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## RE-ADVERTISEMENT INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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Date: July 15, 2020

<b>Country:</b>	Somalia
<b>Description of the Assignment:</b>	Individual Contractor: Graphics Designer (International)
<b>Project Name/Title:</b>	Communication Unit
<b>Period of Assignment/Services:</b>	IC Framework/Long-Term Agreement (LTA) for an initial period of one year with a maximum of 100 working days with possible extension for another one year on similar terms at UNDPs discretion subject to performance and availability of funds.

Applications must be submitted electronically via the UNDP e-Tendering system at: <https://etendering.partneragencies.org> **Business Unit: SOM10, Event ID: IC-2020-04** on or before **July 24, 2020, 07:00 AM EST/EDT (New York) time. Applications submitted via email will be rejected.**

**Note:** Detailed instructions on how to register, submit, modify or cancel a bid in the e-Tendering system are provided in the e-Tendering system Bidder User Guide and instructional videos available at this link: <https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

### **e-Tendering Submission Requirements**

- File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
- All files must be free of viruses and not corrupted. If you are uploading many files (ex. 15 or more), **please zip the files into a ZIP folder and upload the folder instead of each file individually.** You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder cannot exceed 50 MB.
- **Digital certification/signature: Signed and stamped copy.**
- **Time zone to be recognized: EST/EDT (New York) time zone**

Failure to submit readable files will result in rejection of the Bid.

Any request for clarification shall be communicated to UNDP in writing via email at [procurement.so@undp.org](mailto:procurement.so@undp.org) (telephone enquiries will not be accepted) at least two days before the submission deadline. Please note that this email address is dedicated for enquiries only. **Do not submit your application to this email address. If you do so, your application will be rejected.** The UNDP will respond in writing by posting the query and UNDPs clarification to the query directly on the UNDP e-Tendering system at <https://etendering.partneragencies.org> **Business Unit: SOM10, Event ID: IC-2020-04** without identifying the source of query. Interested candidates are advised to frequently check in the e-Tendering system for any clarification/addenda that may be posted.

**APPLICANTS WHO HAD PREVIOUSLY SUBMITTED AN OFFER IN RESPONSE TO THE INITIAL ADVERTISEMENT AND ARE STILL INTERESTED IN THE POSITION MUST RE-APPLY.**

## **I. BACKGROUND**

With a focus on external communications, UNDP Somalia's Communication Unit provides support to the Country Office programmes and projects to raise awareness of UNDPs work and, advocate for related issues. In this regard, the Unit implements the corporate communications strategy, designs, manages and facilitates the implementation of the Country Office communications strategy with a view to influence the development agenda, to promote public and media outreach and to mobilize political and financial support for UNDP through production of high-quality text, video and photo products for a wide range of audience including donors, partners and the general public.

Within this context, UNDP seeks to engage a qualified individual(s) to provide services of a Graphics Designer under an Individual Contractor's (IC) Framework/Long-Term Agreement (LTA).

*For detailed information, please refer to Annex 1 – Terms of Reference (ToR)*

## **II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION**

*For detailed information, please refer to Annex 1 – Terms of Reference (ToR)*

## **III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

*For detailed information, please refer to Annex 1 – Terms of Reference (ToR)*

## **IV. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE TECHNICAL APPLICATIONS**

*For detailed information, please refer to Annex 1 – Terms of Reference (ToR)*

## **V. FINANCIAL PROPOSAL**

*For detailed information, please refer to Annex 1 – Terms of Reference (ToR)*

## **VI. EVALUATION**

*For detailed information, please refer to Annex 1 – Terms of Reference (ToR)*

### **Annexes:**

ANNEX 1- Terms of Reference (ToR)

ANNEX 2- Individual Consultant General Terms and Conditions

ANNEX 3- Offeror's Letter to UNDP Confirming Interest and Availability:

## **TERMS OF REFERENCE**

### **Individual Contractor: Graphics Designer (International) (RE-ADVERTISEMENT)**

**A. Project Title:                      Communication Unit**

**B. Project Description**

The United Nations Development Programme (UNDP) is the UN's global development network. Its mandate is to end poverty, build democratic governance, rule of law, and inclusive institutions. UNDP advocates for change and connects countries to knowledge, experience and resources to help people build a better life for themselves and promotes technical and investment cooperation among nations through provision of expert advice, training and grants support to developing countries for long term benefits.

With a focus on external communications, UNDP Somalia's Communication Unit provides support to the Country Office programmes and projects to raise awareness of UNDPs work and, advocate for related issues. In this regard, the Unit implements the corporate communications strategy, designs, manages and facilitates the implementation of the Country Office communications strategy with a view to influence the development agenda, to promote public and media outreach and to mobilize political and financial support for UNDP through production of high-quality text, video and photo products for a wide range of audience including donors, partners and the general public.

Within this context, UNDP seeks to engage a qualified individual(s) to provide services of a Graphics Designer under an Individual Contractor's (IC) Framework/Long-Term Agreement (LTA).

**C. Scope of Work**

- Transform text-based communications materials into visual graphic design materials such as reports, infographics, brochures, backdrops, etc.
- Develop designs for communication materials based on assignment brief
- Provide recommendations on the best and most relevant visual design style and materials suitable for the projects' target audience
- Liaise with and report to the UNDP Communications Specialist regarding any visual design work.

Examples of assignments will include but will not be limited to;

- Various reports including Annual and Donor Reports
- Design for project communications materials such as backdrops and banners
- Brochures, Infographics, Factsheets, Leaflets and newsletters
- Visual elements for social media campaigns
- Other UNDP documents related to its work

For each agreed communication product assigned, the Contractor will;

- Design and layout the assigned communication product
- Submit the preliminary layouts for discussion with UNDP
- Revise the selected layout as discussed with UNDP
- Submit a draft to UNDP for proofreading
- Ensure all corrections have been inserted
- Obtain a final sign off from UNDP before submitting electronic files to the printer
- Prepare electronic files for the printer
- Create PDF from the electronic file for UNDP web posting

**D. Expected Outputs and Deliverables**

If and when any of the above services will be required, UNDP and the Contractor will agree on work output (within the scope of the LTA), number of working days necessary and target due dates prior to commencement of work. Detailed specifications for each individual assignment will be given to the selected Contractor as and when their services are required. The call-off mechanism (trigger) for each assignment will be a written request from the Communications Specialist to the Contractor.

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
<ul style="list-style-type: none"> <li>• Graphic design for UNDP Somalia communications and reporting products</li> <li>• Print ready PDF files as well as entire InDesign projects for all products</li> </ul>	As per the agreed timeframe	As per agreed timeframe	Communications Specialist

**E. Institutional Arrangement**

- a) The Consultant will work under the direct supervision of the Communication Specialist and other Communication Unit staff in close collaboration with respective project staff on all assignments.
- b) Consultant will be required to have own equipment/software/laptop. The UNDP will not provide any equipment.

**F. Duration of the Work**

IC Framework/Long-Term Agreement (LTA) for an initial period of one year with a maximum 100 working days with possible extension for another one year on similar terms at UNDPs discretion subject to performance and availability of funds.

**G. Duty Station**

Home-based with no travel.

## **H. Qualifications of the Successful Individual Contractor**

### **Competencies**

#### **Corporate:**

- Demonstrates integrity and fairness, by modelling the UN/UNDP's values and ethical standards;
- Promotes the vision, mission and strategic goals of the UN and UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment

#### **Functional Competencies:**

- Excellent graphic, design and creative skills;
- Proficiency in use of design software such as Adobe Designs, Premium, In-Design and corelDraw;
- Excellent analytical skills - internet research, development of statistics and charts and the ability to handle and interpret data;
- High level logical and methodological organizational skills and the ability to multi-task;
- Ability to manage complexities and to work in a high-pressure working environment with frequent urgent deadline;
- Proactive approach to delivering tasks and the ability to work without supervision except for liaison with UNDP Communications Unit
- Strong knowledge of development and humanitarian issues;

#### **Client Orientation and Communication**

- Excellent interpersonal and networking skills and the ability to establish and maintain effective working relations.
- Supports and encourages open communication and responds positively to critical feedback and differing points of view.
- Ability to work in a multi-cultural environment and to communicate sensitively across different constituencies and awareness of political sensitivities;

#### **Education:**

A minimum of a Bachelor's degree in graphic design, communications, international development or related field or professional qualification in graphic design

#### **Experience:**

- A minimum of five years' of progressively relevant professional work experience with design of reports and promotional materials
- Strong theoretical and practical background in graphic design, including the use of design software such as Adobe Designs, Premium, In-Design, corelDraw, or similar
- Proven experience of graphic production from start to published/printer product with knowledge of printing processes (off-set and digital) and colour management
- Familiarity with UNDP branding and communication guidelines /previous working experience with UNDP is an advantage;
- Experience with on-call assignments with the UN/UNDP **OR** international development partners is an asset.

## Language Requirements:

- Fluency in written and spoken English
- Knowledge of Somali is desirable

## I. Scope of Price and Schedule of Payments.

The resulting LTA will be a fixed unit rate contract. The UNDP will pay the Contractor consistent with the terms of the LTA, a sum which shall be based on the services ordered by UNDP and delivered by the Contractor at the unit rates specified in the LTA. These prices shall remain firm and shall not be increased during the entire term of the LTA. The UNDP does not warrant the maximum number of days of service will be purchased during the term of the contract as this will depend on actual needs. Whereas the LTA will have a ceiling amount that may accrue to the Contractor during the life of the LTA, the ceiling amount shall remain as an upper limit and must not be interpreted nor understood as a financial commitment or guarantee of business volume.

- Services will be delivered on an on-call basis;
- Payment will be made based on the number of days worked and satisfactory performance of each Deliverable requested in the call-off from UNDP. On completion of each assignment, the Contractor will submit an invoice (UNDP Certificate of Payment) and a time sheet specifying the number of days worked and deliverables achieved for approval by the Communications Specialist that the Contractor has delivered contractual obligations in a satisfactory manner;
- Payment will be made within 30 days of submission of invoice and certification of payment by UNDP;

## J. Application Procedure

Interested and qualified candidates are requested to submit a complete application package via the UNDP e-Tendering system at: <https://etendering.partneragencies.org> **Business Unit: SOM10, Event ID: IC-2020-04** on or before **July 24, 2020, 07:00 AM EST/EDT (New York) time**. Incomplete applications will not be considered. Please ensure you submit a complete application which must include the following documents:

### 1. Technical Proposal:

- a) Duly completed and Signed Offeror's Letter to UNDP Confirming Interest and Availability (Annex-3).
- b) CV or P11 demonstrating experience from similar projects and specifying the relevant assignment period (from/to) as well as the email and telephone contacts of at least three (3) professional references with a cover letter (maximum one page) explaining why candidate considers him/herself suitable for the assignment.
- c) A portfolio (**at least 3 samples via URLs**) of previous work to the UN/UNDP and other international organisations.

Applicants who choose to submit an offer under the Reimbursable Loan Agreement (RLA) option must do so in their individual capacity thus, must submit a CV or P11 to facilitate assessment of their qualifications.

### 2. Financial Proposal

The financial offer should be quoted in United States Dollar (USD) using the Template provided in Annex 3 (Offeror's Letter Confirming Interest and Availability).

## K. Criteria for Selection of the Best Offer

### Evaluation Method:

The combined scoring method where the technical proposal will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%. The maximum obtainable score for combined technical and financial proposal is 100 points.

### Evaluation Process

#### Preliminary Evaluation (Screening of Applications):

Applications will be examined to determine completeness, eligibility and compliance with submission requirements as per below criteria on a Yes/No basis:

- a) Application submitted via e-Tendering at <https://etendering.partneragencies.org>  
**Business Unit: SOM10, Event ID: IC-2020-04**
- b) Complete Application, i.e., submission of all documents stipulated above in Section J of these ToR.
- c) Bid validity (Minimum 90 days)
- d) Acceptance of UNDP Individual Consultant General Terms and Conditions.
- e) A minimum of a Bachelor's degree in graphic design, communication, international development or related field or professional qualification in graphic design.
- f) A minimum of five years' of progressively relevant professional work experience with design of reports and promotional materials.

Only offers that meet all the above criteria will be passed for technical evaluation.

#### Technical Evaluation Criteria - (70% of total evaluation, i.e., 70 points)

The technical proposal will be evaluated based on its responsiveness to the Terms of Reference using a two-step process.

#### Step I – Shortlisting - Evaluation of the submitted Technical Proposal (70 points\*70%)

Technical Evaluation Criteria	Maximum obtainable score (points)
Education	10
Quality of design work submitted as a portfolio, including creativity, clearness of data presentation, use of images, attention to detail, use of language (based on submitted samples of previous work).	40
Length and relevance of experience with reference to CV and work samples:	20
<b>Total Obtainable score</b>	<b>70</b>

The minimum passing score of technical proposal is 70% (49 points). Only Applicants who obtain a minimum of 49 points in Step I shall be considered for the Interviews.

#### Step II – Interview (70 points\*30%)

Interview shall be conducted with Applicants who obtain a minimum of 49 points in Step I. Applicants will be tested on the same key areas with the same weighting. Only Applicants obtaining a minimum of 70% on the total of Step I (Evaluation of submitted Technical Proposal) and Step II: (Interview) will be considered as technically qualified and will be reviewed further for financial evaluation.

**Financial Evaluation Criteria (30% of total evaluation; Maximum 30 points)**

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other proposals receive points in inverse proportion. The following formula will be used to evaluate financial proposal:

**$p = y (\mu/z)$ , where:**

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated

**L. Contract Award**

Award will be made to up to a maximum of two (2) Applicants having obtained the highest and second-highest combined score consistent with the evaluation criteria. If LTA award is made to more than one Applicant, the Applicant with the highest combined score will be awarded the LTA as the primary Contractor. The Applicant with the second highest combined score will be awarded the LTA as the secondary Contractor. The UNDP will first request the primary Contractor to provide the services required under the LTA. In the event the primary Contractor cannot provide the services required, UNDP will then contact the Secondary Contractor as required.

**UNDP will only be able to respond to those applications in which there is further interest.**



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

Date \_\_\_\_\_

The Resident Representative  
United Nations Development Programme, Somalia  
Aden Ade International Airport  
Airport Road, Mogadishu  
Somalia

Dear Sir,

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- 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 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 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
  - An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
  - 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 Annex 2;

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 \_\_\_\_\_ days [*minimum 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 [*please 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, please 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) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES  NO  If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES  NO

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES  NO  If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Email Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES  NO  If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material

omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

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**Annexes:**

**Annex 1:** Your CV or P11 which shall include Education/Qualification, Professional Certification, Employment Records /Experience with a cover letter (maximum one page) explaining why Applicant considers him/herself suitable for the assignment.

A portfolio (**at least 3 samples via URLs**) of previous work to the UN/UNDP and other international organisations

**Annex 2:** Breakdown of Costs Supporting the Final All-Inclusive Price as per Template in the table in the following page.

Please ensure you upload all the above documents onto the UNDP e-Tendering system at <https://etendering.partneragencies.org> **Business Unit: SOM10, Event ID: IC-2020-04**

**BREAKDOWN OF COSTS<sup>1</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

## A) Breakdown of Cost by Components:

<b>Cost Components</b>	<b>Unit of Measure</b>	<b>Quantity (No)</b>	<b>Unit Cost (USD)</b>	<b>Total Annual Contract Price (USD)</b>
<b>I. Personnel Costs</b>				
Professional Fees	Day	100		

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<sup>1</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)