

Terms of Reference (ToR)



POST TITLE:	Graphic Designer (International Consultant)
AGENCY:	UNODC Regional Office for Southeast Asia and the Pacific (ROSEAP)
PROJECT NAME:	UNODC's ROSEAP Regional Programme, Sub-Component 2 on Anti-Corruption
COUNTRY OF ASSIGNMENT:	Home-based
DURATION OF CONTRACT:	75 Workdays (over a period of 15 months)

1) GENERAL BACKGROUND

Corruption remains a significant obstacle to development globally and throughout Southeast Asia and the Pacific (SEAP) region. Corruption is cross-cutting numerous illegal activities, from the process of harvesting and manufacturing illegal wood-based products, migrant smuggling and human trafficking to terrorism financing. Corruption of public officials is perceived as an enabler of serious and organized crimes that are undermining countries' abilities to deliver in relation to the 2030 Agenda for Sustainable Development.

The United Nations Convention against Corruption (UNCAC) provides a comprehensive framework to strengthen anti-corruption frameworks in the region. As all SEAP countries, including 14 Pacific Island countries (Papua New Guinea, Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu) have ratified this universal and the only globally binding treaty, which includes the mechanism for the review of implementation of UNCAC (UNCAC Implementation Review Mechanism). States parties are all currently undergoing the second review cycle, which will, in the coming years, provide reports on their implementation of the Convention to a wider range of preventive measures and recovery of assets.

The outcome of the UNCAC Implementation Review Mechanism provides a solid basis for formulating anti-corruption technical assistance programmes. The UNCAC review process helps countries to identify gaps in anti-corruption policies and frameworks, as well as technical assistance needs. UNODC provides technical support to countries so that they can translate the recommendations into effective legal and policy frameworks and sustainable anti-corruption strategies.

Effective anti-corruption efforts require a whole-of-government and society approach, including different sectors and branches of the government, civil society groups and the private sector. Public engagement often makes a significant difference. Ongoing support to developing national and regional capacities to prevent and effectively address corruption remains an important priority for UNODC.

UNODC works with Member States to enhance the capacities of their national anti-corruption bodies through the provision of technical assistance as well as the organization of training programmes. In addition, in order to facilitate the coordination of international anti-corruption efforts and peer-to-peer technical assistance, UNODC provides a framework for regional and bilateral support.

Support is offered to:

- * Strengthen anti-corruption policies, legislation and strategies;
- * Strengthen institutional frameworks and capacities for control of corruption;
- * Development of regional anti-corruption forums, networks and institutions;
- * Enhanced capacity of the private sector, civil society groups, academia and the media to promote and implement anti-corruption strategies.

UNODC's ROSEAP Regional Programme, Sub-Component 2 on Anti-Corruption and Global Anti-Corruption Programme and Global Anti-Corruption Programme have been designed to provide a comprehensive technical assistance to UNCAC States Parties, offering the specialized expertise, knowledge tools and sharing of experience and good practice examples in preventing and fighting corruption, enhancing the international cooperation and recovery of assets. Activities are aimed at assisting national authorities, in public, private and civil sectors, and conducting training and workshops events at national, regional and international levels.

UNODC's anti-corruption efforts in the SEAP region focus on supporting countries to meet the requirements of UNCAC by providing technical assistance and facilitating regional exchanges to translate the provisions of the Convention into effective legal frameworks, policies and practices and to build national bodies of highly skilled anti-corruption practitioners that will allow States to be well-equipped to prevent and combat corruption.

2) OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to provide graphic designer services to support the implementation of the UNODC ROSEAP Regional Programme, Sub-Component 2 on Anti-Corruption, including the *Preventing and Countering Corruption in Papua New Guinea* (PNG Anti-Corruption Project). The successful consultant will deliver on the following: visual identity; knowledge products and project reports/ webinars/ trainings; knowledge products and Project reports/ webinars/ trainings; and communications campaign/ products.

The Consultant will be required to liaise closely with the UNODC Anti-Corruption Advisers for the Pacific and Southeast Asia and relevant national counterparts in SEAP carrying out the tasks. The assignment is home-based with remote online communication in lieu of the travel missions.

3) SCOPE OF WORK/ EXPECTED OUTPUT

Under the direct supervision of the UNODC Anti-Corruption Advisers for the Pacific and Southeast Asia, the consultant will be responsible for the following key tasks:

Visual Identity: To create a visual identity of UNODC projects under the *UNODC ROSEAP Regional Programme, Sub-Component 2 on Anti-Corruption*, including under the Communications and Visibility Plan of the PNG Anti-Corruption Project. This could include (but is not limited to):

- Branding;
- Posters/ banners;
- Brochures/ pamphlets;
- Publications including newsletters;
- Event materials.

Knowledge products and project reports/ webinars/ trainings: To ensure coherent, powerful, aesthetic and Pacific-relevant branding of knowledge products/ reports/ webinars/ trainings for UNODC projects under the *UNODC ROSEAP Regional Programme, Sub-Component 2 on Anti-Corruption*, including under the PNG Anti-Corruption Project. This could include (but is not limited to):

- Publication designs with a specific theme focus relevant to the topic/ focus, infographics, selecting relevant images, etc;
- Webinar/ training materials (e.g. agenda, background information) with a specific theme focus;
- Accompanying media designs, including for social media (e.g. for twitter) for dissemination.

Communications campaign/ products: In line with the visual identity and objectives of the UNODC projects, lead visual designs for campaigns and communications projects. This may include providing support to beneficiaries of UNODC projects to engage in specific anti-corruption communication campaigns/ deliver specific products. This includes but is not limited to:

- Event themes (e.g. around annual International Anti-Corruption Day events, the Conference of States Parties to UNCAC, implementation of the Teieniwa Vision);
- Newsletter templates;
- Media engagement (e.g. print media, social media visuals/ templates);

- Possible animations/ interactive products.

4) DELIVERABLES

The details of the deliverables are as follows:

Deliverable	Output	Working days & payment schedule
A	Design of the visual identify of UNODC projects under the <i>UNODC ROEAP Regional Programme, Sub-Component 2 on Anti-Corruption</i> , including under the Communications and Visibility Plan of the PNG Anti-Corruption Project; design of four knowledge products and project reports/ webinars/ trainings; design of two communications campaign/ products, including in relation to International Anti-Corruption Day and Pacific engagement at the Conference of States Parties to UNCAC.	25 days (31 December 2021)
B	Design of three knowledge products and project reports/ webinars/ trainings; design of one communications campaign/ product.	10 days (30 April 2022)
C	Design of three knowledge products and project reports/ webinars/ trainings; design of one communications campaign/ products.	10 days (31 June 2022)
D	Design of three knowledge products and project reports/ webinars/ trainings; design of one communications campaign/ products.	10 days (30 September 2022)
E	Design of four knowledge products and project reports/ webinars/ trainings; design of two communications campaign/ products, including in relation to International Anti-Corruption Day.	20 days (24 December 2022)

Upon satisfactory completion and submission of deliverable, a payment prorated to the number of days and expressed as a percentage of the contract value shall be made.

5) DURATION OF ASSIGNMENT, DUTY STATION

The assignment is scheduled for seventy-five (75) workdays from 1 October 2020 – 31 December 2022 (over a 15 month period). The duty station will be home-based.

6) SUPERVISION, REPORTING AND PERFORMANCE EVALUATION

The consultant will work under the direct supervision of Mrs. Marie Laure Pegie Cauchois – UNODC Regional Anti-Corruption Adviser – Pacific and Ms. Annika Wythes – UNODC Regional Anti-Corruption Adviser – Southeast Asia.

7) DISCLOSURE OF INTEREST AND AVAILABILITY

The consultant shall disclose his / her interest and availability by filling up the form “OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT” in Annexure I.

8) FINANCIAL PROPOSAL

Lump sum contract

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount as indicated in Annexure II.

9) TENTATIVE PAYMENT SCHEDULE

Payment of the consultant as per deliverables:

SL.	Deliverables/ Outputs	Days required	% of Total *Payment
1	Design of the visual identify of UNODC projects; design of four knowledge products and project reports/ webinars/ trainings; design of two communications campaign/ products.	25	33%
2	Design of three knowledge products and project reports/ webinars/ trainings; design of one communications campaign/ product.	10	13%
3	Design of three knowledge products and project reports/ webinars/ trainings; design of one communications campaign/ products.	10	13%
4	Design of three knowledge products and project reports/ webinars/ trainings; design of one communications campaign/ products.	10	13%
5	Design of four knowledge products and project reports/ webinars/ trainings; design of two communications campaign/ products.	20	28%

10) INPUTS

This is a home-based assignment. The consultant is required to have his/ her own computer and necessary software to deliver on this assignment.

11) COMPETENCIES

Core competencies:

- Excellent communication and professional skills to design required UN materials;
- Critical thinking skills and ability to design material that is user friendly and engaging;
- Demonstrates integrity and fairness by modelling UN values and ethical standards;
- Demonstrates professional competence and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Displays cultural, gender, nationality, religion and age sensitivity and adaptability;
- Ability to work with a multicultural environment and a multidisciplinary team;
- Plans, prioritizes, and delivers tasks on time and produces quality results to meet

- established goals;
- Demonstrated understanding of social protection themes and concepts;
- Willingness to work remotely.

Functional Competencies:

- Experience designing professional level templates in user-friendly manner tailored to the appropriate audience;
- Strong skills and experiences in designing information and ideas through innovative solutions;
- Ability to work on own initiative as well as member of a team and to work under pressure;
- Excellent relationship management;
- Consistent approach of work with energy and a positive, constructive attitude;
- Demonstrates openness to ideas and the ability to manage complexities of the situations;
- Ability to work independently to meet deadlines.

12) REQUIRED SKILLS AND EXPERIENCE

Education:

- Diploma in graphic design, communication, ICT or relevant field.

Experience:

- At least three years of experience delivering high-quality graphic design services in English;
- Experience delivering designs for knowledge products, reports/ webinars/ trainings, and communication campaigns/ products, respecting corporate guidelines;
- Demonstrated experience in producing products for a wide audience in the Pacific, including weaving in cultural designs; the audience of past products would ideally include youth and technical groups. Experience delivering innovative products (e.g. animations, interactive products) for audiences in the Pacific is an advantage.

Language:

- Excellent verbal and written communication skills in English.

13) DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Interested individuals must submit the following documents/ information to demonstrate their qualifications:

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP including 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 this at this point and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.
- Personal CV or P11, indicating all previous experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.

14) EVALUATION

Evaluation process

Applicants are reviewed based on Required Skills and Experience stated above and based on the technical evaluation criteria outlined below. The selection of the best offer from the candidates will be based on a Combined Scoring method – where the qualifications and experienced will be weighted a maximum of 70 points and combined with the price offer which will be weighted a max of 30 points out of 100 points.

Technical evaluation (desk review) - Total 70% (70 points):

- Educational qualification and relevance (20 marks)
- Demonstrated experience in developing and facilitating/ delivering online trainings/ webinar production (25 marks)
- Overall experience in the provision of services to Pacific Governments and CSOs, including through the UN, related to delivering online trainings/ webinar production (25 Marks)

Only those applicants obtaining a minimum of 49 points (70% of points obtainable in the desk review) will be considered for further 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.

Completed proposals should be submitted to procurement.png@undp.org no later than 12th October 2021.

For any clarification regarding this assignment please write to procurement.pg@undp.org

Please be guided by the instructions provided in this document above while preparing your submission. Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.