

Terms of Reference

Designing Maldivian Red Crescent's Annual Report 2021

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 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 2021 and are seeking to hire a consultant to undertake the designing of the layout and graphics for the document under the guidance of the Programme Officer - Communications and Advocacy and PMER Coordinator 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 2021 to have it ready for printing and online publishing.

Deliverables

1. Draft Annual Report 2021
2. Final draft of Annual Report 2021 complete with photos, graphics, and layout in place, all comments, corrections, and changes finalized, ready for printing and online publishing.

Deadline for submission of proposal

12th May 2022, Thursday, 2 PM.

Duration

15th May 2022 – 15th June 2022

Reporting line

The consultant will report to Programme Officer – Communication and Advocacy of MRC.

Inquiries and Communication regarding the RFP

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.

Fee and Payments

Prices quoted within the range of Rf.15,000 - Rf.25,000 for the work will be a lump sum to be paid upon completion of consultancy.

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 must be signed and thoroughly followed by the consultant.

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