

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Environment and Energy

Male', Republic of Maldives.

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މާލެ، ދިވެހިރާއްޖެ.

Date: 26th April 2017, Wednesday

No: (IUL)438-WS/438/2017/94

TERMS OF REFERENCE

Consultancy to Develop and Edit Awareness Materials

A. BACKGROUND

The Global Environment Facility (GEF) has funded a full sized project to support 6 participating Small Island Developing States (SIDS) of which two are located in the Atlantic Ocean (Cape Verde and Sao Tome & Principe) and 4 are located in the Indian Ocean (Comoros, Maldives, Mauritius and Seychelles). The IWRM AIO SIDS project addresses issues related to the management of water resources, both freshwater and coastal marine areas in an integrated manner. Recognizing the urgent need for comprehensive Integrated Water Resources Management (IWRM) and improved Water Use Efficiency (WUE), the project seeks to accelerate progress on IWRM and WUE plans and water supply and sanitation development goals for the protection and utilization of groundwater and surface water in the participating countries. The overall objective of the IWRM AIO SIDS project is to strengthen the commitment and capacity of the participating countries to implement an integrated approach to the management of freshwater resources, with a long-term goal of enhancement of the capacity of the countries to plan and manage their aquatic resources and ecosystems on a sustainable basis.

The Government of the Republic of Maldives represented by the Ministry of Environment and Energy (MEE) plans to use part of the funds received for the services of an **Individual Consultant** to develop advocacy and awareness materials for the Water and Sanitation Department.

B. SCOPE OF WORK

The Ministry of Environment and Energy (MEE) is seeking to engage an individual (here after referred to as the Design Consultant) to produce awareness, education and communication materials for the water and sanitation department of the Ministry.

In view of the above, the Design Consultant will, among others, undertake consultation with Water and Sanitation Department (WATSAN) and GEF project team.

The overall responsibilities of the Design Consultant include, but not limited to the following;



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- Editing of existing materials, as appropriate;
- Developing print materials including, (but not necessarily limited to) posters, factsheets, billboards, banners and booklets and toolkits;
- Producing video spots including animated videos;
- Recording and/or procuring of musical scores and video footage including the securing and maintaining of copyrights;
- Acquiring permits for video shootings to be taken on required location;
- Sound-mixing, editing and other necessary post-production operations for video productions;
- Providing rough cuts to MEE;
- Provide a work schedule;
- Based on MEE's approval produce final materials;

The MEE will:

- Provide briefings and guidance on the development of materials;
- Approve the script/ design concept for materials before production starts;
- Approve the final cut of the video spots;
- Arrange travel, accommodation and meals for the production crew (maximum 2 people) if required;
- Arrange interviews with necessary experts and institutions;

C. QUALIFICATIONS AND EXPERIENCE

To be eligible for this assignment the consultant must demonstrate past experience developing courses/ and or subject outlines in English for Bachelor's Degree or higher levels of tertiary qualifications and should have professional qualifications in the following areas as specified below.

- Minimum two years of expertise in video production, graphic designing, animation preferably in environmental education/awareness or related field;
- Proven technical capabilities in the field of film production, graphic designing including access to relevant high quality technical equipment necessary for film production and graphics work;
- Demonstrated proficiency in English-language and good writing skills are required;
- Demonstration of capability in preparing computer animations will be added advantage;
- Familiarity with water sector, climate change and other environmental issues facing the Maldives is an asset;
- Previous work experience with similar projects within government or other institutions is an asset;
- Willingness to travel to the island during the consultancy phase (if and when required)





D. DELIVERABLES

The Producer is expected to deliver the listed deliverables, but not limited to the ones mentioned in the table below.

Scope of work	Expected deliverables
Developing new materials	<p>Social Media Materials:</p> <ul style="list-style-type: none"> • Cover photo (FB & Twitter) • Infographics • GIF <p>Facts Sheets</p> <ul style="list-style-type: none"> • 10 One pager summary sheet for each project • 10 Awareness materials with infographics <p>Branding template sets: power point, letter head, umbrella, book, pens, Folder, tots bags, standing banner, pen drive, calendar design.</p> <p>Video spots:</p> <ul style="list-style-type: none"> • 10 video and animated spots (max dur: 3 minutes) <p>Posters:</p> <ul style="list-style-type: none"> • 15 (Including Social Media) <p>Layout designing of booklets:</p> <ul style="list-style-type: none"> • fenfahi communication plan • TOT manual layout • Rain water harvesting systems management hand book • Tool kits for school • Water Management plan • Indicator Frame Work <p>Flyers : 15</p>

- Producer must provide master copy of the above mentioned, in the highest available quality (minimum requirement 1080p) for television broadcasting and for other materials as well.
- All products will be the property of the MEE, and to be labeled appropriately and provided to the Ministry.
- MEE has the right to request for the progress of work at any given time within the contract period.





E. OUTPUTS

Total Consultancy Fee		MVR 150,000.00
Developing New Materials – deliverables		
1	Social Media Materials: <ul style="list-style-type: none"> Cover photo (FB & Twitter) Infographics GIF 	20%
2	Facts Sheets <ul style="list-style-type: none"> 10 One pager summary sheet for each project 10 Awareness materials with infographics 	10%
3	Branding template sets: power point, letter head, umbrella, book, pens, Folder, tots bags, standing banner, pen drive, calendar design.	10%
4	Video spots: <ul style="list-style-type: none"> 10 video and animated spots (max dur: 3 minutes) 	30%
5	Posters: <ul style="list-style-type: none"> 15 (Including Social Media) 	10%
6	Layout designing of booklets: <ul style="list-style-type: none"> fenfahi communication plan TOT manual layout Rain water harvesting systems management hand book Tool kits for school Water Management plan Indicator Frame Work 	20%
7	Flyers : 15	10%

F. EVALUATION CRITERIA

Point system for the evaluation of is:

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| (1) General experience relevant to the works | [20%] |
| (2) Specific experience in producing , designing and editing video spots , graphics related to water and sanitation or Environment related field | [40%] |
| (3) Interview (demonstration of previous similar work experience) | [40%] |
| Total: 100% | |

G. INTELLECTUAL PROPERTY

The contractor must agree to the explicitly that all components of the works submitted are indeed original creations of the contractor. Any intellectual property infringement, misuse or plagiarism of another's work in any form or state will result in immediate termination of the contract. Also the Ministry will not bear any responsibility for the contractor's use of copyrights materials the contractor agrees to bear full responsibility for the consequences.

H. CONSULTANCY FEE

The total consultancy fee of the assignment is MVR 150,000. Payment will be made as per completion of the milestones.





I. REPORTING OBLIGATIONS

- The Consultant will work under direct supervision of the National Focal Point (GEF Project), Water and Sanitation Department /MEE regularly on all aspects of the work carried out, unless otherwise advised.
- The Consultant is required to report to Ministry of Environment and Energy, 1 day every week for 3 hours (or more when and where appropriate) during the assignment period.
- The Consultant shall ensure that all the required materials for the assignment are prepared on time in accordance with the requirements of MEE.

J. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **05 months** from the commencement of the work.

