

# INTERNATIONAL OPEN TENDER

## TERMS OF REFERENCE

### Northern Mozambique Channel Future Scenarios

**Title: Illustrator/Designer for Visual Communication Materials**

**Project reference:** MG MG203303

**Reference:** AOI-004/2018

#### I. Background

Enclosed by Madagascar to the east and parts of Tanzania and Mozambique to the west, the Northern Mozambique Channel is a center of marine biodiversity which 30% of global tanker traffic plying its waters while massive reserves of natural gas wait to be tapped below the sea. It is also. Here, under the Northern Mozambique Channel initiative (NMCi), WWF and CORDIO East Africa are working closely with local institutions, governments and other partners to help carve a new development path – one that combines large-scale conservation with sustainable economic development and future regional prosperity. Specifically, the NMCi was established to support the countries in the region to value, protect, and even enhance the natural ocean assets that are central to their economies.

Toward this end, the NMCi engaged Reos Partners to run a Transformative Scenario Process (TSP).<sup>1</sup> This approach brings together influential stakeholders from different perspectives, sectors and countries to develop a set of possible futures. Once completed, the TSP will provide decision-making support tools that will guide Western Indian Ocean (WIO) countries in identifying ways of achieving their commitments to a sustainable future, and to help them better anticipate and adapt to whatever does unfold.

In 2017 two TSP workshops were held, in conjunction with a process to support the countries of the region to articulate their national and regional commitments to the Sustainable Development Goal on Oceans (SDG14). The first workshop was hosted by the Seychelles Government in May, and the second by the Government of Mozambique in November. A third regional workshop to finalize and validate the draft scenarios will take place in Zanzibar, Tanzania from 14-16 March, 2018. This will deliver a set of regionally relevant scenarios that will guide implementation discussions around regional SDG14 commitments and the NMC partnership.

WWF is seeking support to develop a set of visuals that will accompany and complement the written output of the TSP, which will be in the form of a set of stories/narratives describing potential futures or scenarios for the Northern Mozambique Channel.

#### **2035 Scenarios**

*The objective is not to predict the future, but to provide clear signs about which choices lead to which potential futures, so decisions today can be made with a good understanding of the long term outcomes they will promote. For each country, the regional scenarios can be adapted to the key national policies for long term development, to be relevant to national processes and discussions.*

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<sup>1</sup> See <https://reospartners.com/publications/the-mont-fleur-scenarios/> for an example of a report from a TSP carried out in South Africa on land reform.

## **II. Task**

The supplier will be expected to produce a set of visuals that reflect the set of scenarios (3-4 stories) i.e. the final picture composed of distinct elements that together tell the story. The development of the visuals will require an iterative process, wherein agreed number of drafts are prepared and shared with designated NMCi focal point(s). Feedback will be collected and returned to the supplier, for updates and amendments to be made. An agreement will need to be reached on the specifics and extent of this feedback and refinement process.

The supplier would be expected to develop a sufficient understanding of the regional and thematic context of the scenarios through a combination of reading relevant materials (to be provided) and discussions with the NMCi team.

Additionally, should time and budget permit, the supplier should ideally attend the workshop in Zanzibar (14-16 March). Such participation in the final workshop in this process could help substantially with embedding an understanding of the project, the topic, and the material requirements. Consolidated interaction with the NMCi team and other scenario participants during those 3 days would be expected to speed and simplify the design process.

## **III. Deliverables**

For each of the scenarios, we seek a visual representation represented, for example, as a story in a poster. We are also looking for each scenario to be built up in a series of slides for use in a presentation, a stop-action video, or an illustrated report (i.e. used in separate pieces). We would expect certain common elements to be designed and then adjusted to fit the four different cases.

The specifics of what the deliverables should look like will be agreed to in discussion with the designer prior to work commencement.

## **IV. Timing**

1 March – 30 April 2018

## **V. Required Qualifications**

### **1- Qualifications/diplomas and experiences**

- National or international consultant/firm with a demonstrated track record of high quality design of graphic and/or visual communications products.

### **2- Qualities and skills**

- Individual or team capable of:
  - Speaking, reading and working in fluent English,
  - Working to tight time frames,
  - Understanding and assimilating detailed information about the social, political and environmental context of the Northern Mozambique Channel and the scenario stories created to describe possible futures for the region,
  - Receiving feedback and reworking draft products to reflect changes requested,
  - Operating effectively in a transnational setting, primarily online through email and VOIP conversations.

**VI. Work Execution Conditions**

**1- Coordination and supervision:**

This work will be realized under the supervision of the NMCi core team which will approve all deliverables. WWF Madagascar will approve all receipts.

**2- Language Requirements:**

All requested reports/deliverables shall be written in English.

**3- Tender presentation:**

The candidates have to send a proposal with the following elements:

- Signed submission letter,
- A presentation of the firm and key staff resume / or resume of the consultant (which shall state clearly any relevant experience). The required template is available from WWF web site <http://www.wwf.mg/aboutus/tenders/> (or request to be sent to [procurement@wwf.mg](mailto:procurement@wwf.mg))
- A financial offer in Ariary (USD or EUR for international proposals). The budget should give details of consultancy days by category as well as daily rates, along with management/ secretariat costs. Daily rates and expenditures should be shown separately. The offer should also show tax-except and taxable costs. Where costs are tax-exempt, explanations should be provided.

**5-Submission of proposals:**

Offer comprising of technical and financial proposal, with reference “AOI – 004/2018 Consultant Illustrator/Designer for Visual Communication Materials - MG MG203303” should reach the email address [procurement@wwf.mg](mailto:procurement@wwf.mg) no later than 23 February 2018, at 17:00 East Africa Time (EAT).

**6-Opening of proposals:**

An internal committee including the procuring entity will open the proposals. The committee will examine the offers to determine whether they are complete, do not have any computational errors, properly signed, and are generally in order.

The selection procedure will go through the following process:

- Screening of offers based on the qualifications and skills required,
- Interview and negotiation on the conditions of execution.

**7-Evaluation of offers**

An evaluation committee will review and rank the received offers.

The technical evaluation criteria are as follows:

Background	20
Experience in Design and illustration	30
Experience in visual materials development	30
Timetable	20

Candidates with a technical score greater than or equal to 70/100 will be interviewed. The adjudication returns to the candidate with the highest score after compilation of the technical notes and interview

results, whose financial offer does not exceed the available budget. The possibility for negotiation is not excluded when the best technical offer had submitted a financial offer exceeding the available budget.

#### **8- Conditions of the tender:**

The proposed work will be carried out under contract attached as an annex to the present TORs. The contract will be drawn up after the offer has been confirmed.

As an independent contractor, the consultant shall be liable for all taxes arising from payments made to you pursuant to the Agreement, assuming that he is able to justify he is in good standing and up to date vis-à-vis administrative and tax authorities; otherwise, and in accordance with the law, WWF is obliged to withhold at source on the amount of its services or fees/bills, the percentage to be paid to the tax authorities.

For the particular case of consultants residing outside Madagascar, they are subjected to the payment of a 10% Income Tax on the amount of the fees according to the Malagasy General Tax Code, (a legal text that governs the tax system in Madagascar) and according to its article 01.01.14. Consequently, an amount equivalent to 10% (or 5% if based in Mauritius) on the totality of the fees will be retained by WWF and paid to the tax authority.

The consultant/consultancy firm will be subject to WWF management procedures at all times.

#### **9- Payment of fees:**

Payments will be made in two installments as follows:

- (i) 40% of the total amount of fees, upon completion and submission of the draft deliverables, and their acceptance by the Project Supervisor; and submission and approval of an invoice detailing services rendered.
- (ii) 60% of the total amount of fees, upon completion and submission of the agreed final deliverables and their acceptance by the Project Supervisor; and submission and approval of an invoice detailing services rendered.

The invoice must contain the following information: name and address of the consultant/consultant firm, invoice date, unique invoice number, amount of fees free of charges, amount of taxes, service rendered, deliverable and/or number of hours charged, period in which service was provided, bank details.

WWF cannot grant in advance honorary fees. Though, field trip expenses, in accordance with WWF procedures, are payable in advance once the consultancy contract established and methodology approved. WWF will directly cover travel costs, accommodation and per diem.

#### **10-Notes on canceling the current tender**

The current tender may be canceled under the following conditions:

- Competitiveness is not adequate;
- No offer meet the requirements ;
- Received offers significantly overreach the proposed budget.

#### **11- Fraud, corruption and conflict of interest declaration**

Candidates have read entirely the WWF Policy for interests and the WWF Policy Conflicts for Prevention and the Survey of Fraud and Corruption. He understands his responsibilities to comply, and fully commit

to it. S/he acknowledges s/he has no conflicts, as described in the WWF's Policy on Conflicts of Interest:  
<http://www.wwf.mg/aboutus/jobs/>

**12- Ethics**

Candidates must respect the professional rules of conduct without any reproach in the conduct of its mandate. Furthermore, the contractor will ensure not to tarnish the image of the WWF execution of its mandate. WWF gives the right to terminate the agreement in proven cases of misconduct that can harm the WWF.