

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT FOR LAYOUT AND DESIGN WORK OF THE NATIONAL POPULATION PROJECTION, SUB-NATIONAL PROJECTIONS AND BHUTANESE POPULATION PROJECTION

TERMS OF REFERENCE	
Hiring Office	National Statistics Bureau (Implementing Agency)
Purpose of consultancy:	<p>The national population projections report (2017-2047), sub-national projections report (2017-2027), Bhutanese population projections report (2017-2017) and the Info-graphics based on the 2017 Population and Housing of Bhutan data has been completed and it is tentatively scheduled to be launched in January 2019. Since the report is mostly comprised of statistical tables, graphs and figures, it is complicated to put it altogether in the form of standard report. Working in Microsoft Word or Microsoft Excel is not a solution. It entails a lot of experience in working on an appropriate designing tool such as the CS-Indesign, CS-Photoshop, CS-Illustrator etc. The National Statistics Bureau lacks in-house capacity on layout and design of the report.</p> <p>The purpose of the assignment is to support the National Statistics Bureau to finalize the layout and design of the above mentioned reports and a info-graphic chart as well as to assist in the preparation of related annexes/documents in line with the NSB corporate guidance and requirements.</p>
Scope of Work: (Description of services, activities, or outputs):	<p>The consultant will work closely with Mr. Pema Namgay, Population Projections Reports Focal Point at NSB. The consultant will undertake the following tasks.</p> <ol style="list-style-type: none"> i. Design templates, decide color themes, and design cover page each for National Report, Dzongkhag Reports, Bhutanese Population Report, and Info-graphic with standard charts, figures and tables; ii. Will receive the soft copy of the report with related annexes/documents from the NSB along with the guideline and requirements - paper size (210x280mm for three Projection Reports and A3 size for Info-graphic chart); iii. Submit the completed product/documents for proof-read to ensure the correctness of the content; iv. Will make necessary changes wherever required based on the proof reading done by the NSB; and v. Submit the final report (print-ready) in pdf format and electronic copy which can be shared with the printing house and also easily uploadable onto the NSB web.
Duration and working schedule:	The total duration of the assignment is 7 days spread over from 26 th December 2018 December – 3 rd January 2019, including weekends and holidays.
Place where services are to be delivered:	NSB, Thimphu
Delivery dates and how work will be delivered (e.g. electronic, hardcopy etc.):	<p>Specifically the consultant will produce the following outputs (deliverables):</p> <ol style="list-style-type: none"> i. Zero draft of layout and design for the reports - 29th December 2018; ii. Updated first draft of layout and design and supporting documents – 1st January 2019; iii. Updated final draft of layout and design of the reports – 2nd January

	2019; iv. Submit the complete layout and design in electronic format –3 rd January 2019.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<ul style="list-style-type: none"> i. Consultant will be closely monitored based on the agreed deadlines for the intended deliverables; ii. All relevant NSB templates, cooperated guidance and standards procedures will be provided. iii. NSB staff will facilitate access to the main reports.
Supervisory arrangements:	The National Consultant will work under the direct supervision of Mr. Tashi Dorjee, Chief of Social Statistics Division.
Expected travel:	No travel required.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> i. Minimum of a bachelors' degree in relevant field. ii. Excellent knowledge in graphic design tools such as InDesign, Photoshop, Illustrator and CorelDraw. iii. Experience with recorded prior publications at NSB or for International publications.
Inputs/services to be provided by UNFPA or implementing partner (e.g support services, office apace, equipment), if applicable:	The consultation can work from home or other work station.NSB will not provide work space, equipment's or transportation facilities.
Other relevant information or special conditions, if any:	All information shared by NSB shall be kept as discreet and confidential.
Signature of the requesting officer in the hiring office: Date:	Mr. Chime Tshering, Director, NSB

The weight for the technical and financial proposal will be as follows :

1. Technical : 70%
2. Financial : 30%
3. Total : 100%

A bidder is expected to secure a minimum technical score of 45% of total 70% technical score to qualify.

Note: additional weight will be give to bidders with relevant experience