

Deliverables ▼	Deadline for delivery ▼
<p>1.1 Brandbook development</p> <p><u>Deliverable 1.1:</u></p> <p>Develop the Ombudsperson’s Office brand idea representing full Ombudsperson’s mandate in stylistically unified format with underlined specifics of each component’s/direction’s scope of work and their identity.</p> <p>The Provider is expected to analyse the scope of the Ombudsperson’s mandate and components/directions of its activity, and suggest brand’s identity elements such as the name, logo, fonts, etc. to each component/direction of the Ombudsperson’s Office activity.</p> <p>Furthermore, the Provider is expected to create the brand philosophy (slogan, mission, values, official statement) with two concepts of brand identity which include the concept as such as well as visual elements (logo, colours, fonts).</p> <p><u>As a result of this deliverable</u>, the brand philosophy and concepts should be presented in e-format (ppt, pdf) to the Project and the Ombudspersons office for approval.</p>	<p>15 January 2022</p>
<p><u>Deliverable 1.2:</u> Develop the Ombudsperson’s Office Brandbook to be based on the chosen concept and representing stylistically unified format with underlined specifics of each component’s/direction’s scope of work and their identity.</p> <ul style="list-style-type: none"> - Color range, fonts (choice); - Type style; - Video-graphic and website elements; - Layout options for printing materials – business cards, letters, brochures, etc.; - Examples of logo usage on large advertising space (banners) and other production; - Examples of how to use brands for merchandising items - the letters, postcard, pens, badge, notepads, information stands etc. <p>When the draft Brandbook is ready, the Provider is expected to publish it for the Ombudsperson’s review under the temporary link which will expire after two weeks within which all recommendations of the Ombudsperson’s Office could be integrated.</p> <p>The Provider is expected to elaborate and include Brand guidelines for the use of logos, fonts and colour schemes for each component/vector of the Ombudsperson’s Office activity which should cover precisely:</p> <ul style="list-style-type: none"> - Logo usage – where and how to use your logo including minimum sizes, spacing and what not to do with it; - Colour palette – showing primary and secondary colour palettes with colour breakdowns for print, screen and web; - Type style – showing the specific font to be used and details of the font family and default fonts for web use; - Business card and letterhead design – examples of how the logo and font are used for standard business items. <p><u>As a result of this deliverable</u>, two copies of final brandbook shall be presented to the Project and the Ombudsperson’s office</p>	<p>25 February 2022</p>

<p>Deliverable 1.3: Carry out training session for the Ombudsperson's Office staff responsible for communication with regard the basic brand guidelines and further application of the Brandbook.</p> <p><i>The exact day of the training session is subject for further agreement with the Ombudsperson.</i></p>	<p>26 February 2022</p>
<p><u>2. Interactive map development</u></p> <p>Deliverable 2.1: Develop a prototype interactive map in accordance with the requirements of the Ombudsperson's Office and standards set for such products by telecommunications authorities.</p> <p>In accordance with the developed and approved by the Ombudsperson's Office technical assignment design interactive map that will contain and indicate up to 4720 places of deprivation of liberty in Ukraine. The interactive map should also have the following features:</p> <ul style="list-style-type: none"> - Each place of deprivation of liberty should be opened in a separate page containing the key information about it. The information on the places of deprivation of liberty will be provided by the Ombudsperson Office; - The interactive map should give an ability to upload a requested information; - The interactive map should contain filters to sort the indicated places of deprivation of liberty upon (including but not limited to) the following criteria: <ul style="list-style-type: none"> a. type of places of deprivation of liberty b. region of Ukraine where it placed c. number of people in each place of deprivation of liberty d. address of the place of deprivation of liberty. - The interactive map should contain a search function; - The interactive map should be available in 2 languages: UKR and ENG; - The interactive map should contain a function of geolocation to search the requested object and interaction with it to lay down the route that will be reflected at the new page via available and easy applicable for the users maps. - The developed interactive map should be functional and be able to operate in Chrome, Opera, Safari, Firefox, Internet Explorer; - Interface of the interactive map should be designed in accordance with the newly elaborated brand stylistics of the Ombudsperson Office. <p>The Provider is expected to maintain regular communication and coordination with the Project team while carrying out the assignments providing short reports on the results of each stage of interactive map development to the Project.</p> <p><u>As a result of this deliverable</u>, the Provider is expected to deploy the product on the site provided by the Ombudspersons' Office, transfer the software of the product in a convenient form and provide technical documentation.</p> <p>Technical documentation is namely instructions for the content manager and instructions for the operational and technical support, as well as methods of updating which will be developed in Ukrainian and submitted to the responsible Ombudspersons office in a convenient format.</p>	<p>15 February 2021</p>
<p>Deliverable 2.2: Develop a detailed manual/set of instructions for the interactive map usage and conduct a training session for the Ombudsperson's Office on the usage and further maintenance of interactive map.</p> <p><u>As a result of this deliverable</u>, the Provider will deliver all access to the responsible employee of the Ombudsperson's Office namely: logins and passwords management.</p>	<p>13 February 2022</p>
<p>Deliverable 2.3: Provide web hosting for domain name and customer support for the upcoming 3 years</p> <p><u>As a result of this deliverable</u>, the Provider will present the documents certifying the hosting for the domain name and technical support for the upcoming 3 years</p>	<p>15 February 2022</p>

