



**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
**National Consultant –Web Designer on LTA basis for UNDP Nepal**

**Date:** 02 August 2018

**Reference No.:** UNDP/PN/31/2018

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**Country:** Nepal

**Description of the assignment:** As per the Terms of Reference (ToR) – **Annex 1**

**Project/Unit name:** Communications Unit, UNDP Nepal

**Period of assignment/services (if applicable):** Long Term Agreement (LTA) for three years. The LTA will be initially for a period of two years with the provision of extension for one additional year, based on satisfactory performance.

**No. of Consultant Required:** 1 (One)

**Duty Station:** Kathmandu, Nepal

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/31/2018 – web designer for UNDP Nepal)**, UN House, Pulchowk, Lalitpur, Nepal by email to [\*\*procurement.np@undp.org\*\*](mailto:procurement.np@undp.org) no later than **5:00PM on 15 August 2018**. Proposals received after the deadline shall not be considered.

Written inquiries must be submitted to the email: [\*\*query.procurement.np@undp.org\*\*](mailto:query.procurement.np@undp.org) mentioning Procurement Notice Ref: UNDP/PN/31/2018 (UG), on or before 12:00 Noon, 10 August 2018. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: [\*\*http://www.np.undp.org/content/nepal/en/home/operations/procurement.html\*\*](http://www.np.undp.org/content/nepal/en/home/operations/procurement.html). Inquiries received after the above date and time shall not be entertained.

Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

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## **1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK**

As per the Terms of Reference (Annex I).

## **2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **Experience and competencies.**

- At least two years of experience in professional web designing;
- At least one year of experience working with UNDP or other development organizations;

### 3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

#### 1. Proposal:

To be included as part of the proposal:

- A cover letter explaining your suitability for the work (300 words or under);
- Some samples (or online links) of your previous professional work

#### 2. Financial proposal:

Financial Proposal indicating a lumpsum fee. Please see section 4. GUIDANCE FOR FINANCIAL PROPOSAL.

#### 3. UN Personnel History (P11) Form (attached as Annex III).

#### Note:

- a. Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy;
- b. The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP).
- c. Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

### 4. GUIDANCE FOR FINANCIAL PROPOSAL

#### • Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel;

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station. In general, UNDP does not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

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.

## 5. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

### **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%) in the technical evaluation would be considered for the Financial Evaluation.**

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical</u></b>	70%	70
<b>Criterion A:</b> <ul style="list-style-type: none"><li>Prior experience in professional web designing - at least two years</li></ul>	30%	30
<b>Criterion B:</b> <ul style="list-style-type: none"><li>Prior experience working with UNDP or other development organization - at least 1 year</li></ul>	20%	20
<b>Criterion C :</b> <ul style="list-style-type: none"><li>Quality of previous work in web designing</li></ul>	20%	20
<b><u>Financial</u></b>		
<ul style="list-style-type: none"><li>Lowest financial proposal</li></ul>	30%	30

**Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:**

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

\* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% in technical evaluation.

**\* The method of evaluation is a desk review of P11. Please highlight in the P11 form major report you have prepared.**

## **ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONSULTANT**

**ANNEX 3-P11 Form**

**ANNEX 4- Confirmation of Interest and Submission of Financial Proposal**

## **ANNEX 1**

### **Terms of Reference (ToR) for hiring of web design consultant on LTA basis for UNDP Nepal**

#### **Background**

Amongst the various platforms utilized regularly by the Communications Unit, the corporate website is one of the most important. The site not only hosts all of the agency's press material—news, articles, success stories, blogs and publications—but also detailed information about past and present projects. Each project has been assigned a sub-site of its own, within which there are numerous sub-sections for a variety of content.

Since the website requires regular updating with new information so as to engage visitors, and because technical issues do arise frequently, it is vital to hire a professional web design consultant to assist the Communications Unit to address these needs. There are occasions when projects require certain elements to be added/removed/changed in their respective pages outside of the normal template, and the technical support of the consultant is essential in this regard.

Aside from updating and maintaining the main website, the Communications Unit also oftentimes requires digital promotional material to be quickly produced—simple graphics and title cards or factsheets, for example—to be shared on the website, social media or via email. The web design consultant's services would also be sought on this point.

Additionally, the Communications Unit undertakes different digital initiatives from time to time, such as mapping of UNDP project sites on GoogleMaps, an interactive online version of the Annual Report, and a website dedicated entirely to the SDGs, to name a few ongoing works. Technical support is also required to keep these platforms updated and maintained.

UNDP Communications also organizes occasional trainings for staff on communication skills such as Photoshop and Graphic Design, and the consultant is expected to be able to facilitate these, alongside regular tasks.

#### **Hiring of Web Consultant**

The web consultant must be on standby to respond to the Communications Unit's requests to maintain, update, fix technical errors and other work related to the corporate website, digital platforms, and promotional material. Under the overall supervision and guidance of the Communications Unit, the web consultant will:

- Update the corporate website with the latest articles, success stories, press releases, etc. related to UNDP's work and achievements
- Locate opportunities to improve navigation, accessibility, uniformity and user-friendliness of design across website sections
- Provide technical and creative expertise to create and manage new sections, and incorporate more interactive web-based tools to make website more dynamic, particularly with regard to project information and updates—including creating of new project sites and archiving of closed projects
- Address technical errors and blockages on the website
- Produce digital promotional material on request—graphics, factsheets, etc
- Provide technical support to update and maintain different digital platforms
- Facilitate training to Communication staff on website update, photoshop and graphics

Interested web designers with over two years of professional design experience, preferably in the mainstream media or with development organizations, are requested to send in their quotations. Please quote your fee per day.