



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 31 August 2018

Reference: LBN/CO/IC/171/18

---

**Country:** Lebanon

**Description of the assignment:** National Design and illustration of projects' publications (3 candidates will be selected).

**Project name:** Improving Living Conditions in Palestinian Gatherings Host Communities: Towards More Comprehensive and Sustainable Solutions.

**Period of assignment/services:** LTA – 3 years.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **14 September 2018 at 11:59 PM Beirut Local Time. Proposals will not be received through email.**

Any request for clarification must be sent in writing to the e-mail [Procurement.lb@undp.org](mailto:Procurement.lb@undp.org). The UNDP Procurement Unit will respond in writing 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

UNDP wishes to sign a Long-Term agreement with 3 Graphic Designers for the Country Office as well as other UN Agencies.

**UNDP does not warrant that any quantity of services will be purchased during the term of this Long Term Agreement (LTA), which shall be for three years.**

**Detailed services will be contracted through a UNDP Purchase Order which will be issued for each requested assignment under the LTA.**

The Long Term Agreement is a non-exclusive arrangement and UNDP has the right to procure the same or similar services from other consultants at its sole discretion and as the situation may warrant.

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

The services of a Graphic Designer and Illustrator are required to provide timely and high quality professional services. The consultant will undertake the following tasks and activities:

- **Task 1:** Meet with the UNDP's project team to discuss context, target audience and purpose of developed publications;
- **Task 2:** Develop, within deadline mentioned in task brief, creative designs and illustrations for different publications including but not limited to (1) newsletters summarizing project's achievements and results, (2) promotional materials for events organized or supported by the project (such as banners, brochures, invitations, etc.), (3) awareness-raising tools for service providers and different groups of targeted communities, especially children, and (4) other publications such as reports, presentations, surveys or reference guides;
- **Task 3:** Closely liaise with the project manager/communication officer to ensure designs and illustrations reflect content, purpose and project identity during the review process;
- **Task 4:** Present, before deadline, final version of designs based on the UNDP team feedback.

**For additional information, please refer to ANNEX I – Terms of Reference**

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

### **Academic Qualifications**

Degree in graphic design, illustration, or any other field.

### **Years of Experience**

At least five years of relevant experience in graphic design, illustration or any related field.

### **Competencies:**

- Excellent experience in layout and infographics and typography,
- Excellent experience in creative illustration (especially for children),
- Proven knowledge in computing and design software,
- Fluency in Arabic and English.

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

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

(I). Technical **Proposal**:

(i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment**

(ii) **Explaining why** you are the most suitable for the work

(iii) Provide the Portfolio of previous works to prove experience.

(iv) P11 (Personal History Form) including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

## **5. FINANCIAL PROPOSAL**

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

The Contract will specify a daily fee, and monthly payments will be made to the awarded Individual Consultant as follows:

Daily Fee x Number of Days Worked per Month = Monthly Payment

In this respect, the consultant shall take into consideration the following:

- i. A daily working fee must be all inclusive;
- ii. An IC time sheet must be submitted by the Contractor.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal shall be presented using the format of Appendix a - Annex III.

### **Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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.

## **6. 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 technical score of 70 points would be considered for the Financial Evaluation.*

Criteria	WEIGHT	MAX. POINTS
<b>Technical Competencies</b>	<b>70%</b>	<b>100</b>
<u><b>Relevant Academic Qualifications</b></u> <ul style="list-style-type: none"> <li>- Technical diploma (5 points)</li> <li>- Bachelor degree (15 points)</li> <li>- Master's degree and above (20 points)</li> </ul>		<b>(20)</b>
<u><b>Technical Experience</b></u> <ul style="list-style-type: none"> <li>- Relevant experience in graphic design, illustration or any related field: Below 5 years (0 point) 5 years (20 points) 6 to 10 years (30 points) +10 years (35 points)</li> </ul>		<b>(35)</b>
<u><b>Portfolio</b></u> <ul style="list-style-type: none"> <li>- Proven experience in layout and infographics and typography (15 points)</li> <li>- Proven experience in creative illustration (especially for children), (15 points)</li> <li>- Proven knowledge in computing and design software, (10 points)</li> </ul>		<b>(40)</b>
<u><b>Competencies:</b></u> <ul style="list-style-type: none"> <li>- Fluency in Arabic and English (5 points)</li> </ul>		<b>(5)</b>
<b><u>Financial (lower offer)</u></b>	<b>30%</b>	<b>100</b>
<b><u>Total score</u></b>	<b>100%</b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>

**How to apply:**

The consultancy is open for all national consultants who meet the selection criteria and propose a competitive fee. Interested consultants are requested to apply only through this UNDP jobs portal.

Submissions through any other media will not be considered.

The application must include all of the following documents:

1. P11,
2. Technical Proposal,
3. Annex 3 (Offerors Letter) and
4. Financial proposal

All files shall be submitted in one single document and uploaded as word or PDF file to the UNDP job site.

It has been observed that bidders don't submit all requested documents and thus reducing their chance to be selected for a contract with UNDP. before you submit your offer please revise that the application is complete and comprises all four (4) documents.

Incomplete applications will not be considered.

**ANNEXES****ANNEX I - TERMS OF REFERENCE (TOR)****ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS****ANNEX III - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**