

TERMS OF REFERENCE FOR ENGAGING A CONSULTANT TO DESIGN/LAYOUT THE WHO 2019 ANNUAL REPORT

Purpose and Objective of Consultancy

The primary focus of this consultancy is to produce the WHO Annual Report 2019 in high resolution PDF, ready for production. The consultant will also work with the selected firm to print the Annual Report in full color.

Required competence:

- The consultant shall be a holder of a Bachelor's degree in Industrial and fine art and skilled with over 7 years' experience in graphics design especially for publications.
- The successful consultant will have to demonstrate clear understanding of the assignment clearly indicating the proposed methodology, work plan, sample copies of similar assignments undertaken.

Scope of work:

The selected consultant is expected to carry out the following activities:

- Design the WHO 2019 annual report layout in consultation with the Health Promotion Officer.
- Work with the selected printer on mass production of the annual report following the approved copy.

Outputs:

- Inception report highlighting understanding of the assignment, proposed methodology, activities and their schedules.
- Soft copy of completed WHO 2019 Annual report, ready for production.

Time schedules:

The assignment will take 14 working days. The final designed PDF copy ready for printing should be delivered to the Health Promotion Officer.

Supervision of assignment: The Consultant will be directly supervised by the Health Promotion Officer.