

## Terms of Reference

**National or International consultants:** National

**Description of the assignment (Title of consultancy):** Design and illustration of projects' publications

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

**Period of assignment/services:** 3 years

### 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.

### 3. Expected Outputs and deliverables

The consultant shall submit the following deliverables:

<b>Deliverables</b>	<b>Review and Approval Required</b>
<b>Deliverable 1</b> – Illustration (drawing and coloring of original illustrations to reflect communicated messages tailored to age group and community group)	Project Manager/Communication Officer (if applicable)
<b>Deliverable 2</b> – Design and layout (presenting text and images in a creatively designed document)	
<b>Deliverable 3</b> – typography and iconography (illustrating messages and sections through original icons and fonts)	
<b>Deliverable 4</b> – Inserting content (text and photo) in existing template, including periodical publications or bilingual products	

#### **4. Institutional arrangements**

The consultant will work under direct supervision of the Project Manager and Communication Officer. UNDP will be responsible for providing the consultant with all necessary information related to the project in a timely and transparent manner. Moreover, the consultant is expected to consider that he/she will perform the needed work using his/her own property and technology, and hold direct responsibility for the quality of delivered outputs.

#### **MATERIAL VALIDATION MODALITIES**

Provisional approval of submitted material shall take place at each of the defined milestones shown in section above. It is expected that such approval shall not exceed five working days from the notification of the completion of a specific milestone.

Upon submission of each final material, the Project Manager shall respond within maximum of five working days and the decision may either be:

- a) Approval,
- b) Approval with reservations upon which the Consultant shall reply within five working days under penalty of rejection,
- c) Rejection with clear justifications.

#### **Title Rights and Copy Rights**

The title rights, copyrights and all other rights of whatsoever nature for any material produced under this consultancy are the sole property of UNDP.

#### **5. Duration of work**

3 years.

#### **6. Duty station**

The consultancy is home-based. The consultant might be requested to report to the project's offices in Beirut. Meetings with Project Manager and Communication Officer, if required, shall be held at the Project offices in Beirut.

## **7. Requirements for experience and qualifications**

The Individual Consultant should possess the following minimum 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.

## **8. Scope of Price Proposal and Schedule of Payments**

All proposals must be expressed in a Daily Fee, noting that the daily fee must be all inclusive and that an IC Time Sheet must be submitted by the consultant when completing tasks, duly approved by the Project Manager, which shall serve as the basis for the payment of fees.

Payments will be made accordingly as follows:

- 100% upon completion of the requested tasks and deliverables and based on the number of working days completed and UNDP approval.