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TERMS OF REFERENCE

Location	Homebased
Application deadline	5 June 2020
Type of Contract	Individual Contractor
Title of the post	Graphic Designer
Languages required:	English
Duration of Initial Contract:	60 days over 11 months (19 June 2020 to 1 May 2021)

BACKGROUND

The UNDP Country Office in the Solomon Islands is implementing a range of projects in support of Sustainable Development Goals. At Goal 5 there is commitment to achieving gender equality and empowerment of all women and girls, At Goal 16 there is commitment to promote peaceful and inclusive societies for sustainable development, provide access to justice for all and building effective, accountable and inclusive institutions at all levels. Strengthening access to justice, rule of law and promoting human rights are cornerstones of UNDP's work to achieve sustainable human development.

The Solomon Islands Access to Justice (A2J) Project supports the building and strengthening of the capacity of the Public Solicitor's Office to enhance access to justice for the people of the Solomon Islands at national and provincial levels, including women, youth and marginalized groups in communities outside urban centers. The project is implemented across the provinces of the Solomon Islands through a two-tiered paralegal initiative (provincial paralegals and community legal advocates).

DUTIES AND RESPONSIBILITIES

Scope of Work

As part of the A2J Project's support to building and strengthening the capacity of the Public Solicitor's Office to enhance access to justice, the project seeks to enhance public awareness of justice pathways, the Public Solicitor's Office and its services. To this end, the project is planning to engage a graphic designer to design and provide advice for the development of a range of quality design awareness products.

The incumbent of this consultancy will provide technical support to UNDP A2J Project and national authorities as identified by the Project for the design of awareness products. In particular, the incumbent is expected to contribute to the development and improvement of the design, branding and layout of materials ensuring that the products and reports follow UNDP and project graphic guidelines. The Graphic Designer will carry out and produce

deliverables in consultation with the SOI A2J Management, and in particular the Communications Specialist.

Expected Outputs, Deliverables and Timelines:

The services of the graphic designer will be carried out in adherence to existing graphic guidelines.

The services provided will include the design of innovative products with infographics, the layout of reports and publications in English, and Solomon Islands Pidgin (assistance from the Project will be provided to this end) and development of new solutions to enhance knowledge and awareness.

In particular, he/she will be responsible for the following tasks;

Implement project's branding policy - detailed specifications for each individual assignment will be provided as and when the services are requested.

- Ensure that all publications, reports and products are produced in line with UNDP and 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;
- Following instructions from the project, ensure that logos and wording are visible in products providing an acknowledgment to relevant partners

Design and lay-out of reports and other information products - detailed specifications for each individual assignment will be provided as and when the services are requested

- Design of reports and other communication materials for printing and electronic distribution;
- Improve and edit artwork, photos, charts and other graphic elements;
- Layout and design information and provision of specifications for the production of communication materials (banners, posters, booklets, leaflets, books, calendars, bulletins, flyers, cards)
- Create animations for illustrative purposes such as video 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 public outreach through the identification and recommendation of innovative and effective methods of production of awareness raising materials;
- Provide 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.

	Expected outputs /deliverables	Percentage*	Deadline
1.	Report layout and Infographics, graphic design and overall formatting of the Provincial Paralegal student and trainer	25%	1 July 2020

	manuals; the Community Legal Advocate student and trainer manuals; and Outreach guide (estimated 15 days)		
2.	Report layout and Infographics, graphic design and overall formatting of the Public Solicitor's Office Strategic Plan; factsheet; and visibility material for launch (estimated 2 days)	5%	1 August 2020
3.	Graphic design of the logo; branding; flag; banner; brochure; certificates; bag; folder; and client information brochures of the project partners. (estimated 15 days)	25%	1 August 2020
4.	Infographics for 6 months/annual/other reports and other project information tools (fact sheet, success stories, project informational brochures, banners, online publications) (estimated 10 days)	15%	1 September 2020
5.	Graphic design of the banners, brochures, booklets, covers, programmes, bags, visibility materials, certificates for upcoming workshops in 2020 (estimated 12 days)	20%	1 November 2020
6.	Graphic design of the banners, brochures, booklets, covers, programmes, bags, visibility materials, certificates for upcoming workshop in 2021 (estimated 6 days)	10%	1 May 2021

The above chronology of deliverables and deadline may require adjustments for realignment with project priorities.

*Payments will be effected upon approval and certification of satisfactory completion issued by UNDP SOI A2J.

Institutional Arrangement

The Consultant will report to the Project Manager, Solomon Islands Access to Justice Project. Reporting by the Consultant will be undertaken aligned to the deliverables. The reporting format will be further discussed between the Supervisor and Consultant. However, is expected to be emailed updates detailing progress and over Skype/Zoom calls where required.

The consultant will be required to provide their own laptop. As the IC is homebased, UNDP will not provide any resources, the consultant is expected to have own computer with access to Skype (or similar communication method) to enable dialogue with UNDP and justice stakeholders as required.

UNDP will provide by email background reading materials, reports and documents on commencement of the assignment.

Duration of the Work

The Consultancy involves a period of work of approximately 60 days over a duration of 11 months.

Duty Station

This is a home-based assignment.

COMPETENCIES

- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work; and
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

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, preferably in UNDP and/or other UN agency.
- Strong expertise in graphic design of awareness raising and information tools and knowledge products, preferably in the Pacific region
- Familiarity with the justice system and the justice stakeholders/actors in the Solomon Islands.
- Demonstrated ability to clearly communicate in English and produce high quality documents and reports in English

Language requirements

Fluency of English language is required;

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on a **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

Deliverable 1: Report layout and Infographics, graphic design and overall formatting of the Provincial Paralegal student and trainer manuals; the Community Legal Advocate student and trainer manuals; and Outreach guide (estimated 15 days) **25%** of total contract amount

Deliverable 2: Report layout and Infographics, graphic design and overall formatting of the Public Solicitor's Office Strategic Plan; factsheet; and visibility material for launch (estimated 2 days) **5%** of total contract amount

Deliverable 3: Graphic design of the logo; branding; flag; banner; brochure; certificates; bag; folder; and client information brochures of the project partners. (estimated 15 days) **25%** of total contract amount

Deliverable 4: Infographics for 6 months/annual/other reports and other project information tools (fact sheet, success stories, project informational brochures, banners, online publications) (estimated 10 days) **15%** of total contract amount

Deliverable 5: Graphic design of the banners, brochures, booklets, covers, programmes, bags, visibility materials, certificates for upcoming workshops in 2020 (estimated 12 days) **20%** of total contract amount

Deliverable 6: Graphic design of the banners, brochures, booklets, covers, programmes, bags, visibility materials, certificates for upcoming workshop in 2021 (estimated 6 days) **10%** of total contract amount

In general, UNDP shall 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 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. *Maximum 5 points.*

Criteria 2 - Minimum of 5 years of demonstrable experience and knowledge in the field of graphic design, preferably in UNDP and/or other UN agency.

Maximum 30 points.

Criteria 3 - Strong expertise in graphic design of awareness raising and information tools and knowledge products, preferably in the Pacific region. *Maximum 20 points.*

Criteria 4 - Familiarity with the justice system and the justice stakeholders/actors in the Solomon Islands. *Maximum 10 points.*

Criteria 5 - Demonstrated ability to clearly communicate in English and produce high quality documents and reports in English. *Maximum 5 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.

Technical proposal, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.

Financial proposal, as per template provided in Annex II. Note: National consultants must quote prices in SBD.

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

SIGNATURE: 

Grace Kiernan

Project Manager, Solomon Islands Access to justice Project