standards document - a set of recommended governance standards for climate adaptation finance to improve delivery of the finance to the poorest and most vulnerable, and better strategic use of funds to catalyze transformational change to a low carbon, climate resilient economy.

3. Purpose of the Assignment

Transparency Maldives is seeking the services of a graphics and layout expert to design and develop the layout for the study on Climate Adaptation Finance Governance Standards in the Maldives and the National Climate Adaptation Finance Governance Standards.

4. Responsibilities of the Consultant

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

- Layout design of the Climate Finance Governance Study in the Maldives (approximately 50 pages of text), in English including graphs and charts
- Layout design of the National Climate Adaptation Finance Governance Standards (approximately 13 pages of text), in English

5. Deliverables

1. Print-ready design of Climate Finance Governance Study in the Maldives and National Climate Adaptation Finance Governance Standards, in English in both vector and PDF formats.

6. Duration of the Assignment

The consultant is expected to complete all final deliverables within 10 days of commencing the assignment.

7. Reporting

The Consultant will work closely with and report to Senior Project Coordinator of the Climate Integrity Project.

8. Required Competencies

1. Minimum of 3 years work experience in graphic and layout designing/publication production.
2. Excellent knowledge of layout and design in English.
3. Proven ability to deliver high quality results under tight deadlines.

Closing date for applications: Before 5:00 pm on 14th September 2017.

Application and selection procedures: Interested applicants should submit an email to Shaziya Ali (shaziya.ali@transparencymaldives.org). The subject line must read "Layout Design ". The content of the application should not be longer than 5 pages and must include the following:

- A summary of relevant experience (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), over the past 3-5 years.
- Proposed fees.
- Two relevant references.

Applications must be in English. 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.