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TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE: LTA-Graphic Designer (3-5 positions)
AGENCY/PROJECT NAME: Development Support Services, Development Effectiveness Facility (AP-DEF) team
UNDP Bangkok Regional Hub
COUNTRY OF ASSIGNMENT: Homebased with no mission required

A. Project Title

Asia-Pacific Development Effectiveness Facility (AP-DEF) and SDG Financing Team in Bangkok Regional Hub

B. Project Description

Globally the United Nations Development Programme (UNDP) partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain growth that improves the quality of life for everyone. On the ground in more than 170 countries and territories, UNDP offers a global perspective, as well as local insights to help empower lives and build resilient nations.

UNDP in Asia and the Pacific has 24 Country Offices and works regionally from the Bangkok Regional Hub. Our work covers 36 countries and territories. From the world's most populous nation to the smallest island territory. Guided by the UNDP's Strategic Plan, the Bangkok Regional Hub supports governments in the region by providing policy and technical expertise on sustainable development, democratic governance and peacebuilding, and climate and disaster resilience in countries across the region with an overarching effort on achieving the Sustainable Development Goals (SDGs).

UNDP Bangkok Regional Hub intends to enter into a Long Term Agreement (LTA) with three Individual Consultant providing the best combination of technical and financial value for money. An LTA is a written agreement between the selected Consultants and UNDP that is established for specific services at prescribed prices or pricing provisions for up to three years, against which specific orders can be placed at any time during the defined period and with no legal obligation to order any minimum or maximum quantity.

C. Scope of Work

The overall objective to set up this Long-Term Agreement (On Call) is to support UNDP Bangkok Regional Hub and working across country offices in Asia and Pacific. The Graphic Designer will provide

creative design and layout services of publications and other communications materials including printed, digital and online products, as well as animated graphics. The Graphic Designer will produce products based on the content and guidance provided by the hiring unit for each assignment ensuring effective conveyance of the textual content to target audiences while in full compliance with UNDP branding and style guide.

D. Expected Outputs and Deliverables

The outputs for each specific assignment will depend on scope of work engaged by the hiring unit. List of deliverables may include, but not limited to, the followings:

- Graphic design for all types of communication materials
- Layout design and typesetting for printed and electronic publications
- Video graphics and animation design
- Art-work editing of photos and other graphic elements

Intellectual Property:

All information and production of video pertaining to the assignments as well as outputs produced under this contract shall remain the property of the UNDP who shall have exclusive rights over their use. The products shall not be disclosed to the public nor used in whatever format without written permission of UNDP in line with the national and International Copyright Laws applicable.

E. LTA Contracting modality and Call-off mechanism

- The LTA to be signed will a fixed daily fee for one year; however, UNDP does not warrant that any quantity of services will be purchased during the term of the LTA as this will depend on forthcoming needs.
- Once the LTA is signed, if there is a specific requirement/event to be documented, the focal person in hiring team would contact the top-ranking consultant. Should this person not be available for the assignment, UNDP will contact the second ranked consultant and so on.
- Upon receipt of the request from SDG Financing team, Country Office, or other hiring unit, the consultant would have to confirm their availability for the assignment within three days. If positive, s/he would inform UNDP of the expected travel/lodging costs (if applicable if the event requires travel). Upon review of the same, UNDP will send the consultant a written communication confirming the requirement in the form of a work order or purchase order sent by email. The order will include details of the assignment, number of hours/days to be worked, and other practical details. Price in the order will be based on daily fee included in the LTA contract and on the agreed costs. After the work order has been sent, no further costs would be reimbursed by UNDP (increased number of work days/hours) unless there is prior written authorization by UNDP.
- Once the services are completed and have been approved by hiring unit, the consultant will send the following documentation for payment purposes:
 - a) complete invoice indicating number of days worked and travel costs (if any);
 - b) copy of the UNDP purchase order for the assignment.

F. Institutional Arrangement and Contract Management

Under the overall guidance of, the Graphic Designer will report to the UNDP hiring unit in the Bangkok Regional Hub and/ or in specific UNDP Country Office where relevant to the assignment. The assigned UNDP staff member(s) will work closely with the Graphic Designer to ensure timely delivery of expected outputs for each assignment.

The Graphic Designer will provide technical support to the hiring unit and ensure that all deliverables follow UNDP relevant communications guidelines, provide the best possible functionality and usability to UNDP partners.

Contract Management:

UNDP SDG Finance team will regularly monitor the performance of these LTA holders, based on the following Key Performance Indicators (KPIs):

- KPI 1: Responsiveness: consultant should respond and confirm her/ his availability event within 2 days of UNDP's notification by email.
- KPI 2: Quality of the work taken are as per work order submitted.
- KPI 3: Accuracy of payment documentation. Consultant shall provide complete payment documentation including accurate invoices with correct quantities, unit price, complete travel bills/vouchers for reimbursement, etc.
- KPI 4: Communication and Reporting. Consultant shall communicate and provide reports in a timely and professional manner

UNDP would conduct bi-annual performance reviews of these LTAs, which might include meeting with the LTA holders and feedback from other stakeholders.

If the consultant fails to meet UNDP's performance requirements detailed above, s/he will receive in the first instance a warning to improve their performance. Continued failure to meet performance requirements may result on termination of the LTA.

G. Duration of the Work

Long term agreement for an initial period of three years, starting from June 2020 to May 2023 with a maximum 450 working days.

The initial contract would be for one year (June 2020- May 2021) with an option for renewal in subsequent years upon satisfactory performance evaluation.

H. Duty Station

The consultant will work on home-based with no travel required.

I. Qualifications of the Successful Individual Contractor

The consultant should possess the following expertise and qualifications:

Competencies

Corporate:

- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
- Promotes the vision, mission and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional/Technical:

- Ability to translate technical information in creative products;
- Excellent communication skills;
- Ability to work in multicultural environment.

Client Orientation and Communication:

- Effective written and oral communication skills;
- Good interpersonal and networking skills;
- Ability to establish and maintain effective working relations;
- Ability to work under minimum supervision;
- Ability to work with multiple stakeholders from a wide range of disciplines and fields, from both developed and developing countries, and having diverse and competing worldviews and interests.

Required Skills and Experience

Academic Qualification

- University degree in Industrial Art, Graphic Design or diploma on completion of training course on professional graphic design.

Professional Experience

Experience

- A minimum four years of experience working as a graphic designer in a multicultural, international environment;
- Experience in producing designs for the United Nations, governments or international non-profits or advocacy campaigns will be an advantage;
- Strong graphic design skills, including the mastery of all standard design software included in the Adobe Creative Suite;
- A good command of an animation editing software.

Language requirements

- Fluency in English (written and spoken) is essential.

J. Scope of Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on Daily fee in US dollar.

Professional Fee

- **Daily fee** - consultant shall quote an all-inclusive **Daily 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. UNDP will pay to the Consultants based on the number of days spent in assignment.
- The contract price is fixed regardless of changes in the cost components or schedule of the assignment.
- For contract purposes “daily” would be understood as 8 hours of work, and “half day” as 4 hours of work.
- Daily Fee will be the basis for UNDP to calculate rates below one-day duration: half-day rate will be 60% of daily fee.
- Payments shall be made based on satisfactory achieved deliverables under each assignment and submission of approved invoice indicating number of working days spent for each specific assignment, upon verification of completion of deliverables and approval by the IC’s supervisor of each assignment.
- Under this LTA modality UNDP BRH shall enter into an exclusive three-year long term agreement (LTA) with the selected consultant(s) and shall provide specific deliverable and time frames for each task, as and when required.

Long Term Agreement is a mutual arrangement between UNDP and an individual to provide the required services at prescribed prices or provisions over a period of time. UNDP reserves the right to rescind the agreement during that period should performance of the consultant not meet its requirements. Under a Long Term Agreement, UNDP does not warrant that any quantity of services shall be purchased during the term of this agreement. Where a request for services arises, UNDP shall directly contract the consultant based on its need to carry out those activities. A specific Term of Reference (TOR) outlining the outputs for each assignment shall be provided and an Individual Contract/Purchase order shall be issued to the consultant, detailing the time frame.

K. Recommended Presentation of Offer

Interested individual consultants must submit the following to demonstrate their suitability for the assignment.

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **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;

- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror 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 Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.
- d) **Design portfolio**, including a) a brief description of why the individual considers her/himself as the most suitable for the assignment; and b) at least five examples of a mastery of basic design principles including typography, line, form, color, pattern, contrast scale, weight; creative data visualization capacity, multiple language designs, multiple audience designs and/or advocacy/campaign designs.

L. Criteria for Selection of the Best Offer

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 the highest score out of set of weighted technical criteria (70%) and financial criteria (30%), hence only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment. UNDP will sign Long Term Agreement (LTA) with 3-5 top ranked consultants according to their cumulative evaluation (technical + financial) score.

Technical Criteria for Evaluation (Maximum 70 points)

Technical Score (70%)		Financial Score (30%)
1. Based on Qualification (35%)		
2. Sample of design portfolio (35%)		

Technical Criteria based on qualification (Maximum 35 points)

- Criteria 1: Relevance of Education (max 5 points)
- Criteria 2: Experience working as a graphic designer in a multicultural, international environment (max 10 points)
- Criteria 3: Experience in producing designs for the United Nations, governments or international non-profits or advocacy campaigns (max 10 points)
- Criteria 4: Demonstrated graphic design skills (max 10 points)

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