

## Terms of Reference

### Designing Maldivian Red Crescent's Annual Report 2020

#### 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 2020 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 Coordinator & the Communications and Advocacy 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 2020 to have it ready for printing and online publishing.

### **Deliverables**

1. Draft Annual Report 2020
2. Final draft of Annual Report 2020 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**

01<sup>st</sup> April 2021, Thursday, 4 PM.

### **Duration**

04<sup>th</sup> April 2021 – 20<sup>th</sup> April 2021

### **Reporting line**

The consultant will report to the Programme Coordinator 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.

### **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.

**Disclaimer:** *MRC holds the right to change/edit the RFP as it sees fit without 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.*