

TERMS OF REFERENCE

Individual Contractor

1. Project Information

Assignment Title	Graphic designer – Strengthening Climate Information and Early Warning System in Cambodia
Organization	UNDP Cambodia
Post Level	Cambodia-based Consultant, Individual Contract
Cluster/Project	Programme Unit
Duty Station	Phnom Penh, home based
Duration	20 working days total from October – December 2019

2. Background and Project Description

Cambodia is facing mounting development challenges due to climate change. The observed longer dry seasons and shorter, more intense rainy seasons have become a common observation in Cambodia. In addition, climate change exacerbates the frequency and severity of natural hazards (such as floods and droughts), as well as impacts the agricultural production which is dependent on seasonal rainfall. Recovery from such events puts strain on the least developed country's limited resources and forces shifts in development priorities - hindering Cambodia's ability to progress and to achieve its development goals.

The Early Warning System (EWS) is one of the priorities of the Royal Government of Cambodia's (RGC). The purpose of an EWS is to monitor climate and environmental data on a real-time basis, detect adverse trends and conduct reliable predictions of possible impacts in the form of early warning information. An early warning therefore refers not only to advisories in emergency situations, but also to information related to the changing climatic trends revealed after tracking and analyzing climate and weather data over time. An effective EWS would thus enable timely response to natural hazards and extreme weather events, to support the implementation of the risk-informed development.

The project "Strengthening climate information and early warning systems in Cambodia to support climate resilient development and adaptation to climate change" (henceforth "the EWS project") is implemented to assist the Government in achieving the early warning system gaps and challenges in the country. The project seeks to address the current barriers through three complementary outcomes:

1. Increased institutional capacity to assimilate and forecast weather, hydrological, climate and environmental information.
2. Climate and weather information available and utilized for national, sectoral and sub-national planning as well as for transboundary communication in the region.
3. Strengthened institutional capacity to operate and maintain EWS and climate information infrastructure, both software and hardware, in order to monitor weather and climate change.

To meet the above three outcomes, the approach adopted by the project is to 1) invest in early warning infrastructure – hydro and meteorology stations nationwide; 2) mobilize technical expertise to enhance capacity of national entities (namely MOWRAM, NCDM, and MAFF) in making use of the information; and 3) ensure the smooth flow of information sharing both at national level and between national and provincial level.

The project has filled numerous gaps in climate information and early warning system in Cambodia. In an effort to document the project's achievement, UNDP Cambodia is hiring a Cambodia-based graphic design consultant, with expertise in designing infographics, to produce graphic products for the project.

3. Scope of Work

The primary role of the design consultant is to develop 5 graphic products on the EWS project summarizing the context of the project, its goals and results / impacts across various field in Cambodia. These 5 graphic products shall include at least 2 infographics.

4. Expected Specific Outputs and Deliverables

Deliverables/Outputs	Estimated Duration	Target Due Dates
Deliverable 1: Two graphics products of EWS project developed in English and Khmer (with UNDP providing contents in Khmer)	8 days	30 October 2019
Deliverable 2: Three graphics products of EWS project developed in English and Khmer (with UNDP providing contents in Khmer)	12 days	12 December 2019
Total working days	20 days	

5. Institutional Arrangement

UNDP will review each output and shall provide quality assurance on all outputs produced by the consultant. This consultancy will be performed under the direct supervision of the Project Manager, Early Warning System, UNDP Cambodia, with an oversight of UNDP's Programme Analyst and ARR/Programme Team Leader. Technical content and design of the deliverables will also be overseen by the project Communication Specialist and UNDP Communication Team.

Each product shall allow for two rounds of feedback from UNDP (within three business days of draft being provided).

Relevant assets including logos and brand guidelines to be provided by UNDP.

The final editable design files and related assets, as well as final PDFs for web and print, are to be provided to UNDP on conclusion of the assignment.

6. Duty Station and Duration of the Work

This assignment is expected to be finalized at a maximum of 20 working days until 12 December 2019. The consultant will have to be Cambodia based, Phnom Penh-based is preferred.

7. Minimum Qualifications of the Individual Contractor

Education	At least Bachelor Degree, preferably in Design, Visual Communication or other related field. Proficiency in Adobe design programs
Professional Experience	<ul style="list-style-type: none"> • Minimum of 2 years of experience in graphic design is required; • Experience designing compelling visuals for social media including infographics and GIFs is desired; • Knowledge of and previous experience in UNDP or another UN agency would be an advantage;
Other Competencies	<ul style="list-style-type: none"> • Time management (in managing deliverables); • Team management; • Professionalism, courtesy, patience; • Outstanding inter-cultural communication, networking and coordination skills.
Language Requirement	Fluent in written and spoken English. Proficiency in Khmer is an added value.

8. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor.

Technical Evaluation Criteria	Obtainable Score
Demonstrated relevant academic qualification preferably in Design, Visual Communication or other related degree.	10
Substantial relevant experiences in graphic design; demonstrated by the previous graphic design including infographics, posters, GIFs and any other products. Submission of sample of previous works is required.	70
Demonstrated experiences in working on production graphic products in development sectors or in carrying out the similar assignment for UN and other development agencies.	20
Total Obtainable Score	100

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

9. Payment Milestone

The consultant will be paid on a lump sum basis (all-inclusive of expense relate to the above assignment including travels outside and inside the duty station and any tax obligation) under the following installments.

No	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of deliverable 1	13 October 2019	40%
2	Upon satisfactory completion of deliverables 2	13 December 2019	60%

10. Approval

Signature: _____

Name: _____

Title/Unit/Cluster: _____

Date: _____