



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10 February 2020

Reference: LBN/CO/IC/19/20

Country: Lebanon

Description of the assignment: Long Term Agreement, National Consultant- Graphic Designer

Project name: Peace Building in Lebanon Project

Period of assignment/services: 2 years, renewable for 1 additional year based on satisfactory performance and availability of funds.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **20 February 2020 at 11:59 PM Beirut Local Time. Proposals will not be received through email.**

Any request for clarification must be sent in writing to the e-mail Procurement.lb@undp.org 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.

1. BACKGROUND

During Phase I of the Peace Building project, some 40 mid-career TV, radio and print reporters from different local media outlets undertook joint assignments in the field on civil peace and became better informed of how less “biased” language could be used in their reporting, particularly in times of conflict. The reporters wrote articles based on their experience and newly acquired knowledge that appeared in special publications produced by the Peace Building project. The publications were shared with local and international contacts.

Many parties expressed their interest in producing more of these publications. With the support of donors from Germany (through KfW), Japan, and the UK, the publication became known as The Peace Building in Lebanon News Supplement and addressed additional peace building issues. One early edition in particular dealt with the impact of the Syrian crisis on Lebanon from a socio-economic perspective

and contributed to conveying positive messages to both the host and the refugees' communities, garnering more support for the publication.

Building on the success of these supplements and their positive impact communicated through different people and institutions to UNDP, the project is willing to publish four supplements per year on civil peace related issues mainly on the impact of the Syrian crisis on Lebanon and which contribute to the alleviation of tensions that are developing in this regard and to foster a better social interaction between Lebanese and Syrians and a better social cohesion within Lebanese communities. As before, the project is working with a core group of journalists with whom the project has previously collaborated in previous issues in addition to new journalists, widening the network of journalists involved in a civil peace initiative.

These supplements will be published and distributed for free with Annahar, The Daily Star and L'Orient Le Jour newspapers to readers all over Lebanon, in addition to the wide dissemination on social media.

In this context, the services of a national graphic designer are required.

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

The graphic designer will undertake of the following activities:

1. Design the layout of **3 to 4 joint news supplements** per year in Arabic;
2. Adapt the ready-to-print Arabic version of the joint news supplements that will be published with Annahar;
3. Adapt the ready-to-print English version of the designed Arabic news supplements that will be published with The Daily Star;
4. Adapt the ready-to-print French version of the designed Arabic news supplements that will be published with L'Orient Le Jour.

The graphic designer will be also responsible of the following tasks:

1. Set up page layouts and composition of the news supplements;
2. Determine size and arrangements of illustrative material to be used for each supplement;
3. Review final layouts and suggest improvements;
4. Maintain archive of images, photos, or previous work products;
5. Produce quality work in a fast-paced environment, meet deadlines and expectations for creativity and accuracy;
6. Collaborate with the UNDP media coordinator to produce effective and accurate work;
7. Ensure that all materials included in the supplements are properly prepared for 4-color press outputs.
8. Conduct when and if necessary, field visits to printing houses/newspapers to check quality of work.

For additional information, please refer to ANNEX I – Terms of Reference

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The graphic designer shall have the following minimum requirements:

I. Academic Qualifications:

- Bachelor's degree in Graphic design.

II. Technical experience:

- Previous relevant experience in Graphic design;
- Previous Experience in designing ready-to-print news supplements;
- Previous experience with UNDP or other UN Agencies or National and International NGOs.

III. Competencies:

- Creative, flexible, deadline-oriented and have attention to details;
- Proven inter-personal written and oral communication skills;
- Ability to develop ideas from concept to completion.
- Previous Experience in INEWS, Avid Interplay, Vegas, Windows and Mac OS, Adobe, quark express and Corel Draw, Word, Photoshop, HTML, Excel, Illustrator, InDesign, PowerPoint, Mactive;

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**:

- Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment Explaining why** you are the most suitable for the work
- Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate;
- P11 (Personal History Form) including past experience in **similar projects** and at least **2 references**, mentioning the references' e-mails addresses.
- Portfolio** of previous works

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:

- *The payment will be issued based on the below deliverables:*

Deliverables	Estimated Working days	Payment terms
Deliverable 1: Design the layout of one news supplement in Arabic;	3 working days	100% of the total lumpsum upon submission of each news supplement.
Deliverable 2: Adapt the ready-to-print Arabic version of the news supplement;	4 working days	
Deliverable 3: Adapt the ready-to-print English version of the designed Arabic news supplement;	4 working days	
Deliverable 4: Adapt the ready-to-print French version of the designed French news supplement.	4 working days	
TOTAL	15 working days	

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.

Detailed Evaluation Criteria		
Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
Criteria A: Academic Qualifications		25
University degree in Graphic design <ul style="list-style-type: none"> • Bachelor's degree (20 points) • Master's degree (25 points) 		25
Criteria B: Previous Experience		50
Previous relevant professional experience in graphic design <ul style="list-style-type: none"> • Less than 2 years of experience: 0 points • 2 to 3 years of experience: 10 points • 4 to 5 years of experience: 15 points • More than 5 years of experience: 20 points 		20
Previous Experience in designing ready-to-print news supplements		10
Previous experience with UNDP or other UN Agencies or National and International NGOs		10
Portfolio of previous work:		10
Criteria C: Competencies		25
Ability to think critically and suggest creative solutions		10
Excellent knowledge of INEWS, Avid Interplay, Vegas, Adobe, quark express and Corel Draw, Photoshop, HTML, Illustrator, InDesign, Mactive		5
Excellent knowledge of Word, Excel, PowerPoint		5
Excellent knowledge of Windows and Mac OS		5
<u>Financial (Lower Offer/Offer*100)</u>	30%	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

How to apply:

The consultancy is open for all national consultants who meet the selection criteria and propose a competitive fee. Interested consultants are requested to apply only through this UNDP jobs portal.

Submissions through any other media will not be considered.

The application must include all of the following documents:

1. P11,
2. Annex 3 (Offerors Letter) and
3. Financial proposal
4. Portfolio of previous works

All files shall be submitted in one single document and uploaded as word or PDF file to the UNDP job site.

It has been observed that bidders don't submit all requested documents and thus reducing their chance to be selected for a contract with UNDP. before you submit your offer please revise that the application is complete and comprises all four (4) documents.

Incomplete applications will not be considered.

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

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

Date _____

Celine Moyroud
Resident Representative
United Nations Development Programme
Arab African International Bank Building
Riad El Solh Street, NejmeH, Beirut 2011 5211
P.O. Box 11-3216 Beirut, Lebanon

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of Long Term Agreement, National Consultant- Graphic Designer.
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3;
- e) I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]:*

A total lump sum of _____ *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Appendix a;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of 90 days after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

Sign an Individual Contract with UNDP;

Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

- k) I hereby confirm that *[check all that applies]:*

At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
- o) UNDP is committed to provide security measures for all Contractors and to address the issue of Harassment, Sexual Harassment, Discrimination, and Abuse of Authority.

Therefore, I confirm that if I am engaged as an Individual Contractor, before signing the contract, I will have to pass the online BSAFE training course (ca. 2 hrs) and the online training course (ca. 90 min) on prevention of sexual exploitation and abuse (PSEA) that can be accessed through the UNICEF leaning platform at <https://agora.unicef.org/login/signup.php>

Full Name and Signature:

Date Signed:

Annexes *[pls. check all that applies]:*

- Duly signed P11 Form, in addition to at least 3 References' e-mails addresses
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work (if required by the TOR)

APPENDIX a

**BREAKDOWN OF COSTS
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

A. Breakdown of Cost by Components:

Cost Components	Unit Cost	Estimated Working days	Total Amount in USD
I. Personnel Costs			
Professional Fees		15 working days	
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B. Breakdown of Cost by Deliverables

Please fill the below schedule of payment:

Deliverables/ Outputs	Estimated Duration to Complete	Total in USD
One news supplement		
Deliverable 1: Design the layout of one news supplement in Arabic;	3 working days	
Deliverable 2: Adapt the ready-to-print Arabic version of the news supplement;	4 working days	
Deliverable 3: Adapt the ready-to-print English version of the designed Arabic news supplement;	4 working days	
Deliverable 4: Adapt the ready-to-print French version of the designed French news supplement.	4 working days	
Total in USD		

Full Name and Signature:

Date Signed:
