

Terms of Reference

Designing Maldivian Red Crescent's Annual Report 2019

Background

The Maldivian Red Crescent (MRC) is an independent, voluntary, humanitarian organization, established on the basis of 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.

The Maldivian Red Crescent aims to be the nation's leading humanitarian organization, with Branches and Units spanned across 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 – Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality – making no discrimination as to nationality, race, sex, religious beliefs, language, class or political opinions.

We are looking to publish our Annual Report 2019 and are seeking to hire a consultant to undertake the designing of the layout and graphics for the document under the guidance of the Communications and Resource Mobilisation Officer of the MRC.

Objective

The objective of this consultancy would be to design the template, develop the relevant infographics and other conceptual graphics based on content, other layout work of the Annual Report 2019 to have it ready for printing and online publishing.

Deliverables

1. Final draft of Annual Report 2019 complete with photos, graphics, and layout in place, all comments, corrections and changes finalized, ready for printing and online publishing.
 - a. Final draft will be considered as such after the incorporation of all comments and edits as requested.
 - b. Style suggestions with colour schemes, fonts, layout ideas, and infographic ideas to be given within the first three days of signing the contract.
 - c. The first draft with the design to be given within eight days of signing the contract.
 - d. Review and edits to be done in the following days, with the final deliverable to be submitted by 31 May 2020.

Deadline for submission of proposal

16 May 2020, Saturday, 4 PM.

Duration

17th – 31st May 2020

Reporting line

The consultant will report to the Communications and Resource Mobilisation Officer.

Inquiries and Communication reading the RFP Inquiries

info@redcrescent.org.mv

Submitting the proposal

Email CV and quotation to info@redcrescent.org.mv

Minimum criteria

At least 2 years of experience in a similar field of work with proven experiences.

Selection criteria

Experience in the field.

Quality of past work.

Feasibility and quality of technical proposal.

Feasibility of financial proposal.

Code of Conduct

During the term of consultancy, MRC Code of Conduct has to be signed and thoroughly followed by the consultant.

Evaluation of quotations Individual consultants will be evaluated based on lowest price and technically compliant offer.

Disclaimer: *MRC holds the right to change/edit the RFP as it sees fit without prior warning, in case changes need to be made. This could be a date after the information session/before the deadline, as details may need to be changed after the information session.*