Terms of Reference
Layout design consultant

Transparency Maldives (TM) is seeking individuals/parties for the following service contract.

**Position Title:** Layout design consultant

**Minimum period of commitment:** 10 days

**Application deadline:** 22 March 2016

**Location:** Male’, Maldives

I. Organizational Background

Transparency Maldives is a non-partisan organization that endeavors to be a constructive force in society by promoting collaboration and discussion on corruption, transparency and accountability. Our organization seeks to engage with stakeholders from all sectors (government, business, politics and civil society, among others) to raise awareness of corruption’s detrimental effects on development and society, improve transparency and accountability in governance, and to eliminate corruption from the daily lives of people.

Transparency Maldives received formal government registration in 2007, and is the National Contact of Transparency International (TI) in the Maldives.

II. Position Summary

Transparency Maldives is seeking a consultant to design the layout for the final survey report produced by TM for the MCWP project. The consultant will review the final report and design the layout for the report.

III. Key Responsibilities


IV. Deliverables

1. Print-ready design layout of the survey report.

V. Duration of the Assignment

The consultant is expected to start the assignment on 27th of March 2016 and deliver the layout by 7th April.

VI. Reporting Procedure

The consultant will report to the Project Coordinator of MCWP project on administrative and substantive matters.
VII. Qualifications and competencies
   1. Minimum of 2 years work experience in media communications or graphics designing.
   2. Excellent knowledge of layout and design in both Dhivehi and English.

Closing date for applications: Before 5:00 pm on 22 March 2016.

Application and selection procedures: Submit 1) a letter of interest 2) curriculum vitae or portfolio, and 3) quotation via email to afnan.latheef@transparencymaldives.org addressed to Ms. Mariyam Shiuna, Executive Director. For queries contact Afnan Latheef (9559080).