Terms of Reference (ToR)
for Graphic Designing Services

1. **Work/Deliverables**

The main objective of this work is to prepare appropriate layout/design for WHO printings (i.e. Books, manual, guidelines, report, newspaper, multicolor infographics, original illustration etc.) and check carefully data tables, colour combination, size, value of the indicators etc. with proper formatting of the products.

The designer should research further independently in the context of the brief provided by the WHO. The designer will then submit an action plan to the concerned staff WHO. The agreed upon brief and the action plan are then the assignment.

The Designer will work in close coordination with the requester (WHO Technical Officers, National Professional Officers, Communication Officer etc.) of concerned Unit of WHO Nepal and provide **final softcopy ready to print file** for the following printings.

1. Design Books/manual/report/guidelines etc.
2. Newsletter
3. Multi-color original illustration
4. Multi-color infographics
5. Folder, Flex, Flyers, Invitation card etc.

2. **Duration**

The duration of the contract will be from 1 January 2022 to 31 December 2022. Subject to one-year extension upon satisfactory experience.

3. **Payment**

Payment depends on criteria stated by as per budget proposal submitted by the designer. Payment will be made upon completion of assignment and submission of deliverables. Deadlines will be created after negotiation with the designer.

4. **Warranties**

The designer warrants to WHO that the works are original works and in no way a violation of any existing copyright, and that the designer has the power to grant the rights set forth in this agreement.

The designer shall indemnify WHO for legal liability incurred by it on the grounds that the designs are a violation of these warranties.

5. Service Description

S.N.	Service Description	Quantity	Unit Price (Rs.)
1.	Design books/manual/report/guideline (Size A4)	Per page	
2.	Design books/manual/report guideline (Size A5)	Per page	
3.	Design books/manual/report guideline (Size B5)	Per Page	
4.	Design books/manual/report/guideline (Size A3)	Per Page	
5.	Newsletter (4 pages)	A4	
6.	Multi-color original illustration	A4	
7.	Multi-color Infographics with 5 or less key information	0	
8.	Multi-color Infographics with 6-10 key information	0	
9.	Multi-color Infographics with more than 10 key information	0	
10.	Multi-color design with text, photos, logos and existing illustration	A3	
11.	Multi-color design with text, photos, logos and existing illustration	A4	
12.	Multi-color design with text, photos, logos and existing illustration	A5 or smaller	
13.	Multi-color design of Flex, Flyers, Invitation card, folder	0	