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**Terms of Reference**  
On-Call Graphic Designer  
Environment and Energy Group (EEG)  
Bureau of Development Policy (BDP)  
United Nations Development Programme (UNDP) Headquarters

<b>Application Type:</b>	External Vacancy
<b>Job Title:</b>	On-Call Graphic Designer
<b>Category:</b>	Environment and Energy
<b>Brand:</b>	UNDP
<b>Application Deadline:</b>	1 September 2014
<b>Duty Station:</b>	Home Based
<b>Type of Contract:</b>	Individual Consultancy (Framework Agreement)
<b>Languages Required:</b>	English
<b>Starting Date:</b>	Immediate
<b>Duration of Contract:</b>	One (1) year initial and up to 60 days, with possibility of extension up to three (3) years, subject to satisfactory performance evaluation. Maximum number of days expected for 3 years is 180 within the Framework Agreement.

**Background:**

UNDP recognizes that social and environmental sustainability are fundamental to the achievement of sustainable development outcomes, and therefore must be fully integrated into our Programmes and Projects. To ensure this we have the following key policies, procedures and accountability mechanisms in place to underpin our support to countries:

- Social and Environmental Standards (SES): UNDP's [Programming and Operations Policies and Procedures \(POPP\)](#) require that opportunities to strengthen social and environmental sustainability shall be identified at the earliest stage of programme and project design, realized through implementation and tracked through monitoring and evaluation. The objective is to avoid, mitigate, or minimize the adverse social and environmental impacts of our programming and produce positive outcomes for people and the environment. These requirements have been elaborated further in a set of Social and Environmental Standards which will be introduced in the POPP by the end of 2014. A draft of these standards was shared for comment and has since been revised and approved, please find additional information [here](#).
- [Social and Environmental Screening Procedure](#): UNDP's project-level Social and Environmental Screening Procedure is a requirement for all proposed projects with a budget of \$500,000 or more. The screening procedure determines if and what further environmental and social assessment and management measures are required. UNDP launched this procedure in 2012 as part of a phased roll-out process. UNDP will be revising the procedure in 2014 based on lessons learned and to align with the Social and Environmental Standards.
- Accountability Mechanism: The standards will be underpinned by an Accountability Mechanism with two key functions: 1) A Stakeholder Response Mechanism (SRM) that ensures individuals, peoples, and communities affected by UNDP projects have access to appropriate procedures for hearing and addressing project-related grievances; and 2) A Compliance Review process to respond to claims that UNDP is not in compliance with UNDP's social and environmental policies.

1. UNDP's Stakeholder Response Mechanism (SRM): The SRM provides an additional, formal avenue for stakeholders to engage with UNDP when they believe that a UNDP project may have adverse social or environmental impacts on them; they have raised their concerns with Implementing Partners and/or with UNDP through standard channels for stakeholder consultation and engagement; and they have not been satisfied with the response. The SRM provides a way for UNDP to address these situations systematically, predictably, expeditiously, and transparently. Through the SRM, UNDP Country Offices, Regional Bureaux and Service Centers and Headquarters collaborate in a thorough, good faith effort to resolve outstanding concerns to the satisfaction of all parties, and to document the results to ensure accountability and promote organizational learning. For more information on the SRM, see [UNDP's Stakeholder Response Mechanism: Overview and Guidance](#).
2. UNDP's Social and Environmental Compliance Review: In October 2012 the UNDP Administrator revised the Charter of the Office of Audit and Investigations (OAI) to include the mandate to investigate UNDP's compliance with applicable social and environmental policies and procedures. In February 2013 OAI established the Social and Environmental Compliance Unit (SECU) to respond to complaints that UNDP may not be meeting its social and environmental commitments during the interim phase. The main purpose of the compliance review is to investigate alleged violations of UNDP's social and environmental policies and procedures. For more information, see the [DRAFT Standard Operating Procedures for UNDP's Social and Environmental Compliance Unit](#).

Communications and outreach on these standards and accountability mechanism, both with internal and external stakeholders, will be key to ensuring increased awareness and implementation. The on-call graphic designer will support this by designing the various policy documents and knowledge products related to the Social and Environmental Standards to help ensure they are user-friendly and carry a common design theme throughout.

#### **Expected Outputs & Deliverables:**

##### Scope of work and specific tasks for the Graphic Designer/Contractor

In consultation with the SES team the designer will shall provide the following services:

1. Prepare a design concept/theme to be used across the package of materials related to the Social and Environmental Standards
2. Prepare the design and layout of:
  - Principal documents (including policy documents and guidance)
  - Case Studies
  - Brochures/Flyers
  - Newsletters
3. Design elements for presentations, web interface and interactive products including online tutorials and online trainings
4. Preparation of printing packages (all layout and design files) for printing of publications and other communication products
5. Supervise the printing process by closely liaising with printers and insuring high quality of the final printed products.
6. Assist the SES team in other duties related to the design and publication, or other communication products, as needed.
7. Provide basic research and sourcing of graphic elements, like photographic images, maps, and logos.
8. Other visual collateral to support the team's vision

##### Outputs:

Most of the design work to be completed will need to be done in three languages: English, Spanish and French.

UNDP will provide the following:

- Supply final copy for Principal Documents, Promotional Materials, Case Studies and digital assets (including original files of graphs and charts)
- Supply a selection of images, logos and videos

**Institutional Arrangement:**

The consultant will report to, seek approval/acceptance of outputs from the SES Policy Specialist.

**Framework Agreement:**

The Individual Consultancy (IC) will be established as a framework agreement with the selected designer 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/Competencies:**

- Contractor must be a reputable graphic designer with prior experience of similar projects
- Strong practical background in graphic design, including the knowledge of design software such as Adobe Design Premium package and web design tool such as Dreamweaver and Flash.
- Strong practical background in web design including optimization across multiple platforms and operating systems. In depth understanding of web development (HTML, Java script etc.) technologies
- A sound understanding of graphic design principles. The selected entity should have extensive experience in designing publications, including competency in attractive placements and finishing of text, graphics, boxes, key phrases, photographs and overall vision for all documents and materials.
- Show a clear and mature style of design with an understanding to implement in an official UN setting
- Proven experience of graphic production from start to published/printed product with knowledge of printing processes (offset and digital) and color management
- Good understanding of new and evolving technologies and digital platforms such as Sharepoint and Teamworks
- Knowledge of standard software packages (MS Office–MS Access–MS Visio –Adobe Acrobat)
- Fluency in English, both written and oral, is required. Additional language skills, in particular French and Spanish, are an asset
- Other skills: Working experience in a development or humanitarian environment is desirable

Academic

- Bachelors degree equivalent in communications, design, architecture and fine arts or a combination of a bachelors degree equivalent with extensive advanced training in graphic design courses. Additionally, four years of progressively responsible experience in working with communication media is required.
- Applicants with Secondary education and minimum of 8 years of experience will be considered

Professional

- Experience in designing publications, communication material for print and web. Design experience related to energy and environment is an advantage.
- Previous professional experience with UN system is an advantage.

**Scope of Price Proposal and Schedule of Payments**

- Payments will be made based on the agreed upon fee and terms.
- The financial proposal must indicate the all-inclusive daily fee. 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.

### Criteria for Selection of Best Offer

The selection of the best offer will be based on a Combined Scoring method – where the qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%. The 70% rating shall be based on how well the designer meets the minimum qualifications/competencies described above, based on CV and work samples.

The technical evaluation will be based on the following criteria with the corresponding points (out of a total of 100 points):

- Years of relevant experience: 20 points;
- Quality of work samples provided: 30 points;
- Adequacy of competencies for the assignment: 50 points.

### Application Instructions

Applicants must read the following documents which can be found at [http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=17530](http://procurement-notices.undp.org/view_notice.cfm?notice_id=17530)

- Terms of Reference
- UNDP General Terms & Conditions

Applicants must provide the following documents and information by the deadline to be considered for this position – documents can be downloaded from: [http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=17530](http://procurement-notices.undp.org/view_notice.cfm?notice_id=17530)

- Duly completed Confirmation of Interest and Availability using the template provided by UNDP;
- **Personal CV** (P11), indicating all past experience from similar projects, as well as the contact details (email and phone number) of the applicant and at least three professional references;
- Provide **two (2) work samples** from your portfolio demonstrating design skills relevant to this ToR.

Please submit your offers with the email subject: **“Job ID#17530 - Graphic Designer (SES)”** as follows:

- i) Confirmation of Interest form to [eeg.jobfinproposal@undp.org](mailto:eeg.jobfinproposal@undp.org)
- ii) CV/P11 and two (2) work samples to [eeg.jobvacancies@undp.org](mailto:eeg.jobvacancies@undp.org)

All applications must be complete and submitted by the deadline for consideration.