

Terms of Reference – Graphic Designer

Risk-Informed Development: A Strategy Tool for Integrating Disaster Risk Reduction and Climate Change Adaptation into Development

Job Title:	Graphic Designer – DRR/CCA Mainstreaming Tool
Category:	Tool/Guideline
Brand:	UNDP
Duty Station:	Home Based
Languages Required:	English
Starting Date:	2 August 2021
Duration of Contract:	Through 31 Aug 2021

Background

In response to an increasing interest from programme countries in pursuing disaster risk reduction (DRR) and climate adaptation (CCA) in a more coherent and integrated manner through policies and programmes, the DRT initiated the development of a tool for Mainstreaming Disaster Risk Reduction and Climate Change Adaptation into Development to facilitate risk-informed development. Based on earlier efforts to develop a UNDP DRR Mainstreaming Framework, an advanced draft version of the integrated DRR/CCA mainstreaming tool was prepared in 2016 and further updated in 2021.

UNDP developed this tool to help national and subnational governments and sectoral entities overcome the traditional “silos” and to translate a commitment to separate global and regional agendas into joint action at the country level. This new tool helps establish connections between the Paris Agreement, the Sendai Framework for Disaster Risk Reduction, and the Sustainable Development Goals (SDGs); and support their joined-up implementation and localization. It provides practical guidance grounded in experience, to help national and subnational governments “risk-inform” the 2030 Agenda. Although this Tool was developed upon the request of UNDP practitioners, it is also a valuable resource for practitioners beyond UNDP and in other UN agencies in mainstreaming DRR and CCA into development.

As the Mainstreaming Tool has been finalized, UNDP is looking for a graphic designer to design the document, including working on the graphics / figures in the document before publication and dissemination.

Objective

User friendly and practical layout and design of the UNDP’s Strategy Tool for Integrating Disaster Risk Reduction and Climate Change Adaptation into Development.

Scope of work

- Conceive a creative graphic template for print and web-based publishing in consultation with the hiring unit and propose multiple versions for their consideration.
There are three documents to design:
 - a. The main document of 63 pages.
 - b. Stand-alone Annex C - 61 pages, consisting of 5-6 tables
 - c. Stand-alone Annex D - 30 pages, mostly text
- Comply with the UNDP branding policy and graphic guidelines.

- For the online version of the main document, propose interactive web-design features for the user to be actively engaged during visit.
- Develop infographics using supplied data to present core messages and organize complex information into visual representations; improve/edit artwork, photos, charts, boxes and other graphic elements.
- Submit the preliminary layout for discussion with UNDP and revise as discussed based on comments and suggestions received.
- Submit the publication and communication materials to UNDP for proofreading (2-3 rounds of corrections may be needed).
- Create PDF from final electronic file for UNDP Web posting and formats for printing.
- Submit all the final files to UNDP.

Final Deliverable

A high quality and user-friendly laid-out / designed UNDP document on Risk Informed Development: a Strategy Tool for Integrating Disaster Risk Reduction and Climate Change Adaptation into Development, with its stand-alone annexes.

Estimated duration to complete

4 weeks

UNDP will provide the following:

- The MSWord file of the respective drafts/final document.
- Be available for questions and clarifications.

Scope of Proposal and Schedule of Payments:

- Payment will be made based on deliverables accepted and upon certification of satisfactory completion by the manager.
- Payment Schedule: 20% payment to be issued upon satisfactory delivery of the agreed design / lay out document (estimated 9 Aug 2021); 80% after the agreement approval on the final submission of the final designed / laid out document (estimated 31 August 2021).

Competencies:

Core competencies

- Demonstrate integrity by modeling values and UN ethical standards.
- Demonstrate culture, gender, religion, nationality, disability and age sensibility.
- Share own knowledge and experience.
- Constructive and enthusiastic approach to scope of work rendered.
- Response friendly to critics and dissent.

Functional:

- Ability to deliver against tight deadlines.

Required Skills and Experience:

Education:

- University degree or equivalent in Visual Arts, Graphic design, Communications or similar or alternatively 2 years' experience in graphic design; **required**.

Experience:

- At least 5 years of relevant work experience in the field of graphic design / layout / publication production, **required**. Candidates without a Degree must have at least 7 years' experience.
- Excellent command of Adobe, Creative Suite 3 package especially InDesign, Photoshop, Adobe Illustrator, Adobe PageMaker and/ or CorelDraw, **required**.
- Knowledge of photography, image editing is **required**.
- Demonstrated experience in lay out / design of publications in development-related field would be advantage, **desirable**.

Language:

- Fluency in written and spoken English is required.

Application Procedure:

The application package containing the following **(to be uploaded as one file)**:

- A cover letter with a brief description of why the Offer considers her/himself the most suitable for the assignment.
- Personal CV or P11, indicating all past 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; and
- 2 Samples or links of similar work on designing / lay out of publications.
- Portfolio of previous work.

Note: The above documents need to be scanned in one file and uploaded to the online application as one document.

Shortlisted candidates (**ONLY**) will be requested to submit a **Financial Proposal**.

- The financial proposal shall specify a total lump sum amount, and payment terms around the specific and measurable deliverables of the TOR. Payments are based upon output, i.e. upon delivery of the services specified in the TOR, and deliverables accepted and certified by the technical manager
- The financial proposal must be all-inclusive and take into account various expenses that will be incurred during the contract, including: the daily professional fee; (excluding mission travel); living allowances at the duty station; communications, utilities and consumables; life, health and any other insurance; risks and inconveniences related to work under hardship and hazardous conditions (e.g., personal security needs, etc.), when applicable; and any other relevant expenses related to the performance of services under the contract.
- In the case of unforeseeable travel requested by UNDP, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UNDP and Individual Consultant, prior to travel and will be reimbursed. In general, UNDP should 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.
- This consultancy is a home-based assignment, therefore, there is no envisaged travel cost.
- If the 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 a 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.

The Financial Proposal is to be emailed as per the instruction in the separate email that will be sent to shortlisted candidates.

Evaluation process:

Applicants are reviewed based on Required Skills and Experience stated above and based on the technical evaluation criteria outlined below. Applicants will be evaluated based on cumulative scoring. When using this weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Being responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation where technical criteria weighs 70% and Financial criteria/ Proposal weighs 30%.

Technical evaluation - Total 70% (70 points):

- **Criteria 1.** Relevance of experience (minimum 5 years/ 7 years for candidates without degree) in the field of graphic design / layout / publication production; **Maximum Points: 30.**
- **Criteria 2.** Evaluation of the previous work on lay out / design of documents & Portfolio of previous work; **Maximum Points: 30.**
- **Criteria 3.** Demonstrated experience in lay out / design of publications in development-related field would be advantage. **Maximum Points: 10**

Candidates obtaining a minimum of 70% (49 points) of the maximum obtainable points for the technical criteria (70 points) shall be considered for the financial evaluation.

Financial evaluation - Total 30% (30 points)

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

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

Contract Award

Candidate obtaining the highest combined scores in the combined score of Technical and Financial evaluation will be considered technically qualified and will be offered to enter into contract with UNDP.

Institutional arrangement

- The consultant will work under the guidance and direct supervision of Global Team Leader, Disaster Risk Reduction.
- The Consultant will be responsible for providing her/his own laptop.

Annexes (click on the hyperlink to access the documents):

Annex 1 - [UNDP P-11 Form for ICs](#)

Annex 2 - [IC Contract Template](#)

Annex 3 – [IC General Terms and Conditions](#)

Annex 4 – [RLA Template](#)

Any request for clarification must be sent by email to cpu.bids@undp.org

The UNDP Central Procurement Unit will respond by email and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all applicants.

Additional Questions:

- Can you confirm that you have a degree or equivalent in Visual Arts, Graphic design or Communications or similar or 2 years' experience in Graphic Design?
- Can you confirm that you have at least 5 years of relevant work experience in the field of graphic design / layout / publication production?
- Can you confirm that you have excellent command of Adobe, Creative Suite 3 package especially InDesign, Photoshop, Adobe Illustrator, Adobe PageMaker and/ or CorelDraw?
- Can you confirm that you have knowledge of photography, image editing?
- Are you a former staff of the UN/UNDP? If yes, please clarify the reason of separation. Are you a UN/UNDP retiree?