

## **Terms of Reference**

ToR for Consultancy Services: Designing a Poster for the General Process of Access and Benefit Sharing.

### **1. Background**

The National Biodiversity Centre (NBC) as an implementing agency of the Convention on Biological Diversity program of work and national focal agency for Access and Benefit Sharing (ABS) of Biological Resources has drafted the Access and Benefit Sharing Policy of Bhutan through nation-wide consultations with stakeholders.

In order to raise awareness on ABS and TK (Traditional Knowledge) documentation, an informative ABS poster capturing the general process of ABS in-line with the draft policy needs to be developed.

### **2. Objectives**

The National Biodiversity Centre is seeking the services of a consulting firm to design a poster depicting the general process of Access and Benefit Sharing as an awareness material.

### **3. Assignment**

The individual consultant/ consultancy firm will conduct the following activities in close cooperation with NBC:

- Conduct a literary review on the ABS policy and design a poster in line with it.
- The poster should capture the whole process of ABS.
- Share and present the draft poster to NBC for review and suggestions during the development process till the completion of the poster as endorsed by NBC.
- Poster should include pictures or any other creative inputs needed to impart the correct message on ABS to the reader.
- Images used should portray Bhutanese culture, tradition and environment.
- The text in the poster should be in both English and Dzongkha.
- The designer/translator is expected to perform terminology research to ensure accuracy and appropriateness of translation. The translator is also responsible for ensuring quality and accuracy of entire document before submitting it to Centre.

#### **4. Period of Engagement**

The assignment should be completed within 1 month.

#### **5. Qualification Requirement of Consultant**

- Graphic designing.
- Experience in poster designing and similar assignments.
- Well-versed in English and Dzongkha.

#### **6. Documents to be submitted**

Shortlisted firm should submit the technical and financial proposals on or before 17<sup>th</sup> June, 2015.

#### **7. Proposal Evaluation Criteria**

The evaluation committee will evaluate the proposals and select a consulting firm based on the combination of the following factors:

- I. Qualification and experience.
- II. Track record of successful completion of past assignments.
- III. Financial bid.
- IV. Willingness and flexibility to work within the required deadline.

#### **8. Price and Payment**

- I. Unless otherwise stated, prices are in Ngultrum and are exclusive of all payable taxes.
- II. Discounts should be included on quoted prices, if any.
- III. Quoted price would be open to negotiations.
- IV. Full payment shall be made after submission of approved final poster to the Centre as per the contract agreement.

#### **9. Deliverables**

- I. The designed poster should be submitted to NBC through the Bioprospecting division.

- II. All documents, whether draft or final documents should be submitted to the Centre in both soft and hard copies.
- III. Any material submitted under this ToR is the property of NBC and cannot be submitted or distributed to or used by any other agencies, unless arranged otherwise.

#### **10. Legal responsibility**

- I. Quotations are not binding on NBC and a Contract will come into being when a written confirmation of the work order is issued.
- II. In case of any error or omission in the contracted work, it shall be the responsibility of the service provider to carry out the services to the satisfaction of the client.