



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: January 6th 2015

Reference: LEB/CO IC/1/15

Country: Lebanon

Description of the assignment: Provision of Individual Services of Graphic designer for the design of publications related to climate change

Project name: Lebanon's First Biennial Update Report

Period of assignment/services: Three (3) Months

Proposals should be submitted to the below e-mail address no later than **Monday 26th January 2015 at 3:00 pm Beirut Local Time:**

Contact Person:	Procurement Unit
Name of Office:	UNDP Lebanon Arab African International Bank Building Third Floor, Room # 310 Riad El Solh Street, Nejme, Beirut 2011 5211, Lebanon
Telephone:	+ 961 1 962 500
Fax:	+ 961 1 962 491
E-Mail:	procurement.lb@undp.org

Any request for clarification must be sent in writing to the e-mail indicated above. The UNDP Procurement Unit will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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AB

1. BACKGROUND

The UNDP Climate change project at the Ministry of Environment project intends to recruit an individual consultant for the design and printing layout of a series of publications related to climate change. The individual consultant will work, in cooperation with project management team, to develop the overall design of the publications, prepare page layout, and fill in text and graphics and follow-up the printing of the reports with an approved printing agency.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Under the direct supervision of the project management team, the Contractor's responsibilities are the following:

1. Concept Design of reports:
 - Concept Design and layout (including art work) of one sectoral technical report (100 to 150 pages - word file)
 - Concept Design and layout of a teacher's guide to climate change (200 pages- word file) (text, games, art work, exercises, other communication)
 - Concept Design and layout (including art work) of the third national communication report (300 pages – word file)
2. Design development and oversee of the printing process
 - Adopt same layout of the sectoral technical report for 10 reports
 - Edit text and graphics for the 10 technical reports
 - Concept design and development for the teacher's guide to climate change
 - Oversee production and printing of publications. Present blueprint for approval

For detailed information, please Refer to Annex I – Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- A degree in in audio-visual studies or graphic design.

II. Years of experience:

- A minimum of 5 years of relevant experience in design of similar work

III. Competencies:

- Proficiency in needed software for design

- Excellent communication and organizational skills.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

(I). Technical Proposal:

- (i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment**
- (ii) **Explaining why** you are the most suitable for the work
- (iii) **Portfolio** including **at least 3 samples of previous designs** or items produced by the Consultant
- (iv) Personal **CV** including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR as follows:

Task	Payment	Deliverables	Potential dates
1	50%	Basic design templates of all reports (i.e. chapters separators, fonts, colour, heading/sub-heading solutions, pagination, references)	2 months after contract signature
2	50%	Design development and text filling	3 months after contract signature

In order to assist the requesting unit in the comparison of financial proposals, **the financial proposal shall include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days)**. The financial proposal shall be presented using the enclosed format of Appendix a - Annex III.

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

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 technical score of 70 points would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
• <i>Criteria A:</i> Academic qualification/competencies		25
• <i>Criteria B:</i> Experience		35
• <i>Criteria C:</i> Portfolio - Samples of previous designs or items produced		40
<u>Financial (Lower Offer/Offer*100)</u>	30%	100
Total Score	Technical Score * 0.7 + Financial Score * 0.3	

<i>Weight per Technical Competence</i>	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.

ANNEXES

ANNEX I - TERMS OF REFERENCE (TOR)

ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS

ANNEX III - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT