

Terms of Reference (ToR)

Design of Women's Day Award – Fuvahmulah City Women's Development Committee

1. Background

The Fuvahmulah City Women's Development Committee (WDC) is organizing a special event to celebrate International Women's Day. As part of the celebration, the Committee will honor **emerging women leaders of Fuvahmulah City** who have demonstrated dedication, leadership, and contributions to community development.

To present this recognition in a meaningful and impactful way, the WDC requires a **unique and symbolic award design** that represents both **women's empowerment** and the **identity of Fuvahmulah City**.

2. Objective

The purpose of this ToR is to outline the requirements for designing a **special Women's Day Award** that will be presented during the award ceremony.

The award should:

- Reflect themes of **women's empowerment, leadership, and resilience**
- Incorporate elements inspired by **Fuvahmulah City's culture, environment, or symbols**
- Deliver a dignified and memorable representation of the honor being awarded

3. Scope of Work

The designer/agency is expected to:

1. Develop **three (3) award design concepts** incorporating:
 - Themes of emerging women leadership
 - Visual elements connected to Fuvahmulah City (e.g., Thoondu pebbles, Kilhi lakes, local patterns, island map, cultural motifs)
2. Provide **digital mockups** of each concept, including clear details on dimensions, colors, and materials.
3. Present **one final design** based on feedback from the WDC.
4. Ensure the final design is **practical for production**, visually appealing, and cost-effective.
5. Include the following in the award layout:
 - "Women's Day Award – (dhon sihteebu award)
 - **Category/Title (if applicable)**
 - Year (2026)
 - WDC logo (to be provided)
 - **Space for the recipient's name**

4. Deliverables

- Three initial design concepts



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- One final approved award design
- High-resolution files in AI, PDF, and PNG/JPG formats
- Production-ready specifications, including:
 - Materials to be used
 - Size and thickness
 - Color palette
 - Engraving or printing details

5. Timeline

- Submission of initial concepts: **Within 7–10 days** of agreement
- WDC feedback: **Within 5 days**
- Submission of final design: **Within 5 days** after receiving feedback

6. Evaluation Criteria

The proposal/designs will be evaluated based on:

- Creativity and originality
- Representation of women's empowerment
- Relevance to the identity of Fuvahmulah City
- Practicality for production
- Overall presentation and aesthetic

7. Responsibilities

WDC – Fuvahmulah City

- Provide all logos, branding materials, and text required
- Review and approve submitted designs
- Provide timely feedback

Designer/Agency

- Submit all required designs on time
- Make revisions based on WDC feedback
- Maintain professionalism and confidentiality

8. Ownership & Confidentiality

All submitted designs and final outputs will become the property of the Fuvahmulah City WDC. Designs must not be shared or published without written permission.

9. Approval

This ToR comes into effect upon approval by the Fuvahmulah City Women's Development Committee.



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10. Estimated budget:

The estimated budget for the design of the Women's Day Award is
Professional design service (concept creation + final design)

3,000 – 5,000

11. Contact information

. Contact Information

For further inquiries, please contact: **Arifa Ibrahim Didi**
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