

Terms of Reference

Post Title:	Graphic Designer
National or International Consultants:	International Consultant
Duration:	Up to 60 working days over a period of 4 months
Location:	Home Based
Project:	Arab Knowledge Project

CONTEXT/BACKGROUND

The Arab Knowledge Project aims to promote knowledge societies and policies as transformational means to achieve the sustainable development. The project contributes to driving active conversation and raise awareness on the importance of knowledge and knowledge-based policies for sustainable development. The project encourages using the knowledge productions, namely the Global Knowledge Index, as advocacy tools, aiming to widely disseminate and embed in policy debates.

In 2017, the project launched the Global Knowledge Index (GKI) during the Knowledge Summit that took place in Dubai. Accordingly, the UNDP-RBAS requires the service of highly qualified graphic designer to design the Index Analytical Report, the Global Index 2018 (GKI), and a brochure of GKI 2018 in line with the deliverables mentioned below.

The selected graphic designer should have conducted similar projects with international organizations and is expected to develop creative ideas and concepts to meet UNDP's objectives.

SCOPE OF WORK AND DELIVERABLES

The selected graphic designer will be responsible of designing the Global Knowledge Index of 2017 Analysis (GKI 2017 Analysis), the Global Knowledge Index 2018 (GKI), and a brochure reflecting the result of GKI 2018, as such the graphic designer shall submit at least 3 ideas for each design of which Arab Knowledge Project team will select one for each. The suggested ideas should be in line with the guidelines communicated with the graphic designer during the first brainstorming session with the Arab Knowledge Project team. The graphic designer should deliver the following:

GKI 2017 Analysis:

- An innovative idea in a professional manner;
- The GKI 2017 Analysis shall include the cover and analytical text illustrated in tables and graphs – approximately 150 pages;
- The design shall include text layout, tables and graphs.;

- The design shall be produced in Arabic and English. Once the English version is officially approved by Arab Knowledge Project Chief Technical Advisor, the graphic designer should produce a mimic of it in Arabic.

GKI 2018:

- An innovative idea in a professional manner;
- The GKI 2018 shall include the cover and the results of 131 countries illustrated in tables and graphs (unified design for the whole countries). The results shall reflect the trend of 2017-2018 of each country. The GKI 2018 includes the following pages – approximately 350 pages:
 - Cover
 - Introduction pages
 - Heatmap
 - Heatmap table
 - Pages with tables including results
 - 2-page scorecard for each country of the 131 countries.
 - Data tables
 - Definitions and sources
- The design shall include tables, heat maps, graphs, text, and numbers.;
- The design shall be produced in Arabic and English. Once the English version is officially approved by the Arab Knowledge Project Chief Technical Advisor, the graphic designer should produce a mimic of it in Arabic.

GKI 2018 Brochure:

- An innovative idea in a professional manner;
- The brochure shall include the cover, tables, infographics and few texts – A5 size with approximately 10-12 pages;
- The design shall be produced in Arabic and English. Once the English version is officially approved by Arab Knowledge Project Chief Technical Advisor, the graphic designer should produce a mimic of it in Arabic.

EXPECTED OUTPUTS AND DELIVERABLES

<i>Deliverables/Outputs</i>	<i>Estimated Duration to Complete</i>	<i>Review and Approvals Required</i>
<u>Output 1:</u> Submit up to three innovative ideas for the GKI 2017 Analysis design.	Up to 3 working days from contract signature date	Arab Knowledge Project Chief Technical Advisor
<u>Output 2:</u> 1. Submit a complete version of the GKI 2017 Analysis in English based on the selected idea and guidance provided in the brainstorming session with the Arab Knowledge Project team.	Up to 10 working days after the successful delivery of output 1	Arab Knowledge Project Chief Technical Advisor

2. Submit a complete version of the GKI 2017 Analysis in Arabic.		
Output 3: 1. Submit the final version of the GKI 2017 Analysis in English based on the comments provided by the Arab Knowledge Project team. 2. Submit a complete version of the GKI 2017 Analysis in Arabic based on the comments provided by the Arab Knowledge Project team.	Up to 7 working days after the successful delivery of output 2	Arab Knowledge Project Chief Technical Advisor
Output 4: Submit up to three innovative ideas for the GKI 2018 brochure.	Up to 3 working days after the successful delivery of output 3	Arab Knowledge Project Chief Technical Advisor
Output 5: Submit up to three innovative ideas for the GKI 2018 design.	Up to 5 working days after the successful delivery of output 4	Arab Knowledge Project Chief Technical Advisor
Output 6: 1. Submit a complete version of the GKI 2018 brochure in English based on the selected idea and guidance provided in the brainstorming session with Arab Knowledge Project team. 2. Submit a complete version of the GKI 2018 brochure in Arabic.	Up to 6 working days after the successful delivery of output 5	Arab Knowledge Project Chief Technical Advisor
Output 7: 1. Submit a complete version of the GKI 2018 in English based on the selected idea and guidance provided in the brainstorming session with Arab Knowledge Project team. 2. Submit a complete version of the GKI 2018 in Arabic	Up to 15 working days after the successful delivery of output 6	Arab Knowledge Project Chief Technical Advisor
Output 8: 1. Submit the final version of the GKI 2018 brochure in English based on the comments provided by the Arab Knowledge Project team. 2. Submit a complete version of the GKI 2018 brochure in Arabic based on the comments provided by the Arab Knowledge Project team.	Up to 5 working days after the successful delivery of output 7	Arab Knowledge Project Chief Technical Advisor
Output 9: 1. Submit the final version of the GKI 2018 in English based on the comments provided by the UNDP-RBAS.	Up to 6 working days after the successful delivery of output 8	Arab Knowledge Project Chief Technical Advisor

2. Submit a complete version of the GKI 2018 in Arabic based on the comments provided by the Arab Knowledge Project team.		
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INSTITUTIONAL ARRANGEMENT

- The individual is required to exhibit his or her commitment to this assignment with UNDP-RBAS;
- S/He shall perform tasks under the general guidance of the Regional Programme Coordinator and the direct supervision of the Arab Knowledge Project Chief Technical Advisor. The supervision will include approvals/acceptance of the outputs as identified in previous sections;
- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, suppliers and UN colleagues;
- The individual is required to maintain close communication with the UNDP-RBAS on regular and needed basis at any period throughout the assignment in order to monitor progress. In the event of any delay, s/he will inform UNDP promptly so that decisions and remedial action may be taken accordingly. Delays that would affect the flow of the collaborative work and the delivery of outputs on schedule will lead to termination of contract; and
- Should UNDP deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the work.

DURATION OF THE WORK

The duration of this assignment is expected be up to 60 working days over a period of four (4) months from contract signature date.

DUTY STATION

This is a home-based assignment.

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

I. Academic Qualification:

- Bachelor's Degree in Graphic Design or any other related field.

II. Years of Experience:

- At least 5 years of professional experience working in related areas;
- Previous experience working for the UN is a plus;
- Experience in designing infographics is an asset.

III. Language Requirements

- Fluency in written and spoken English and Arabic are required.

IV. Key Competencies:

- *Corporate*
 - Demonstrates integrity and fairness, by modeling the UN/UNDP'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.
- *Functional*
 - Background knowledge about the SDGs, United Nations and UNDP;
 - Extensive knowledge of the region and its knowledge-related challenges and priorities;
 - Demonstrates a strong capacity for innovation and creativity in providing relevant designs.
 - Ability to work independently and achieve quality results with limited supervision and within tight schedules;
 - Good teamwork and interpersonal skills;
 - Flexibility and ability to handle multiple tasks and work under pressure;
- *Leadership*
 - Demonstrated ability to think strategically and to provide credible leadership;
 - Demonstrated intellectual leadership and ability to integrate knowledge with broader strategic overview and corporate vision;
 - Demonstrated flexibility in leadership by performing and/or overseeing the analysis/resolution of complex issues;
 - Ability to conceptualize and convey strategic vision from the spectrum of development experience.
- *Managing Relationships*
 - Demonstrated well-developed people management and organizational management skills;
 - Excellent negotiating and networking skills with strong partnerships in academia, technical organisations and as a recognized expert in the practice area.
- *Managing Complexity*
 - Ability to address global development issues;
 - Demonstrated substantive leadership and ability to integrate knowledge with broader strategic, policy and operational objectives.
- *Knowledge Management and Learning*
 - Ability to strongly promote and build knowledge products;
 - Seeks and applies knowledge, information and best practices from within and outside of UNDP;
 - Provides constructive coaching and feedback;
 - Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.
- *Judgment/Decision-Making*
 - Mature judgment and initiative;
 - Proven ability to provide strategic direction to the project implementation process;
 - Independent judgment and discretion in advising on handling major policy issues and challenges, uses diplomacy and tact to achieve result.

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

All proposals must be expressed in a lump sum amount. This amount must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal.

The contractor will be paid an all-inclusive Deliverables/Outputs based lump sum amounts over the assignment period, subject to the submission of Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder:

<i>Milestone</i>	<i>Estimated Due Date</i>	<i>Payment</i>
After successful delivery of deliverables 1, 2, and 3.	Up to 20 working days	30%, the total contract amount disbursed following the satisfactory delivery of deliverables 1, 2, and 3.
After successful delivery of deliverables 4, 5, 6, 7, 8, and 9.	Up to 40 working days	70%, the total contract amount disbursed following the satisfactory delivery of deliverables 4, 5, 6, 7, 8, and 9.