



TERMS OF REFERENCE **UNDP'S LOW-EMISSION CAPACITY BUILDING** **(LECB) PROGRAMME** **GRAPHIC DESIGNER**

Application Type :	External Vacancy
Job Title :	On-call Graphic Designer
Category :	Environment and Energy
Brand :	UNDP
Application Deadline :	31 July 2013
Duty Station :	Home Based
Type of Contract :	Individual Contract (Framework Arrangement)
Languages Required :	English
Starting Date :	12 August 2013
Expected Duration of Assignment :	One year initial, with the possibility of extension subject to satisfactory performance evaluation
Background:	
<p>The Low Emission Capacity Building Programme (LECB) was launched in January 2011 as part of a joint collaboration between the European Union (European Commission and Member States) and the United Nations Development Programme. Since its inception the LECB Programme has grown both in scope and breadth, proudly including 25 participating countries and enhanced technical support through generous contributions from the European Commission, the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety, the Australian Department of Climate Change and Energy Efficiency and AusAID.</p> <p>The UNDP Low Emission Capacity Building Programme is a collaborative programme aimed to strengthen technical and institutional capacities at the country level, while at the same time facilitating inclusion and coordination of the public and private sector in national initiatives addressing climate change. It does so by utilizing the global networks and substantial experience that UNDP has established through our wide portfolio of projects and programmes around the world.</p>	
Expected Outputs and Deliverables:	
<p>Under the guidance of LECB Programme staff, the Graphic Designer will work closely with the Editor in all aspects of design, lay-out, proofreading, and in the production of press-ready file, and ensuring that the publication meets UNDP standards.</p> <p>He/she will undertake the following tasks:</p> <ul style="list-style-type: none"> ▪ Design the cover and flow of all interior pages ▪ Research photography and other design elements ▪ Format text, graphs, tables, footnotes, layout, color palette, photos, placement of graphics ▪ Provide at least two separate approaches for cover and text, showing design and layout ▪ All content will be delivered electronically. ▪ Three rounds of revisions are included. ▪ Liaise with contractor/Vendor to ensure printing specs are complete for the delivery of final product, as necessary. 	

The Designer is expected to deliver 2 design concepts, format text, graphs, tables, lay-out and produce a final press-ready file (for printing company) for the following LECB materials and knowledge products:

- 4 corresponding templates for one-page thematic factsheets (including 2 concepts)
- Design and flow of NAMA Guidebook (approximately 100 pages)
- Template package of 25 one-four page case studies (including 2 concepts)
- Other(s)

The Graphic Designer will also provide high-resolution press-ready file for the above products for uploading to the LECB website.

Institutional Arrangement:

The consultant will report to, seek approval/acceptance of output from the LECB Programme Manager

Framework Agreement :

The Individual Consultancy (IC) will be established as a framework agreement with the selected applicant when the services are needed on an intermittent and repetitive basis. The IC will be based on an agreed upon unit price for the service and the issuance of a Purchase Order will be used to activate the rendering of service within the IC period. The IC as a framework agreement does not form a financial obligation or commitment from UNDP at the time the IC is signed, and that such an agreement is non-exclusive (i.e. it does not prohibit UNDP from entering into another such framework agreement with another individual or entity). Financial commitments will only be established each time the services are requested within the scope of the IC, through the agreed triggering action (Purchase Order) that signals the commencement of a given engagement.

Qualifications :

- Experience with the UN system in general and UNDP in particular required.
- Ability to work under pressure and meet strict deadlines.
- Ability to produce a high volume of quality content.
- Demonstrated willingness to work as part of a team in a multicultural environment.
- Fluency in English. Knowledge of other UN languages is an asset

Scope of Price Proposal and Schedule of Payments:

- Financial proposals must be all inclusive and must be expressed on the basis of a daily rate
- Payments will be made based on the agreed upon rate and released upon submission of a certificate of payment request, indicating outputs achieved to be verified and cleared for payment by the supervisor

Criteria for Selection of Best Offer:

Criteria for selection will be based on a combined scoring method where the qualifications will be weighted 70% and combined with the price offer which will be weighted 30%.

Application Instructions:

1. Applicants must read the following documents which can be found in http://procurement-notices.undp.org/view_notice.cfm?notice_id=11936
 - Terms of Reference
 - UNDP General Terms and Conditions

2. Applicants must provide the following documents and information - documents can be downloaded from: http://procurement-notices.undp.org/view_notice.cfm?notice_id=11936
- Personal History Form (P11), indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Applicant and at least three (3) professional references;
 - Letter of Confirmation of Interest and Financial Proposal. If an Applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under a Reimbursable Loan Agreement (RLA), the Applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.
 - Indicate available start date

All submissions must be sent by email to eeg.jobvacancies@undp.org. The email subject header must indicate the “job ID#11936 – Graphic Designer (LECB)”.

Incomplete or late submissions will not be considered for this vacancy.

¹ *The term ‘all inclusive’ implies that all costs (professional fees, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.*