

## TERMS OF REFERENCE

<b>Title:</b>	Framework Agreement for 2 UNDP-GEF Graphic Designers
<b>Location:</b>	Home-Based
<b>Category</b>	Sustainable Development and Poverty Reduction
<b>Type of Contract:</b>	Individual Contract as Framework agreement
<b>Languages Required:</b>	English
<b>Starting Date:</b>	April/May 2018
<b>Duration of Initial Contract:</b>	One year
<b>Expected duration of assignment:</b>	Up to 3 years dependent on demand for services and performance

### **Background**

UNDP Sustainable Development Group (SDG) is based in UNDP's Bureau for Policy and Programme Support (BPPS) and is responsible for providing leadership and technical support to the delivery of the Environment and Sustainable Development pillar of UNDP's Strategic Plan. Its main focus is on helping countries develop the capacity to fully incorporate environmental sustainability and resilience into development at national and local, but also global and regional, levels. The principal areas of work are in environmental mainstreaming, environmental finance, adaptation to climate change, and local governance of resources, including energy.

The UNDP-GEF Unit is for two qualified individuals who can provide specific graphic design services to UNDP-GEF teams.

For reference purposes, sample UNDP-GEF communication materials can be checked in the following link(s):

- <http://www.undp.org/content/undp/en/home/librarypage/poverty-reduction/global-environmental-finance/undp-gef-annual-performance-report-2016.html>
- <http://www.undp.org/content/dam/undp/library/Environment%20and%20Energy/biodiversity/UNDP-Biodiversity-for-Sustainable-Development-in-Asia-Pacific.pdf>
- [http://www.undp.org/content/undp/en/home/librarypage/environment-energy/ecosystems\\_and\\_biodiversity/listening-to-our-land---stories-of-resilience.html](http://www.undp.org/content/undp/en/home/librarypage/environment-energy/ecosystems_and_biodiversity/listening-to-our-land---stories-of-resilience.html)
- <https://undpasiapac.exposure.co/parks-for-development>

### **Tasks and responsibilities**

The scope of work will vary depending on the assignment but would include one or more of the below deliverables:

- Design, layout and format publications, brochures, flyers, posters, bookmarks, websites, e-newsletters and other print and web-based communications materials (taking into account UNDP branding guidelines, GEF branding requirements, UNDP-GEF Unit branding guidelines, and branding requirements of other donors/partners), as needed;
- Design and create illustrations, art-work, maps, tables, charts and other graphic elements;
- Development of infographics using supplied data to present core messages and organize complex information into visual representations;
- Advise UNDP-GEF staff on best design options (for the given content), and propose multiple versions for their consideration;
- Custom photo editing (restoration, noise reduction, tonal adjustment). If necessary, locate photos from online sources and ensure proper photo credit is given;
- Incorporate comments and changes from UNDP-GEF staff;
- Liaise closely with UNDP-GEF staff and/or editors on final layout;
- Ensure that the final output(s) for each communication product will be the final web-ready and/or print-ready version;

- Liaise with printers, if necessary;
- Deliver creative graphic and technical solutions (including infographics if required) for print, electronic, web-based and animated presentations.

#### Information on Working Arrangements

- The overall objective of setting up these Framework Agreement contracts is to facilitate and expedite the process by which UNDP-GEF will hire the services of graphic design consultants;
- IC as a Framework agreement is non-exclusive (i.e. it does not prohibit UNDP from entering into another such framework agreement with other individuals or entities);
- Estimated volume of services: maximum of US\$100,000 over the 3-year duration of the Framework Agreement;
- UNDP does not warrant that any quantity of services will be purchased during the term of the Framework Agreement as this will depend on forthcoming needs;
- The initial Framework Agreements would be for one year with an option for renewal in subsequent years dependent on demand for services and satisfactory performance evaluation;
- The Framework Agreement to be signed with 2 consultants will be for a fixed all-inclusive daily and/or hourly fee;
- Once the Framework Agreement is signed, if there is a specific assignment, the focal person at UNDP-GEF would contact by email the Consultant informing him/her of the assignment, specific deliverables, and timeline;
- The consultant must advise within 48 hours whether s/he is available to deliver the requested service;
- Thereafter a Purchase Order will be raised. Financial commitments will only be established each time the services are requested within the scope of the Framework Agreement through the transmitted email and purchase order;
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, software, specific design programmes, etc.) and must have access to a reliable internet connection;
- Given the global consultations to be undertaken during each specific assignment, the consultants are expected to be reasonably flexible with their availability for such consultations taking into consideration different time zones;
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days or hours worked and outputs delivered (with a "day" calculated as 8 hours of work).

#### Competencies

##### Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

##### Functional Competencies:

- Results-driven, initiative-taking;
- Ability to work under pressure and to meet deadlines;
- Ability to plan and organise work and establish priorities;

- Remains calm and in control even under pressure, and consistently approaches work with energy and a positive, constructive attitude;
- High attention to detail;
- Critical thinking skills to solve visual design challenges;
- Good interpersonal and networking skills, ability to establish and maintain effective working relations, supports and encourages open communication in the team, and facilitates team work;
- Ability to work under minimum supervision.

#### **Required Qualifications/Experience**

##### **Education:**

- Bachelor's degree or higher in Graphic Design, Visual Arts, Communications and/or Media, Web Design or other closely related field (maximum 5 points).

##### **Experience:**

- At least 5 years of professional experience in graphic design including graphic design/layout/production/communications layout (maximum 15 points);
- High quality professional portfolio demonstrating advanced skills and competence in graphics, design and illustration. Please provide a link to your design portfolio with at least 6 samples of relevant previous work in your application (maximum 20 points);
- Mastery of current graphic design practices and web production software, including Adobe CS5/CS6 (Photoshop, Illustrator, InDesign, Dreamweaver) (maximum 20 points);
- Technical knowledge of web-based technologies that apply to web design such as HTML, Flash, and CSS is an advantage (maximum 10 points);
- Experience with designing and creating illustrations and info-graphics is an advantage (max 5 points);
- Experience with applying the UNDP and/or GEF branding guidelines is an advantage (maximum 5 points);
- Experience with designing publications for UN agencies is an advantage (maximum 5 points).

##### **Language:**

- Excellent written and oral skills in English (maximum 5 points);
- Working knowledge in other UN languages is highly desirable (maximum 5 points).

#### **Evaluation method:**

- Only those applications which are responsive and compliant will be evaluated;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 60% and the financial offer will be weighted at 40%;
- The technical criteria (education, experience, language) will be based on maximum 95 points.
- Only the top 6 candidates that have achieved a minimum of 66.5 points of the technical criteria will be deemed technically qualified and considered for financial proposal;
- Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP;
- The financial proposal shall specify an all-inclusive daily fee and hourly-fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily and hourly fee (including all foreseeable expenses, such as rush fees, etc., to carry out the assignment);
- The top 2 Applicants receiving the Highest Combined Scores and that have accepted UNDP's General Terms and Conditions will be awarded the Framework Agreements.

**Documentation to be submitted:**

- Applicants must submit a duly completed and signed UNDP Personal History form (P11) to be downloaded from the below link;
- Applicants must submit a link to their design portfolio with at least 6 samples of relevant previous work in your application;
- Applicants must reply to the mandatory questions asked by the system when submitting the application;
- Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment to be downloaded from the UNDP procurement site.

**Kindly note you can upload only one document to this application (scan all documents in one single PDF file to attach). Incomplete applications will not be considered.**

**UNDP Personal History form (P11) required of all applicants:**

[http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc).

**General Conditions of Contract for the ICs:**

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>.

**Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment**

[http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=45090](http://procurement-notices.undp.org/view_notice.cfm?notice_id=45090)

**Mandatory questions [to be filled out by the candidates in the UNDP Jobs site]**

1. I have read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors
2. Have you submitted a duly completed and signed UNDP Personal History form (P11)?
3. Have you submitted a link to your design portfolio with at least 6 samples of relevant previous work in your application;
4. Have you attached to your P-11 and CV Annex II duly signed and completed including your all-inclusive fee and all foreseeable expenses for this assignment? Your application will not be considered without submission of Annex II.