

## TERMS OF REFERENCE

<b>Reference</b>	PN/FJ/56/19
<b>Location</b>	Home Based
<b>Application deadline</b>	17 October 2019
<b>Type of Contract</b>	Individual Contractor – Long Term Agreement (LTA)
<b>Post Level</b>	International Consultant
<b>Consultancy Title</b>	Graphic Designer
<b>Languages required:</b>	English
<b>Duration of Initial Contract:</b>	Up to 180 days between 1 November 2019 and 20 October 2021

### BACKGROUND

UNDP brings people together within nations and around the world, building partnerships and sharing ways to promote participation, accountability and effectiveness at all levels. The UNDP Effective Governance Unit partners with and supports the Pacific Island countries covered by the UNDP Pacific Office in Fiji to assist countries in achieving long-term economic and social sustainable growth for their people through the strengthening of governance mechanisms to enable a more equitable distribution of public resources to grassroots communities and the marginalized.

The UNDP Pacific Office in Fiji works towards improving the capacities of parliaments, sub-national government ministries and civil society organizations to ensure improved service delivery, inclusive decision making and promote social cohesion at community level. Included in the Effective Governance portfolio are projects focusing on Parliamentary strengthening, public financial management, access to justice, women in politics, constitutional reform, elections, political parties, local governance, health and development, and anti-corruption.

This consultancy fits more specifically under the Anti-Corruption and Public Finance Management projects funded by Australia and the European Union respectively and implemented throughout the Pacific region (15 countries and territories). Possibility of providing outputs for the other projects will be considered with priority given to the two highlighted projects.

### DUTIES AND RESPONSIBILITIES

#### Scope of Work

The objective of this consultancy is to provide graphic designer services as needed by the Effective Governance Team of UNDP Pacific Office. Specific Deliverables include:

- i) **Visual identity:** To create the visual identity for projects under the Effective Governance portfolio according to the provided specifications. This could include (but is not limited to):
  - Banners
  - Pamphlets
  - Posters
  - Brochures
  - Report templates
  - Event materials
- ii) **Knowledge products and project reports:** Ensure coherent, powerful and aesthetic branding of knowledge products for projects under the Effective Governance portfolio. Including but not limited to:
  - Title/content/concluding pages
  - Selected infographics

- Accompanying social media cards for report dissemination

iii) **Communication campaign/products:** in line with the respective visual identities and objectives of the projects, participate in the visual design of campaigns and communication products including but not limited to:

- Media folders
- Animations
- Social media cards/visuals
- Newsletter templates

#### **Duration**

The long-term agreement consultancy is for a total of 180 days between 1 November 2019 and 20 October 2021.

#### **Expected Schedule of Engagement**

Tentative requirement	Project	Quarter or month	No of days	No of Call-offs
Visual Identity package	PFM	Q4 2019	10 days	1
Event reports	EG	2/quarter	60 days	24
Knowledge products	EG	6/year	60 days	18
Annual reports	EG	Q4 – 2019, 2020	20 days	2
Communication products	EG	2/quarter	30 days	24
Total			180 days	69 call-offs

#### **Duty Station**

The duty station for this assignment is home based. No travel is foreseen.

#### **Institutional Arrangement**

The Consultant will report to the Team Leader Effective Governance and to the respective Programme/Project Managers for the work commissioned as specified in each ToR.

#### **Contract Arrangement**

The successful individual will sign a UNDP Individual Consultant Long Term Agreement. The engagement will be on an intermittent basis with the stated duration based on the required services. UNDP will issue separate terms of reference and purchase order for each specific assignment as a call-off from this IC LTA. The TOR will outline the expected outputs, and the number of days to be engaged. The outputs of the assignments will be reviewed by Effective Governance team Specialists and Effective Governance Communication Analyst.

#### **Resources**

The Consultant shall use their own resources such as computer and work space for the course of the assignment.

## COMPETENCIES

### Corporate competencies:

- Demonstrates integrity and fairness by modelling UN values and ethical standards;
- Demonstrates professional competence and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Display cultural, gender, nationality, religion and age sensitivity and adaptability.

### Functional Competencies:

- Demonstrated ability to work harmoniously in a multi-cultural environment;
- Ability to work on own initiative as well as a member of a team and to work under pressure;
- Excellent relationship management;
- Excellent communication, facilitation, presentation and reporting skills;

## REQUIRED SKILLS AND EXPERIENCE

### Education

- Diploma's in graphic design, Communication, ICT or relevant field.

### Experience

- At least three years of experience delivering graphic design service to English-speaking external clients on short deadline and with high quality standards;
- Experience delivering designs for reports and knowledge products respecting corporate guidelines a must, experience producing design for sustainable development content an advantage;
- Demonstrated experience in producing products for a wide variety of audience in the Pacific, including weaving in cultural references in designs, a must; Past products' audience would ideally include youth and technical groups; experience delivering innovative products (animations, interactive products, augmented reality...) for audiences in the Pacific an advantage.

## PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

### Daily Fee

Consultant shall quote an all-inclusive Daily Fee for the contract period. The term "all-inclusive" implies that all costs (professional fees, communications, consumables, any insurance, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal.

### Travel

Under this assignment no travel is foreseen. In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UNDP and the Individual Consultant, prior to travel and will be reimbursed. UNDP will provide suitable reimbursement at UNDP rates. UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the Consultant wish to travel on a higher class he/she should do so using his/her own resources.

### Payments

Payments shall be done based on actual days worked, and upon verification of completion of deliverables and approval by the IC's supervisor of a Time Sheet indicating the days worked in the period.

### Cumulative analysis

The award of the contract shall 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 set of weighted technical criteria (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

### Technical Evaluation Method and Criteria

The candidates meeting the minimum requirement will be assessed on the following basis:

Criteria 1	At least three years of experience delivering graphic design service to English-speaking external clients on short deadline and with high quality standards.	10%
Criteria 2	Experience delivering designs for reports and knowledge products respecting corporate guidelines a must, experience producing design for sustainable development content an advantage.	15%
Criteria 3	Demonstrated experience in producing products for a wide variety of audience including but not limited to youth and technical groups, experience delivering innovative products (animations...) for audiences in the Pacific an advantage.	20%
Criteria 4	Diploma in Graphic Design, Communication, ICT or relevant field.	5%
Criteria 5	Portfolio demonstrating ability to reach out to various audience relevant to UNDP (government, CSO, general public), professional finish and attention to detail as well as variety of products (reports, communication, animation...) .	20%
Financial offer		30%

Only candidates obtaining a minimum of 49 points (70% of the total technical points) will be considered for the Financial Evaluation.

### DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications **in one single PDF document**:

- 1) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex II).
- 2) **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- 3) **Portfolio of past work** (link to website or attachment) included in CV under separate heading demonstrating variety of prior work;
- 4) **Financial proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (Annex II)

Individuals applying for this consultancy will be reviewed based on their own individual capacity. The successful individual may sign an Individual Contract with UNDP or request his/her employer to sign a Reimbursable Loan Agreement (RLA) on their behalf by indicating this in the Offerors letter to Confirming Interest and Availability using Annex II.

### Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

**Proposal Submission**

- All applications must be clearly marked with the title of the consultancy (Graphic Designer-LTA) with reference (PN/FJ/56/19) and submitted by 17 October 2019 (New York Time) via e-tendering under Event ID 0000004546.
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office by email: [deepak.naicker@undp.org](mailto:deepak.naicker@undp.org)
- Incomplete applications will not be considered, and only candidates for whom there is further interest will be contacted.