



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

**Date:** 20 March 2017

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**Country:** Amman-Jordan

**Description of the assignment:**

Under the Supervision of the Policy & Crisis Coordination Specialist, it is requested to establish Long term Agreement for one year for Graphic Designer Consultant to support the UNDP Sub-Regional Response Facility and in finalizing the design of factsheets, reports, exhibition materials, etc. as required for the SRF work and related events. UNDP does not warrant any quantity of Services will be purchased during the term of this Agreement, which shall be for one year and may be extended for another one year based on Contractor's performance and availability of fund.

<b>In Post Title:</b>	<b>Graphic Designer Consultant (LTA)</b>
<b>Starting Date:</b>	9 April 2017
<b>Location:</b>	Home Based
<b>Duration</b>	150 Days for period over one year  Possible to be extended
<b>Project:</b>	UNDP Sub-Regional Response Facility

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## **CONTEXT/BACKGROUND**

### **Background**

Five Years of crisis have left the region in dire need. Since 2011, nearly 200,000 people have lost their lives in Syria, and millions have been forced to find refuge wherever they can inside Syria and in neighboring countries. Vital infrastructure has been destroyed, leaving millions without water, electricity or sanitation. Schools have become makeshift shelters and health facilities and health workers have become targets. The Syrian economy is in a tailspin – having lost an estimated \$150 billion in four years; neighboring countries and host communities are struggling to cope with the massive flow of refugees.

The Syria crisis is not only a humanitarian crisis – it is also a human development crisis. We have already seen Syria fall from a middle-income country to one with 75 percent poverty. 4.4 million live in extreme poverty and most livelihoods have been disrupted. Vulnerable in their own respect, neighboring countries are severely strained, with development imperiled, unemployment on the rise and increasing competition for scarce resources including water and access to school and health services. The crisis is the deepest threat to long-term development in this region — and the threat of wide-ranging and long-term impacts grows daily.

As the crisis prolongs and becomes more complex, development efforts in the region require a new outlook. Resilience means helping the most vulnerable communities to *cope* with the crisis by providing immediate life-saving responses, support to *recover* livelihoods, and helps *sustain* their return to a path of longer-term development. People affected by conflict need food, shelter, water, medicine and protection; but they also need support in rebuilding livelihoods, educating their children and rebuilding health services and social cohesion in fragmented communities.

Neighboring countries need strong support. Jordan and Lebanon are hosting the highest proportion of refugees in the world. And along with other host countries such as Iraq, Egypt, and Turkey, they are providing the largest share of resources to address the crisis. There are unprecedented social and economic impacts on host countries, affecting their stability and reversing years of hard-won development gains. Traditional humanitarian assistance is no longer enough. As countries with functioning institutions and services, support there must focus on enhancing and strengthening resilience through increased development investment. There is an urgent need to address these vulnerabilities from a development perspective.

The comprehensive response, known as the [Regional Refugee and Resilience Plan \(3RP\)](#), integrates humanitarian and development planning. The introduction of the resilience component in the regional response plan (3RP) will allow non-humanitarian funding to finance activities of the 3RP, complementing existing humanitarian funding streams.

### **Scope of work and deliverables:**

Under overall guidance of the Policy and Crisis Coordination Specialist, the Graphic Designer Consultant will support the UNDP Sub-Regional Response Facility in finalizing the design of factsheets, reports, exhibition materials, etc. as required for the SRF work and related events.

**Deliverables and results:**

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
Design of factsheets and reports	Approx. 50 days	Upon request	Michael Moroz, Policy and Crisis Coordination Specialist
Design of exhibition material	Approx. 40 days		
Logo design	Approx. 20 days		
Other design work as required	Approx. 40 days		

**REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS****Education:**

Bachelor degree with 5 years of experience or diploma degree with 7 years of experience in Graphic Design, Media and communication, Fine Arts.

**Experience:**

- At least 5 years of continued professional experience (depending on certificate provided) in working with communication media, and specific experience in Graphic Design, in countries in transition;
- Previous professional experience in the region and/or with UN organizations;
- At least 3 years in designing layouts for knowledge product in the development and/or humanitarian field.
- An understanding of early resilience, recovery, governance and conflict prevention work, including programmatic synergies between them;
- Knowledge and practical experience of implementing innovation initiatives in crisis contexts, with international/UN agencies or government institutions.

**Language:**

- Fluency in English and Arabic is required;
- Knowledge of another UN language is an asset

## **COMPETENCIES**

### Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Advocates and promotes the vision, mission, and strategic goals of the "UN delivering as One".
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism.

### Functional Competencies:

- Strong practical background in graphic design, including the knowledge of design software;
- Show a clear and mature style of design with an understanding to implement in an official UN setting;
- Proven experience of graphic production from start to published/printed product with knowledge of printing processes and colour management;
- Good understanding of new and evolving technologies;
- Knowledge of standard software packages;
- Working experience in a development or humanitarian environment is required;
- Ability to work independently and with limited guidance;
- Capable of working in a high pressure work environment with frequent urgent deadlines;
- Ability to handle confidential and politically sensitive issues in a responsible and mature manner;
- High level logical and methodical organizational skills.

### Management and Leadership:

- Focuses on impact and result for the client
- Interacts effectively with all levels of the organization
- Consistently approaches work with energy and a positive, constructive attitude
- Builds strong relationships with clients and external actors
- Demonstrates exceptional ability to remain calm, in control and good humoured even under pressure and tight deadlines
- Demonstrates openness to change
- Responds positively to critical feedback and differing points of view

## **DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per the table given in section D. template provided.
- d) **Sample from previous work related to requested deliverables**

All necessary information including: Complete Procurement Notice, The Selection Criteria, and Annexes are found on the following link under Procurement <http://procurement-notice.undp.org/>

Interested candidate shall apply the CV/P11 to Job advertisement website, hence consultant should submit to the email: [Proc.contract.rscjo@undp.org](mailto:Proc.contract.rscjo@undp.org) not later than **01 April 2017** the following documents:

- CV/P11
- Confirming availability letter;
- Financial proposal
- Sample of work

## **FINANCIAL PROPOSAL**

Interested candidates should provide lump sum fees for requested services with detailed breakdown

### **Travel:**

Travel is not requested under this assignment.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## **EVALUATION**

Individual consultants will be evaluated based on the following methodologies:

### **Step I: Screening and desk review:**

Individual consultants will be evaluated based on the following methodology.

Applications will be first screened and only candidates meeting the following minimum criteria will progress to the pool for shortlisting:

- Bachelor degree with 5 years or diploma with 7 years in Graphic Design, Media and communication, Fine Arts.
- 5 or 7 years of continued professional experience in working with communication media, and specific experience in Graphic Design, in countries in transition; (depending on certificate provided)
- Fluency in both Arabic and English

Shortlisted Candidates will be then assessed and scored against the following evaluation criteria.

**Evaluation of Candidates** (max 100 points):

<b>Evaluation Grid</b>	<b>Score (100 Points)</b>
<ul style="list-style-type: none"><li>• Bachelor degree or Equivalent in Graphic Design, Media and communication, Fine Arts.</li></ul>	10%
<ul style="list-style-type: none"><li>• 5/7 years of continued professional experience ((depending on certificate provided)) in working with communication media, and specific experience in Graphic Design, in countries in transition</li></ul>	20%
<ul style="list-style-type: none"><li>• Previous professional experience in the region and/or with UN</li></ul>	20%
<ul style="list-style-type: none"><li>• Proven experience in designing layouts for knowledge product in the development and/or humanitarian field.</li></ul>	20%
<ul style="list-style-type: none"><li>• An understanding of early resilience, recovery, governance and conflict prevention work, as well as Knowledge and practical experience of implementing innovation initiatives in crisis contexts, with international/UN agencies or government institutions</li></ul>	10%
<ul style="list-style-type: none"><li>• Sample from previous work</li></ul>	20%

**Step II: Final evaluation**

The final evaluation will combine the scores of desk review and financial proposal with the following weights assigned to each:

- ☐ Shortlisting: 70%;
- ☐ Financial proposal: 30%