

Terms of Reference to develop communication material for the National Green Finance Guidelines

Date: 27.04.2022

Purpose and Background

Prevent Plastics is a four-year project funded by the European Union: established in May 2020; it aims to promote sustainable production and consumption patterns in Myanmar. Prevent Plastics is a joint initiative gathering STENUM Asia, Thant Myanmar and the Myanmar Banks Association (MBA). Banks are indeed a critical component to foster and support such a move.

A Green Finance Guidebook (GFG) was prepared by the Association of Development Financing Institutions in Asia and the Pacific (ADFIAP) for SMART Myanmar 2, a project funded by Switch-Asia. The GFG was then reviewed by Yever and WWF (World Wildlife Fund) Myanmar.

Objectives

Prevent Plastics is looking for a service provider that can:

- Produce a designed version of the GFG in English and its Executive Summary in Myanmar.
- Suggest various ways to explain complex topics simply as well as develop infographics to be used in the guidebook.
- Develop a PowerPoint template that will be used to disseminate the GFG during a specific event organised with MBA's members.

The project management will be assumed by Yever.

Scope of Work

Duties and Responsibilities

1. To produce a designed version of the updated GFG (approximately 100 pages) in English in high and medium resolutions
 - For public disclosure on a website and social media
 - For printing purposes
2. To develop a designed version of:
 - a. the GFG's executive summary in Myanmar
 - b. two-position papers provided by Yever (6 pages each)
3. To create the design for the PowerPoint presentation to introduce the GFG to MBA's members

The service provider will also proofread all the documents and follow the branding guideline and instruction given by Prevent Plastics. After sharing the first draft of each document with Prevent Plastics and Yever, the service provider will have to integrate potential feedback.

All the contents will be provided by Yever.

Timeline and Deliverables

Deliverables	Timeline
Designed version of the GFG (for printing and website)	End of May 2022
Designed version of the executive summary in Myanmar	End of May 2022
Designed version of the two position papers	15 June 2022
PowerPoint template	15 June 2022

Proposal submission requirements

- Technical proposal
- Financial proposal
- Short presentation of the consultant(s)
- List of references

Points of contact and date for submission of quotations

The PREVENT PLASTICS Team Leader is the primary point of contact for all questions on program content.

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For questions regarding the submission of proposals, you may contact the PREVENT PLASTICS Project Director, who is responsible for managing the award procedure and contract.

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Quotations are due via email to info@preventplastics.org by midnight Yangon time on 15th May 2022.



PREVENT PLASTICS MYANMAR

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