

MRC-AD/MIS/2024/169

Design Consultant for the development of Contextualized Enhanced Vulnerability Capacity Assessment Toolkit and Guidelines developed by ERCP Project

Type of Contract	Individual / Firm
Type of consultancy	National
Expected delivery period	01st July 2024-1st September 2024
Remuneration	MVR 15,000- MVR 20,000

Background

The Maldivian Red Crescent (MRC) is an independent, voluntary, humanitarian organization established through the Maldivian Red Crescent Law (Law 7/2009). MRC's primary objective is to provide humanitarian aid and prevent and alleviate human suffering. Additionally, MRC'S Strategic Plan is centered around the concept of resilience. MRC's Strategic Plan 2019-2030 advocates for a shift in thinking and practice, recognizing the need for better coherence in the areas of disaster management, climate change, and development work. A key priority for MRC is working towards reducing vulnerabilities and increasing capacity to deal with frequently occurring natural hazards and the impact of natural disasters and climate change risks. This approach aims to increase the effectiveness of MRC's humanitarian role and work in Disaster Risk Management.

In alignment with MRC's Strategic Priority 1: Strengthening Emergency Response, and Priority 3: Facilitate Planning for Resilience, MRC, is currently implementing the project, Enhancing Resilience Planning and Strengthening Community Preparedness (ERCP), in coordination with key stakeholder National Disaster Management Authority (NDMA). The project is supported by United States Agency for International Development Bureau for Humanitarian Assistance (USAID BHA), with the overall goal to enhance and strengthen risk-based resilience planning at island and city levels and strengthen locally led preparedness and mitigation actions through systematic capacity building of existing resources and tools in island communities in the Maldives. The project will support the existing community-based disaster risk management (CBDRM) programs carried out within Maldives led by NDMA.

A key outcome for the ERCP project will be developing and strengthening technical and operational capacities of local communities in conducting risk-based planning at island and city levels to prepare for and mitigate disaster impacts. One of the main outputs for the project will be the development of a contextualized Enhanced Vulnerability and Capacity Assessment (EVCA) summary document, guidelines and toolkit for the Maldives. A local consultant has been mobilized to carry out the task.

Scope of Assignment

MRC is seeking the services of a design consultant (individual or firm) to develop the graphics and the layout for the following documents related to the Contextualized EVCA. The approximate page numbers below may change +/- 15%.

- 1- EVCA guidelines (approximately 70 pages)
- 2- EVCA tools+ Training guide (approximately 130 pages)
- 3- EVCA summary document (20 pages)

The consultant will be responsible for creating the visual layout, structure, and format of the guidelines and toolkit. This includes designing user-friendly templates, charts, diagrams, and other visuals that effectively communicate the steps and methodologies for conducting vulnerability assessments. The consultant will work closely with the MRC's national consultant developing the contextualized EVCA, to ensure that the toolkit is accessible and meets their needs. The design consultant will be expected to:

- 1- Collaborate with MRC's team and the national consultant to determine the expected content and expectations regarding the visual presentation.
- 2- Develop clear and visually compelling design and layout for the contextualized EVCA summary, guideline and toolkit.
- 3- Ensure consistency in design concept, terminology, and formatting throughout the EVCA summary, guidelines and toolkits
- 4- Provide digital files for all materials developed, including charts, diagrams, illustrations, etc., to be used by MRC later.

The contract will be effective once Maldivian Red Crescent delivers the EVCA Guidelines and Toolkit specified above. (Expected delivery period: 25th June 2024- 15th August 2024).

Deliverables

The national consultant hired is expected to deliver the following:

#	Deliverables		Expected delivery	Expected Fees and Payment
1	Development of Conceptual design	Consultant will be required to deliver an initial conceptual design (Design concept- General theme, color schemes, visuals etc) in alignment with MRC's Brand guideline and design brief	5 days from contract effective date	5%
2	Design and layout development of	Completion of design, layout of EVCA Guidelines and Toolkit in accordance with the	18 days from contract effective date	30%

	EVCA Guideline and Toolkit	approved conceptual design of the report includes photos, relevant illustration, and overall report layout for final review		
3	Final EVCA Guideline and Toolkit and handover of digital files.	Finalized document with all comments, corrections integrated ready for printing and online publishing delivered.	30 days from contract effective date	45%
3	Design and layout development of EVCA Summary Document	Completion of design, layout of EVCA Summary Document in accordance with the approved conceptual design of the report includes photos, relevant illustration, and overall report layout for final review	10 days from delivery of EVCA Summary Document by MRC	10%
4	Final EVCA Summary Document and handover of digital files.	Finalized document with all comments, corrections integrated ready for printing and online publishing delivered.	15 days from delivery of EVCA Summary Document by MRC	10%

Reporting Line

The consultant will report to the Project Manager - ERCP and work in regular coordination with Project Coordinators of the ERCP Project as well as the National Consultant developing the EVCA Guideline and toolkit, and the Summary Document.

Qualifications & Experience

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

- 1- Professional Qualification (certificate, diploma, degree) in graphic design or related field.
- 2- Minimum 2 years' experience undertaking similar work (Reference letters for the work carried out must be provided)
- 3- Ability to develop high quality work under minimum supervision (Links to previous work carried out to determine quality)
- 4- Proven ability to deliver high quality results under tight deadlines.
- 5- Previous work with MRC or NGO experience in a similar role is highly desirable.

Fees & Payments

The consultant will be paid based on the completion of the deliverables specified above.

Code of Conduct

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

Evaluation Criteria

The firm shall be selected based on the qualifications and experience, as well as based on the financial proposal.

Details	
Education	20%
Portfolio and Experience	70%
Financial Proposal	10%
Total	100%

Application

All interested parties should email their expression of interest to vacancies@redcrescent.org.mv before 2.00 pm on **Monday, May 20, 2024**, along with the following documentation:

- o Copy of National ID card / Business Registration
- o Letter of Expression of Interest (EOI)
- o Copies of Accredited certificates including transcripts
- o Detailed Curriculum Vitae / Company Profile [including CV of Team Members]
- o Letters of work experience
- o Financial Proposal
- o Portfolio/examples of similar assignments that you have undertaken