بسم الله الرحمن الرحيم

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PROSECUTOR
GENERAL'S OFFICE

Terms of Reference (TOR) for Hiring a Graphic Design Firm

1. Introduction The purpose of this Terms of Reference (TOR) is to engage a qualified graphic design firm to develop and produce visual materials aimed at raising public awareness of the operation of the criminal justice system, supporting the Witness and Victim Support Unit, and enhancing public confidence in the criminal justice system through visual content and graphic design.

2. Objectives The selected firm will be responsible for creating high-quality graphic design materials to:

- Raise public awareness about the operation of the criminal justice system.
- Support the Witness and Victim Support Unit with necessary visual content.
- Develop visual content for programs aimed at increasing public confidence in the criminal justice system.

3. Scope of Work The scope of work for the selected firm will include but not be limited to:

- Designing posters, brochures, leaflets, and infographics explaining different aspects of the criminal justice system.
- Creating branding and awareness materials for the Witness and Victim Support Unit, including digital and print media.
- Developing visual content for social media campaigns, animations, and video graphics.
- Designing reports, fact sheets, and other print materials related to criminal justice programs.
- Producing high-quality visual storytelling content, including illustrations and creative design elements.

4. Deliverables The selected firm will be required to deliver the following materials based on the cases received by the **Prosecutor General's Office**:

1. **Case-Specific Awareness Materials**
    - Posters, brochures, and infographics tailored to highlight key legal issues and the public's role in the justice process.
    - Digital content for social media campaigns, focusing on common case types and legal awareness.

2. **Witness and Victim Support Unit Materials**
    - Informational guides and brochures to educate witnesses and victims about their rights and available support services.
    - Visual content for training materials and reports related to victim and witness protection services.
3. **Program-Based Visual Content**
    - Graphic design for reports and presentations related to legal education and case trends.
    - Public engagement campaign visuals to enhance trust in the criminal justice system.
    - Infographics and animations (if applicable) for public outreach initiatives regarding significant legal developments.

5. Evaluation Criteria Proposals will be evaluated based on:

- Experiences (20%)
- Price (80%)

6. Reporting and Coordination The selected firm will work in close coordination with the designated focal person from the organization and provide periodic progress updates.

7. Payment Terms Payments will be made **monthly** over the duration of **six months**, based on the satisfactory completion of deliverables for each month.

8. Con identiality All materials developed under this contract will be the property of the organization and shall not be used, shared, or published without prior written consent.

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ؤنثرؤيلاش ؤيَمِسِرشرؤ دَسَهْلَهْ بِرڤِمِشَر هْبببْرْش ببْرْڤَبْش ؤَبرذَهْ رُڤْرَڤْ ذُڤْ دَهْبْرْڤَڤْ

بَمْرْڤَڤْسْ:

دَسَهْلَهْؤُ مَؤْسِوْ:

- ؤنثرؤيلاش ؤيَمِسِرشرؤ دَسَهْلَهْ بِرڤِمِشَر هْبببْرْش ببْرْڤَبْش ؤَبرذَهْ رُڤْرَڤْ.
- دِ هِهْڤَڤْرْ دَرْبْرْش دِ دَسَهْلَهْ ببْرْڤَهْوَڤْسِ دِ هْؤِرْبْرْش رْبَرَبَڤْ TOR هَدِ دَهْبْرْڤَڤْ سْوِڤْ هً هَهْذَهْوَڤْ ذَهْرُ دَمِوْش.
- دِ دَسَهْلَهْ بَرَڤْرْبْنَڤْ دْهْدَمِ 6 دَسْ ڤْرَوَبْرُ.

سْؤْلْسَهْش 1: ڤِوَرْش رْبَرَبَڤْ ؤَبَڤْهْوَبَهْش ڤْرَڤْ هِبْرْسَڤْڤْر	
ڤِوَرْدَش ببْرِدَمِڤْرُڤْش ؤَبَڤْهْوَهْ	• ببْدِ هَدِ دْذْر ؤَبْڤِرُ وِهَڤْبِرُ ڤْبْرْش (ڤْبْرْش بَرْشَهَبْ 6/2013) ذُ مَرْبْرْش دِبْرْسْڤِبِ هْذْؤ هِبْبْرِدْبْ ؤِڤْرُڤْرْدَبْشْڤْدَهِ وِهَڤْبِرُهْهْذُ ذْهْرُدَهِ بَرِڤِسْڤَبِبْبْرْؤَهِڤْ ؤَبَڤْهْوَبَهْ، وِهَڤْبِرُ بَرِڤِسْڤْبِ ببْرْدُذُ ڤْبْرْش (ڤْبْرْش بَرْشَهَبْ 18/2014) ذُ 7 هَدِ 9 وَسَ ڤْهْڤْبَرُدَهِ هَڤْبْرْبْبْرْؤَهِڤْ وِهْبْرُبِرَهَبَرْرُ.

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1	**ڤِوَرْدُدَهِ بَرِڤِسْڤَبِرُڤْهِ دَهْبْرْڤَڤْ سْؤْبْرْبْرْش**
1.2	ڤِوَرْڤْهِ ذُبِرُذْش سْؤْبْرْبَرْشْڤَبْ دَهْبْرْڤَڤْهْ وَسَرَ هُ سْوَڤْرُهْ ڤْبْرْوَرْشْوَسِ، دَهْبْرْڤَڤْ سْؤْبْرْبْرَرْش ڤْرِوِؤَهِوَڤْ دْهْدَمِرْهْذُ هْبْبْرُدَهِ، هِبِرِدَهِ هُوَڤْ هِڤْهِرْڤْ هْذْبْرَبْرُ. • ڤِوَرْدُدَهِ بَرِڤِسْڤَبِرُڤْهِ: 2025 ڤْبِرَڤْ 19، 10:00 ذُ ببْرِش ذْهِرْڤْ ذْدَرُؤْبِرْبْش • ڤِوَرْدُدَهِ بَرِڤِسْڤَبِرْشْوَڤْ ؤَبَڤْهْوَبَهْش هَشْڤْرَسِ رِسْڤَڤْ رْبَرَبْؤْدُذُ ؤْبْرْبَسَهْ شْرْڤْرَڤْشْبْ. • هِڤْهِرْڤْ: procurement@pgoffice.gov.mv • ذُؤْهْوَڤْسِ 3023153 ؤْسَرَبْرُ.
2	**ڤِوَرْش رْبَرَبْؤْدُڤْهِ رْبْؤْدُش.**
2.1	هَشْڤْرَسِ رِسْڤَڤْ رْبَرَبَؤْدُڤْهِ ڤِوَرْش رْبْؤْدُش: ڤْبِرْبْ: 2025 ڤْبِرَڤْ 20 وَسَرَ ڤْرَوَبْرُذُ 10:00 دَهِ.
3	**ڤِوَرْش رْبَرَبَڤْ ؤَبَڤْهْوَبَهْش ڤْرَڤْ هِبْرْسَڤْڤْر**
3.1	هَشْڤْرَسِ رِسْڤَڤْ رْبَرَبَڤْ ؤَبَڤْهْوَش بَسَبَهْؤُڤْ دَبِهَشْ ڤْسِوْبْرُوَشْوَڤْبْرُ. هَدِ دِذْهْوَش رْبَرَبَڤْ هَشْڤْرَسِ رِسْڤَڤْهِ هْبْبْ ذْهْوَش دَهْبْرْڤَڤْهْوَهْ سْؤْبْرْبَرَش ڤْشْرْشْؤْهْڤْ سَرَدَ هْؤَرَبْرَ دَهْبْرْڤَڤْهْوَهْ ڤْرَڤْوَبْرُذُ دِبْرَبْ ڤْسِوْبْرُوَشْوَڤْبْرُ. هَشْڤْرَسِ رِسْڤَڤْ رْبَرَبْؤْدُذُ بْبِرَش زِڤْرَڤْ هْؤْرَڤْ شْرْوَهَ هْذْشْهَبْڤْ هْهْؤُسْ بَدَهْ سْؤْبْرْبَرَش ڤْشْرْشْؤْهْڤْسَرَدَ هْبَدَهْ سْؤْبْرْبَرَشْوَڤْبْرُ.
3.2	هَشْڤْرَسِ رِسْڤَڤْ رْبَرَبْؤْدُرَش ڤْسِوْبْرُوَڤْ بْبْرْدُ ؤَبَڤْهْوَبَهْش رْبَرَبْؤْبِرْ هْشْدُ هَشْڤْرَسِ رِسْڤَڤْبْرُ. (**هْذْؤْسَهْش هَذْهْوَش (01 (هْبْبْهْ) هَدَش ڤْبْش دِسَهِش) رِدَشْؤَهِڤِ سَرَدَؤُسْ، رْبَرَبِ هَذْهْوَبْهْش دِهْذْؤِرْبْش ڤَدَهِدَشْشْبِ هْشْدُ بْدَ هَذْؤُ.**)
3.3	هِڤْهِرْڤْ هَدِ ؤْبْرْسْؤُ يَبِرْهْڤْهِش رْبَرَبَڤْ هَشْڤْرَسِ رِسْڤَڤْهْوَهْ ڤَدَهِشْدَبَشْڤْبْرْهُ.

3.4	ތަންކަން ހިންގާ ހިންދަރުގެ ކުއްލި ތަންތަން ކުރުމަށް ބިން ދިވެހި ރާއްޖެއިން ހިންގުން ކަމުގައި ވާނަމަ ބަންދުގެ ތަންތަން ކަމަކުން ކަންކަން ކުރުން ވާނެއެވެ.
3.5	ވާދެއްގެ ދުއަރުން ހަދާ ބަދަން ހުންނަންވާނީ ވާދެން ހުއްދަ ލިބިފައި ވާ 60 (ފަސްވަން) ދުވަހުގެ ދުއަރުން ކަންކަން ކުރެވިދާނެއެވެ.
3.6	**ތަފާ ހުންނަން ބާރުގައި ވާދެން ބަދަން ކުރުން ކުރުމުގެ ބަދަން ބަދަން ،ﷺ ،ﷺ ،ﷺ

	ދ ބަންދުކުރުން ދ ،ؤ ،ؤ ،ؤ

1. ބިލަން ހުންނަން ވާންވާ ބަންދުތަކުގެ ތަން:

ބިލަން ހުންނަން ވާންވާ ބަންދުގެ ނަން: (ވިއަމިން ބަދިއްބެން ނަން)

.....

ބިލަން ހުންނަން ވާންވާ ބަންދުގެ ބެލެން:

.....

ބިލަން ހުންނަން ވާންވާ ބަންދުގެ ބިލަކުން ކަން ކަން ބަންދުގެ ފުރިހަމަ ނަން:

.....

ގެއްލުން ވުން ނަން ކަން:.....

ތާރީխ ބެލެން:.....

2. ވިއަމިއިން ދެން ބަދިއްބައިގެން ބާ ބަންދުތަކުގެ ތަން:

މިއަދު ވިއަމިން ބަދިއްބެ ކުރިން ކަން ކަން:

.....

ދެން ބާ ބުރައިން ތަން ،ކަން ،ބަން ،ބަ ،ؤ ،ؤ ،ؤ