

TERMS OF REFERENCE
Layout Designer

Position title: Layout Designer - Councilor Training Handbook

Expected period of commitment: 10 Days

Application deadline: 4th December 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

TM's "Baaru" project (Strengthening local governance in the Maldives through capacity building local councils and empowering citizens for social accountability) is a 3-year project funded by the European Union (EU). The goal of the project is to strengthen local democracy and the decentralization system in the Maldives. The project aims to strengthen trust and dialogue between citizens and local governments, and empower local governments to act as catalysts for development and positive change in the communities they serve.

As one of its key components, the project focuses on building the capacity of public officials and local communities through trainings and workshops to equip them with the knowledge and tools to strengthen community engagement and service provision. In this regard, we have developed a comprehensive handbook on administration and governance for local councils, that will act as a toolkit for local councilors.

Transparency Maldives is now seeking the services of a Layout Designer to design the handbook.

3. Responsibilities of the consultant

The Consultant will be expected to work closely with the Senior Project Coordinator to design the layout of the Training Handbook, which will be in Dhivehi.

4. Deliverables

1. Design the layout of the Handbook as agreed with TM within the duration of the assignment.

5. Duration of the Assignment

Ten (10) days 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 2-3 years of experience in graphics and layout designing/publication production.
- Excellent command of Adobe applications including Photoshop, Illustrator, and InDesign.
- Proven ability to deliver high quality results within a specified timeline.

Closing date for applications: 12:00pm on 4th December 2017

Application and selection procedures: Interested applicants should submit an email to Shifu Omar (shifu@transparencymaldives.org) before **12:00 pm on 4th December 2017**. The subject line must read "Layout 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.