

EXT - MRC-AD/MIS/2026/106

Consultancy Service – Design of National Risk Register and Assessment (NRRR) Report

Type of Contract	Individual / Company
Type of consultancy	National
Duration	01 Month (from award of contract)

Background

The Maldivian Red Crescent (MRC) is an independent, voluntary, humanitarian organization, established under the Maldivian Red Crescent Law [Law 7/2009]. Its primary objective is to provide humanitarian aid, prevent and alleviate human suffering. It is the 187th member of the world’s largest humanitarian movement — the International Red Cross and Red Crescent Movement – which every year helps millions of people whose lives have been devastated by crises or conflict. MRC aims to be the nation’s leading humanitarian organization, with Units spanned all over the Maldives. It recruits members and volunteers, implements Programmes, and delivers services in adherence to the Fundamental Principles of the International Red Cross and Red Crescent Movement.

In partnership with the National Disaster Management Authority (NDMA), MRC is supporting the development of the National Risk Register and Assessment (NRRR) in line with the Maldives' Disaster Risk Reduction Strategy 2024–2030, NDMA's Strategic Plan 2024–2029, and MRC's Strategic Plan 2019–2030. The NRRR aims to strengthen national-level, multi-hazard risk information and supports evidence-based decision-making, coordinated risk reduction efforts, and long-term resilience building across sectors and communities in the Maldives. The NRRR characterizes current and future climate and anthropogenic risks faced by the Maldives for the period 2025 to 2045 and consolidates a baseline understanding of current and emerging risks for both natural and anthropogenic fronts, through developing hazard profiles, formulate definitions and local terminologies, and assess the existing control mechanisms in place for response

Scope of Assignment

MRC is seeking to hire a design consultant to develop the design and layout of the National Risk Register and Assessment (NRRR) Report for publication.

Deliverables

The consultant hired is expected to deliver the following: -

#	Deliverables	Details
1	Development of Conceptual design Concept, workplan and project timeline	Consultant will be required to deliver an initial conceptual design as well as a project workplan and timeline of delivery. The conceptual design to be developed in consultation with NDMA & MRC along with provided report content, design brief and brand guidelines of both organizations.
2	Design and layout of the National Risk Register and Assessment Report	Completion of design, layout of the full NRRR Report in accordance with the approved conceptual design. The report must include relevant photos, illustration, tables/figures and overall report layout

		for final review and approval. The report is approximately 170 -175 Pages of Text)
3	Preparation of Print-Ready Files and Specifications.	Submission of finalized print-ready files adhering to professional printing standards and digital (web-optimized PDF).

Reporting Line

The consultant will report to the Manager, Programmes & Services of Maldivian Red Crescent and is expected to work alongside assigned focal points from National Disaster Management Authority (NDMA).

Qualifications & Experience

The consultant is expected to possess the following qualifications and expertise.

- 1- Proven 3 – 4 years’ 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.
- 4- Previous experience in similar design and layout work for national level publication will be an added advantage
- 5- Previous work with MRC or NGO experience in a similar role is highly desirable.
- 6- Feasibility of technical and financial proposal

Fees & Payments

The consultant will be paid after the completion of the deliverables specified above. Consultant will be paid in between MVR 28,000 – 35,000 (determined based on evaluation of the consultant’s technical proposal, financial competitiveness, and proven experience in comparable projects).

Code of Conduct

During the term of consultancy: -

- Actively work towards the achievement of the MRC’s goals and objectives.
- The MRC Code of Conduct must be signed and thoroughly followed by the consultant.
- Abide by and work in accordance with the Red Cross and Red Crescent 7 Fundamental Principles.

Evaluation criteria

The consultant will be selected based on the following criteria.

Details	Maximum Points
Portfolio & Experience	50
Technical Proposal	30
Financial Proposal	20
Total	100

Submission requirements

All interested candidates are invited to submit their application through MRC's online application form on the website along with the following documentation before 2:00 pm, 01st July 2026.

- Letter of Expression of Interest (EOI)
- Detailed Curriculum Vitae

