

# Terms of Reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** Interaction Designer  
**Project Name:** Pulse Lab Jakarta/UN Global Pulse  
**Reports to:** Social System Lead  
**Duty Station:** Jakarta  
**Expected Places of Travel:** N/A  
**Duration of Assignment:** Oct 2019 - March 2020 (80 working days)

## REQUIRED DOCUMENT FROM HIRING UNIT

X	TERMS OF REFERENCE	
X	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b> (1) Junior Consultant (2) Support Consultant (3) <b>Support Specialist</b> (4) Senior Specialist (5) Expert/ Advisor	
	<b>CATEGORY OF INTERNATIONAL CONSULTANT, please select:</b> (6) Junior Specialist (7) Specialist (8) Senior Specialist	
	X	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

X	P11/CV
X	Copy of education certificate
X	Completed financial proposal
X	Sample of portfolio or UI/UX design

### ***Need for presence of IC consultant in office:***

- ☐ no requirement  
☐ intermittent  
☒ full time/office based

### **Provision of Support Services:**

**Office space:** ☒ Yes ☐ No  
**Equipment (laptop etc):** ☐ Yes ☒ No  
**Secretarial Services** ☐ Yes ☒ No

Signature of the Budget Owner:

## I. BACKGROUND

Global Pulse is an innovation initiative in the Executive Office of the United Nations Secretary-General, harnessing today's new world of digital data and real-time analytics to gain a better understanding of changes in human well-being. Global Pulse is being implemented as a global network of Pulse Labs, bringing together expertise from UN agencies, governments, academia, and the private sector to research, develop, test and share tools and approaches for harnessing real-time data for more effective and efficient policy action. For more information on Global Pulse go to [www.unglobalpulse.org](http://www.unglobalpulse.org).

### Pulse Lab Jakarta

Global Pulse established a Pulse Lab in Jakarta in 2012 in partnership with the Government of Indonesia. Pulse Lab Jakarta functions as an open innovation space where policy experts together with UN development practitioners and other partners experiment with new types of data and emerging technologies to evaluate their potential to enhance both public policy decision-making and community resilience. Following the development of useful approaches, Pulse Lab Jakarta supports institutional adoption of these innovations into policy and practice.

### Interaction designer

Pulse Lab Jakarta seeks an Interaction Designer with strong design sensibilities; a knack of finding creative and effective ways of translating complex concepts into visually appealing knowledge products; a passion for designing for social impact; an ability to work across teams with different scientific and cultural backgrounds; and an ability to manage and follow through projects independently. The overall objective of this role will be to provide design support and expertise across PLJ's research teams. This includes, but is not limited to, the following services: user interaction and interface design; research and consultation for web-based/product designs; information architecture/data visualization; and user research. Due to the diversity of the role, the team is looking for a hybrid designer, who can ideally work across various devices and platforms.

### Work Relationships

The interaction designer will report to the PLJ's Social System Lead or, as assigned, to other members of Pulse Lab Jakarta.

## II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

Pulse Lab Jakarta would like the interaction designer to find creative and effective ways of translating complex concepts into visually appealing knowledge products, provide design support and expertise across PLJ's research teams and has ability to work across teams with different scientific and cultural backgrounds. This includes, but is not limited to, the following services: user interaction and interface design; research and consultation for web-based/product designs; information architecture/data visualization; and user research.

The scope of work consists of:

- Design 3 dashboards of PLJ projects.
- Design data visualization for blog, presentation and report.
- Develop communication materials for events, projects and research results (printed and digital publication).
- Video editing.

Expected deliverables:

Deliverables/ Outputs	Estimated Number Of Working Days	Target Due Dates	Review and Approvals Required
1. A set of data visualisation for blog, presentation and report.	20	15 Nov 2019	Social System Lead
2. Report design and 1 <sup>st</sup> dashboard and web design.	10	20 Dec 2019	Social System Lead
3. Video editing and 2 <sup>nd</sup> dashboard and web design.	20	30 Jan 2020	Social System Lead
4. Design collaterals layout, report and/ or book.	10	20 Feb 2020	Social System Lead

5. A set of data visualisation for blog, presentation and report and 3 <sup>rd</sup> dashboard and web design.	20	30 March 2020	Social System Lead
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### III. WORKING ARRANGEMENTS

The interaction designer will report to the Social Systems Lead and will liaise closely with the rest of the team. The assignment involves 80 working days within 6 months, with completion expected by 30<sup>th</sup> March 2020. The work will be Jakarta based.

#### I. Academic Qualifications:

- Bachelor degree or equivalent in Graphic Design, New Media, Human Computer Interaction, Information System Design.

#### II. Experience:

- A minimum of 3 years of relevant experience in visual or interactive design, with a focus on user-centric design.
- Proven experience with prototyping tools like Invision, Sketch, Adobe XD, etc. This includes the ability to create quick prototypes based on ideas and be able to test it out with various stakeholders in order to create a better user experience.
- Proven experience with design platform like Adobe Creative Design Suite, design techniques, software, data visualisation.
- Proven experience of working effectively in a team with diverse cultural and academic backgrounds.

#### III. Competencies:

- Strong design skills particularly in user experience, user interface design and visualization of complex information.
- Good sense of design layout, colour, and typography is a must.
- At least a basic understanding of common programming languages in order to communicate effectively when working with developers.
- Ability to design effectively using constrained mediums such as Powerpoint.
- Ability to translate complex concepts into visually appealing knowledge products.

#### IV. Functional Competencies:

- Fluency in written and spoken English and Bahasa Indonesia is required;

### IV. EVALUATION METHOD AND CRITERIA

*Individual consultants will be evaluated based on the following approach:*

#### 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 **70** points would be considered for the Financial Evaluation

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical</u>		100
<b>Criteria A:</b> qualification requirements as per TOR:	60%	60
<ul style="list-style-type: none"> <li>Bachelor's Degree in in Graphic Design, New Media, Human Computer Interaction, Information System design</li> </ul>		10
<ul style="list-style-type: none"> <li>Experience with prototyping tools like Invision, Sketch, Adobe XD, etc. This includes the ability to create quick prototypes based on ideas and be able to test it out with various stakeholders in order to create a better user experience.</li> </ul>		20
<ul style="list-style-type: none"> <li>Proven experience with design platform like Adobe Creative Design Suite, design techniques, software, data visualisation.</li> </ul>		20
<ul style="list-style-type: none"> <li>A minimum of 3 years of relevant experience in visual or interactive design, with a focus on user-centric design.</li> </ul>		10
<b>Criteria B:</b> Brief Description of Approach to Assignment (based on Sample of portofolio or UI/UX design submitted as part of application)	40%	40
1. A good sense of design, colour and typography appropriate for the task		20
2. Strong design skills particularly in user experience, user interface design and visualization of complex information		20