



Maldives Pension Administration Office
Republic of Maldives

Pension and Social Protection Administration Project
IDA Credit No.: 4611-MV
Date: November 12, 2014

Terms of Reference for a Graphics & Animation Designer

A. Background

The Capital Market Development Authority ('CMDA' or 'the Authority') is mandated by law with regulating the capital market of the Maldives, whereby it regulates issuers of securities, the stock exchange and other licensed entities. In addition, it also has the complementary mandate of developing the capital market, by encouraging companies to issue securities, and educating investors to invest in the Maldives capital market. The Authority also carries out supervisory activities with respect to the Maldives Retirement Pension Scheme under the Maldives Pension Act (8/2009). These mandates require the Authority to disseminate information to various stakeholders.

CMDA requires a graphics and animation designer to create graphics and design templates and styles for booklets, documents, videos and the like used in its various public awareness and education initiatives (detailed below).

B. Objective

The main objective is to develop graphics and design templates and styles as specified in the 'Scope of Services' within the timeframe specified in 'Duration and Deadlines'.

C. Scope of services

The tasks of the designer shall include the following:

1. Develop graphics and design for the following books:
 - a. Dhivehi version of booklet on 'Investor rights and responsibilities'
 - b. English version of booklet (including comic strips) on 'Investor rights and responsibilities'
 - c. 'Going Public Information Pack'
2. Design theme for Capital Market seminar:
Design files, banners and templates of documents for the seminar using a unified theme.

3. Create 3 animation clips related to the content of the books. Specifics shall be decided at the stage of contracting.

D. Schedule of Completion of Tasks

- a. To carry out these tasks, the designer is required for the period from December 2014 through February 2015

E. Expected Deliverables

- Dhivehi version of booklet on 'Investor rights and responsibilities'
- English version of booklet on 'Investor rights and responsibilities'
- 'Going Public Information Pack'
- Theme for Capital Market Seminar – templates for files, documents and banners
- Animation clips X 3 (as specified in the 'Scope of Services')

F. Duration and Deadline

Deadlines for tasks shall be discussed and decided between the contractor and CMDA at the stage of contracting.

G. Procedure for Review of Outputs and Reporting Arrangements

The contractor will work closely with staff of CMDA assigned for the project on all issues related to the development of the deliverables.

The design and content will be approved by staff assigned by CMDA.

All sources, related to the content, design and other materials represent the property of CMDA.

H. Required Expertise

- a. Experience in graphics design and animation.
- b. Past expertise and experience relevant to financial education in is highly desirable
- c. Quality of portfolio.
- d. Prior work on projects related to the deliverables on this TOR.