

United Nations Development Programme

Long Term Agreement (LTA) for Graphic Designer - International

TITLE	Graphic Designer (x2)
COUNTRY	Mauritius
REGION	Africa
DUTY STATION	Port-Louis
REPORTING TO	Communications Specialist
TYPE OF CONTRACT	Long Term Agreement
DURATION	One year
STARTING DATE	15 August 2020
No. OF GRAPHIC DESIGNERS	Two (2) – (international)

A. Background

UNDP Mauritius Country Office has recently established a communication function to showcase stories from Mauritius, outlining development impact towards the attainment of the Sustainable Development Goals (SDGs); and sharing supporting individuals, communities, civil society, the private sector and government to share socio-economic human and environmental interest stories aimed at demonstrating development impact in partnership with UNDP.

UNDP Mauritius Country Office requires the services of individual graphic designers based in different parts of the world to deliver powerful communication design materials that demonstrate the impact of UNDP projects and initiatives in a range of areas. These include systems strengthening, inclusive growth, and energy and environment and others related to UNDP core principles. The consultants will work closely with the UNDP Communications Specialist and will produce products based on the communication requirements. The consultants are responsible for ensuring all products are in full compliance with UNDP branding and style guide.

Scope of Work

Duties and Responsibilities

The overall objective to set up this Long-Term Agreement is to facilitate and expedite the process by which UNDP will hire the services of individual designers/illustrators, once there are specific assignments during the contract period. Working on an “on call” basis, the consultants will be responsible for design and layout of knowledge products - print and electronic versions, designs for digital use and event collaterals, including:

- Design print material such as illustrations, publications, newsletters, infographics, factsheets, brochures, flyers, posters, booklets and more; and digital material like presentations, infographics, gifs etc
- Design concepts and production for web stories
- Graphic designs for animated videos and interactive websites
- Translate data into infographics
- Design event collaterals, including standees, backdrop, banners, posters and more

- Design logos and branding material
- Any other design related requirement
- Supply print ready artwork, open files and collaborate in ensuring smooth printing processes

If and when any of the above services will be required, UNDP and consultant will agree on work input, number of working days (or hours) necessary and deadline prior to commencement of work. Detailed specifications for each individual assignment will be given to the selected graphic designer as and when the designer's services are requested.

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 (up to 4 rounds of corrections to be covered under the agreement)
- Ensure all corrections have been inserted
- Obtain a final sign off from UNDP before submitting electronic files to the printer
- Prepare the electronic files for the printer
- Send electronic files to printer and liaise with printer during printing process, receive and mark up final blueprint with final corrections from UNDP
- Make final corrections to electronic file
- Create PDF from final electronic file for UNDP Web posting
- If the project is to be done in multiple languages, same proofreading procedure described above applies.

LTA Contracting modality and Call-off mechanism:

UNDP Mauritius will sign Long Term Agreement (LTA) with 4 top ranked graphic designers (2 locals and 2 internationals) according to their cumulative evaluation (technical + financial) score. UNDP Mauritius 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, the Communication Specialist will contact the top-ranking LTA graphic designers (ranking to be set up as per evaluation method and criteria section below). Should this person not be available for the assignment, UNDP will contact the second ranked graphic designer.

Upon receipt of this communication, the LTA graphic designer would have to confirm his or her availability for the assignment within two days. If available, UNDP will send the graphic designer a written communication including details on the requirements, number of hours/days to be worked and other practical details. Payment to the graphic designer will be based on a 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, or additional costs) unless there is prior written authorization by UNDP.

UNDP will regularly monitor the performance of LTA holders and failure to meet performance requirements may result in the termination of the LTA.

Competencies

Core Competencies

- Integrity and confidentiality
- Professionalism
- Communication
- Creativity.

Functional Competencies:

- Strong graphic design skills
- Excellent organizational skills
- Experience in producing corporate products
- Understanding of UN, including UNDP, development issues and UN reform
- Knowledge of UN branding language and style guide
- Demonstrated ability to meet deadlines and work under pressure

Behavioral Competencies:

- Ability to be flexible and respond to changes as part of the review and feedback process;
- Strong interpersonal skills, able to communicate and work with diverse people;
- Participate effectively in team-based, information-sharing environment, collaborating and cooperating with others;
- Focus on impact and results for the Project.

B. Institutional Arrangement

- The graphic designer will report to the Communications Specialist; and consult the communications team and project teams as required.

C. Duty Station

- The graphic designer will be working remotely.

D. Requirements and Qualifications

Education Qualifications:

- Bachelor's degree or equivalent professional experience in communications, journalism, international relations, fine arts, or related fields.

Experience:

- Minimum of 3 years of combined and relevant experience in graphic design, in communications for development organisations, including experience in the preparation of publications, infographics, etc.
- Strong portfolio of work showcasing design skills, including typography, layout, color theory, etc. (as demonstrated by samples submitted with application).
- Experience in illustrations and other wide variety of products related to the field of work
- Experience in working with different types of design software
- Experience in sourcing photos
- Strong communication, time management, and organization skills
- Must be self-motivated, demonstrate grace under pressure and possess the ability to work well independently as well as within a team

- Previous work experience with the UN System on communications is an asset

Other requirements:

- Fluency in English is mandatory.
- It is desirable that the candidate should hold a license for all the software being used and has access to functional hardware to deliver on the tasks to be allocated

E. Intellectual Property

Copyrights

- All copyright over any products developed rests with UNDP. The designer/illustrator may not use, reproduce or otherwise disseminate or authorize others to use, reproduce or disseminate such works without prior consent from UNDP.
- Purchase of any fonts/typography for any assignment will be based on actuals and must be handed over to UNDP

F. Recommended Presentation of Proposal and Criteria of Evaluation

Interested parties must submit the following documentation (to be uploaded in 1 file):

- a) **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;
- b) At least **one publication/booklet/brochure** or 3-5 samples of illustrations/infographics that highlight the applicant's knowledge and mastery of graphic design
- c) Share **portfolio of work** covering requirements detailed above – online/pdf version;

G. Criteria for Selection

Individual Consultants will be evaluated based on the Cumulative Analysis methodology.

Individual Consultants will be first evaluated on the Technical submission to qualify for the next round. The ranking of the graphic designer shall be made based on proposals that are a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (technical): 70%. Minimum score to pass in technical evaluation is 70%, hence only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered as responsive for the Financial Evaluation.

The technically responsive bidders (with 70% and above points) will be invited to submit a Financial proposal. The Financial proposal will be 30% of the total score. Financial score shall be computed as a ratio of the proposal being evaluated. The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion.

The best two international applications with a combined score of 70% will be awarded the LTA.

The Technical criteria is as follows:

Criteria	Max. Point
Education (relevant academic background)	20
Minimum of 3 years of combined and relevant experience in graphic design, in communications for development organizations, including experience in the preparation of publications, infographics, etc.	15
Strong portfolio of work showcasing design skills, including typography, layout, color theory, etc.	15
Previous work experience with the UN System on communications is an asset	10
Fluency in English – knowledge of French and Mauritian Creole	10
TOTAL max.	70

H. Approval

This TOR is approved by:

Signature: _____

Name and Designation: Head of Environment Unit

Date of Signing