

## TERMS OF REFERENCE

<b>Location</b>	Honiara, Solomon Islands
<b>Application deadline</b>	15 <sup>th</sup> March 2020
<b>Type of Contract</b>	Individual Contractor (LTA)
<b>Post Level</b>	National Consultant – Graphic Designer
<b>Languages required:</b>	English
<b>Duration of Initial Contract:</b>	1 year with possible extension up to 3 years

## BACKGROUND

The UNDP “Strengthening the Electoral Cycle in the Solomon Islands Project” (SECSIP) supports the Solomon Islands Electoral Commission and other national institutions UNDP providing electoral assistance throughout the entire electoral cycle (pre-election; elections/polling and post-election) for the conducting inclusive and credible electoral process.

SECSIP is funded by the European Union, the Australian Department for Foreign Affairs and Trade (DFAT) and UNDP. It focuses on the five components capacity development, voter registration, electoral reform, civic engagement/voter awareness and women’s political participation/gender mainstreaming.

The project has established key alliances with public and private sector entities to develop synergies and strategic partnerships to ensure that an enabling environment for credible and inclusive elections is created. The overarching objective is to strengthen the link between the electoral cycle and other key governance processes and institutions, and contribute to social cohesion and the development of a pluralistic society.

## DUTIES AND RESPONSIBILITIES

### Scope of Work

SECSIP is committed to ensuring visibility, transparency and value for money for its donor partners. In line with this commitment, the project publishes a wide range of materials. SECSIP is planning to contract a Graphic Designer on an on-call basis, to help the office meet its needs for quality design services.

The consultant will provide technical support to the Solomon Islands Electoral Commission (SIEC) and SECSIP CTA in designing publications and contribute to the development and improvement of the design, branding and layout of materials produced by SECSIP and partner institutions including the Solomon Islands Electoral Commission (SIEC). It will ensure that the products and reports follow project graphic guidelines, provide the best possible functionality and usability to donors’ partners and contribute to the overall branding process.

The responsibility of this consultancy is to ensure the implementation and adherence to existing graphic guidelines; layout of reports and publications in English, and Pijin; development of new graphic solutions; and design of innovative products.

The Graphic Designer will carry out and produce the deliverables in consultation with the SIEC Senior Management, in particular with the SIEC Senior Media/Communication and Voter Education Officer report or other officials as identified by the CTA. The CTA jointly with the SIEC national senior officers

will be responsible for assessing and approving the deliverables of the Consultant in accordance to the deliverables illustrated above.

### **Expected Outputs and Deliverables**

The Graphic Designer will be responsible for the following tasks:

#### ***Implement project's branding policy:***

- Ensure that all publications, reports and products are produced in line with project's graphic guidelines; Implement the graphic guidelines in all project's communication products;
- Deliver creative and innovative ideas for print, electronic, web-based and animated presentations;

#### ***Design and lay-out of reports and other products:***

- Design of reports and other communication materials for printing and electronic distribution;
- Improve and edit art-work, photos, charts and other graphic elements;
- Layout and design information and communication materials (banners, posters, booklets, leaflets, books, calendars, bulletins, flyers, cards);
- Create animations for illustrative purposes such as animations, presentations and more advanced solutions (design of CD/DVD packaging, graphic digitalization);
- Custom photo editing (restoration, noise reduction, tonal adjustment);
- Deliver creative graphic and technical solutions for use of new media (virtual 3D words/boxes, postcards);
- Support the Public Outreach unit of the SIEC through recommending innovative and effective methods of production of voter education and training materials;
- Support the SIEC through guidance on creative graphic and technical solutions and production of special materials for effective targeting of traditionally marginalized groups such as those in rural areas, minority groups, youth, women, persons with disabilities and the elderly;
- Detailed specifications for each individual assignment will be provided as and when the services are requested.

### **Institutional Arrangement**

The consultant will be directly supervised by Chief of Electoral Advisor (CTA) who will approve/accept the reports and work done by the consultant.

UNDP will authorize payments based on the actual number of hours worked by the consultant, supported by a fully completed time sheet, duly certified by the Chief Technical Advisor, SECSIP.

The consultant will be responsible for any facilities, administrative arrangements, communication costs, etc. No other costs except of fee will be covered by UNDP.

### **Duration of the Work**

As an outcome of this procurement action, UNDP will enter into one-year framework agreement with the consultant effective from the date of signing of the individual contract by both parties.

### **Duty Station**

This is a home-based assignment. IC will be not required to be present at SECSIP office during the work.

## COMPETENCIES

- Maturity and confidence in dealing with senior members of national institutions.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project proposal.
- Excellent coordination skills and result oriented collaboration with colleagues – especially for this case the national level consultants.
- Promotes the vision, mission, and strategic goals of UNDP.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Good team player who has ability to maintain good relationships.

## REQUIRED SKILLS AND EXPERIENCE

### **Educational Qualifications:**

- Bachelor's Degree or equivalent in Graphic Design, Creative Arts, Advertising or related field

### **Experience**

- Minimum of 5 years of demonstrable experience and knowledge in the field of graphic design in Solomon Islands
- Strong expertise in graphic designing, and related electoral materials in Solomon Islands
- Familiarity with the Civic and Voter Education designing and strategy, and electoral cycle in Solomon Islands

### **Skills**

- Demonstrated strategic technical and intellectual skills in the substantive area;
- Demonstrated leadership, facilitation and coordination skills, ability to manage technical team and long-term strategic partnership;
- Excellent communication (both oral and written) and partnership building skills with multi-dimension partners, people skill for conflict resolution and negotiation;
- Computer proficiency, especially related to professional office software packages (Microsoft Office);

### **Language requirements**

- Fluency of oral and written English language is required;

**Price Proposal and Schedule of Payments Hour Fee.** Consultant shall quote an all-inclusive Hour Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. Payments shall be done on a basis of deliverables identified by UNDP for the actual number of hours worked, upon verification of completion of deliverables and approval by the IC's supervisor of a Time Sheet indicating the hours worked in the period.

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 the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

### **Evaluation Method and Criteria**

Individual consultants will be evaluated based on the following methodology: **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 Criteria for Evaluation (Maximum 70 points)**

- Criteria 1 Bachelor's Degree or equivalent in Graphic Design, Creative Arts, Advertising or related field – Max 15 points
- Criteria 2 Minimum of 5 years of demonstrable experience and knowledge in the field of graphic design in Solomon Islands - Max 20 Points
- Criteria 3 Strong expertise in graphic designing, and related electoral materials in Solomon Islands – Max 20 points
- Criteria 4 Familiarity with the Civic and Voter Education designing and strategy, and electoral cycle in Solomon Islands – Max 15 points

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

#### **Documentation required**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or P11**, 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.
- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in United States Dollars (USD).

Incomplete proposals may not be considered.

#### **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](#)

For any clarification regarding this assignment please write to [procurement.sb@undp.org](mailto:procurement.sb@undp.org)