Terms of Reference
Layout and Design the Biennium report of the World Health Organization, Sri Lanka

This consultancy is requested by:

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<th>Unit:</th>
<th>Communication</th>
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<td>Division:</td>
<td>WCO SRL/Communication</td>
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1. **Background**

World Health Organization (WHO) is the United Nations Specialized agency for health established on 7 April 1948. WHO was one of the first United Nations agencies in Sri Lanka (1952) and over sixty years later, WCO-SRL remains a steadfast intergovernmental organization committed to supporting the people of the country to attain the highest level of health through the strengthening of the health system on the principles of equity, fairness and responsiveness with emphasis on the poor and marginalized.

Core functions of WCO-SRL:

- Providing leadership on matters critical to health and engaging in partnerships where joint action is needed
- Shaping the research agenda and stimulating the generation, translation and dissemination of valuable knowledge
- Setting norms and standards, and promoting and monitoring their implementation
- Articulating ethical and evidence-based policy options
- Providing technical support, catalyzing change, and building sustainable institutional capacity
- Monitoring the health situation and assessing health trends

WHO goal is "to support the people of the country to attain the highest level of health through strengthening of the health system on the principles of equity, fairness and responsiveness with emphasis on the poor and marginalized."

2. **Objectives**

Objectives of this technical assistance is to design and layout the biennium report.

3. **Deliverables:**

Submit an initial draft of the layout within 2 weeks from receiving finalized text from WCO – SLR
Provide opportunity for 2 rounds of review before finalizing the layout
Finalized Biennium report to be delivered in pdf printable and web view formats
4. Specific requirements

The Creative design company or individual should have the following minimum requirements:

1. More than 2 years of professional experience with a proven track record in designing reports
2. Prior experience in illustrations, graphic designing and proof reading
3. The company will have to assign an account manager who will liaise with WCO-SRL communications and programme staff; individuals are exempt from this requirement.
4. Previous experience working with WCO-SRL or other UN agencies is an added advantage.

5. Type of assignments

Under the Agreement for Performance of Work (APW), the following are the assigned responsibilities,

a. Responsibilities of WCO-SRL:
   • To provide the technical content and substance for all material to be included in the report.
   • To work in consultation with the selected designer throughout the assignment until the final deliverable is received.

b. Responsibilities of Service Provider:
   • Collect the necessary technical and relevant information from WCO-SRL
   • Provide costings as per the requirement prior to the assignment.
   • Provide necessary edits and revisions, as requested by WCO-SRL, to meet the standards of the final deliverable.
   • Final work to be provided to WCO-SRL in the agreed file format

6. Planned Timelines (dates subject to confirmation)

Start date: 25th May 2022
End date: 25 June 2022
The piece of work should be completed within the specified timeline.

7. Budget

Interested partners/organizations are requested to submit separate technical and financial proposals for evaluation. (Per page designing cost including the cover page and illustrations)

PAYMENT SCHEDULE:
• Payment will be done upon submission of all finalized deliverables as per TOR