



Empowered lives.
Resilient nations.

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 03 January 2013

Country: Home-based

Description of the assignment: Design and Editing of Knowledge Products and Communication Material

Project name: Scaling-up the UNDP-UNEP Poverty-Environment Initiative

Period of assignment/services: One (1) year

Proposals should be submitted by email to facility.unpei@unpei.org no later than 14/01/2013

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. *The procurement team* will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. Background and Context

The UNDP-UNEP Poverty Environment Initiative (PEI) is a global UN-led programme that supports country-led efforts to mainstream poverty-environment linkages into national development planning.

The PEI provides financial and technical assistance to government partners to set up institutional and capacity strengthening programmes and carry out activities to address the particular poverty-environment context.

As part of this effort, PEI has produced various knowledge products and communication materials targeting national and global audiences and practitioners who are working on mainstreaming environment into national development planning and the implementation that follows. These products would benefit from the experience and skills of a professional editor and graphic designer.

2. Deliverables

Purpose and scope of activity

The purpose of this assignment is to do graphic design, update, edit, make corrections, ensure quality control, consistency of language, key messages and conceptual usage of succinct and

refined formats in readiness for publication of the following knowledge products and communications material while ensuring,;

- PEI 2012 Annual Progress Report (62 pages)
- Stories of Change (30 pages)
- PEI Handbook (120 pages)
- PEI Brochure (4 pages)
- Sub-Global Assessment briefing note (16 pages)

More precisely, the graphic designer and editor will be required to complete the following tasks:

1. Ensure that the design of the knowledge products and communications material highlight key messages and follows the UNDP-UNEP PEI publishing guidelines, the UN and PEI editor guidelines, and the PEI graphic design style guide;
2. Edit content and copy editing;
3. Design layouts of the knowledge products and communications material, including use of boxes, paragraphs, hyperlinks, cross-references (e.g. to glossary) and bullet points;
4. Design tables, boxes, figures, diagrams and graphics to accompany the text;
5. Use design techniques including color and formatting of the knowledge products and communication material making them easy to read, aesthetically pleasing, and consistent throughout.
6. Design the cover including illustration(s) and/or picture(s) and use of UN branding as per UN publishing standards.
7. Perform quality check and correct consistency in captions, headings and numbering throughout the publication, and other formatting issues.
8. Finalizing the design and format of the knowledge products and communication material making them ready for printing and for posting on the web.
9. Prepare PDF files for the printer and the web.
10. Check document for redundancy of language or content; where appropriate, make text more concise
11. Advise client on matters relating to redundancy, conciseness of text, and sequencing of material
12. Liaise with the client during the course of the edit, as queries arise.

Deliverable and timeframe

The final deliverables should be in word and PDFs for the printers as well as for the web.

Delivery is required as follows:

Editing and graphical design of the following:

Knowledge product/Communication Material	Delivery Date	Number of days
PEI 2012 Annual Progress Report	May 30 2013	12 days
Stories of Change	January 31 2013	6 days
PEI Handbook	May 15 2013	24 days
PEI Brochure	March 15 2013	2 days
Sub-Global Assessment briefing note	April 15 2013	4 days
Total time required:		48 days

3. Requirements

Qualifications / special skills or knowledge:

- Relevant university education at first or higher degree level
- At least 8 years of experience in graphic design and editing
- Experience with and access to design software such as In Design, Pagemaker adobe software, QuarkXpress, or any other which
- Knowledge of layout requirements for printing, experience in preparing publication required
- Experience in editing/designing scientific or policy publications and research, especially related to environment and/ or international development is preferred
- Prior work experience with UNDP or UNEP is preferred
- Excellent English language writing and editing skills

Competencies

- Excellent professional editing/graphic skills
- Be familiar with UN and UNDP style manuals
- Have a history of ability to deliver high-quality outputs on schedule

Requirement:

Applicants are requested to attach a sample document which they have edited and designed as an individual assignment.

Supervision:

The consultant will report to the UNDP EEG Policy Advisor, and work in close collaboration with the PEI Knowledge Management team and Donor Relations Programme Officer.

4. Application Procedure

Qualified and interested candidates should submit the requested documents (see the procurement notice) in English:

1. **Personal CV and P11 form (attached as Annex 3)**, indicating all past experience from similar projects and at least three (3) professional references;
2. **A brief write up (max. 1 page)** of why the individual considers him/herself as the most suitable for the assignment;
3. **A financial Proposal** detailing the costs for editing and graphical design of the above documents;
4. **A sample of own document recently edited and graphically designed.**

Items 2& 3 must be completed in the attached Individual Consultant Proposal Template (Annex 4).

Interested applicants are required to submit their applications to the UNDP-UNEP Poverty Environment Facility (PEF) email: facility.unpei@unpei.org by 14 January 2013. Incomplete applications and/or applications received after the deadline shall not be taken into consideration.

Applications submitted should indicate in the subject line **"UNDP UNEP PEF- EDITOR/GRAPHICAL DESIGNER "**.

5. Evaluation

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and*
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

* Technical Criteria weight: 70

* Financial Criteria weight: 30

Only candidates obtaining a minimum of 49 points (=70%) of the maximum obtainable technical score of 70 points, would be considered for the Financial Evaluation.

Individual consultants will be evaluated as outlined below:

Evaluation Criteria	Weight	Max. Point
<u>Technical (70%)</u>		
Criteria A- relevance of qualifications and specialized knowledge (30%)		
A-1 Relevant university education on first or higher degree level	5%	5
A-2 Experience in editing/designing scientific or policy publications and research, especially related to environment and/ or international development	15%	15
A-3 Knowledge of layout requirements for printing, experience in preparing publication required	10%	10
Criteria B-Experience on similar programme / projects (20%)		
B- 1 Minimum 8 (eight) years of graphic design and editing experience	5%	5
B-2 Experience with and access to design software such as InDesign, Pagemaker adobe software, QuarkXpress, or any other which	10%	10
B-3 Work experience with UNDP or UNEP	5%	10
Criteria C- Review of the sample document recently edited and graphically designed (20%)		
C-1 To be reviewed together with the CV/P11, in which the following aspects will be examined: editing , graphical design skills , communication and writing skills, high attention to detail and ability to work under tight deadlines.	20%	20
Financial Proposal	30%	30
<i>Total</i>	100%	100

ANNEXES

ANNEX 1- Terms of Reference

ANNEX 2- Individual Consultant general terms and conditions

ANNEX 3 – P11 FORM

ANNEX 4 - Individual Consultant Submission Template