

Terms of Reference
DESIGNER: INDEPENDENT CONSULTANT

Location	Ulaanbaatar, Mongolia
Application deadline	27 October, 2021
Type of Contract	Individual Contract
Post level	Designer
Languages required	Mongolian
Duration of Contract	2 months (01 November 2021 – 31 December 2021, 27 working days)

BACKGROUND

United Nations Development Programme's (UNDP) Accelerator Lab (A-Lab) is working on project to support the development of Smart Erdenet program ("Digital Erdenet") by Orkhon local government. Local government requested assistance from UNDP A-Lab to develop and experiment on waste management and urban mobility areas of Smart Erdenet program. The objective of the assignment is to provide technical support on design elements on above 2 areas.

DUTIES AND RESPONSIBILITIES

Goal

Under the guidance of the UNDP Accelerator Lab, the consultant will support design and development elements of Waste and Transportation activities in Erdenet project. The key results will be design development and improvements in product and initiative materials.

Scope of work

The key tasks for the consultant will include:

- Co-design prototypes of both household (bins, drums etc.) and community waste storage (bins, containers etc.) and iterate them with UNDP Accelerator Lab Mongolia, key stakeholders and households. Provide design improvements on existing waste collection bin for more user-friendly design as well as context suitability.
- Provide design review and feedback to the urban mobility application's user experience. It will include the application's overall visuals including main graphic elements.
- Design and develop materials for the community-based waste initiative and urban mobility application's including logo, communication materials and other supporting materials.
- Support other relevant design activities.

Expected Outputs and Deliverables

The consultant is expected to achieve the following outputs:

- Prototypes of household and community waste storage equipment, which can be scaled
- Improved mobility application user experience
- Brand and communication materials for the community-based waste initiative and urban mobility application's user experience

Payment schedule

All payments shall be made upon submission and acceptance and approval by UNDP Country Office (Accelerator Lab). The payment will be posted according to the schedule below.

	Deliverables	Target Due Dates	Payment installments
1.	Delivery of waste bin design improvement	2 weeks from the contract signing	20% of total payment
2.	Delivery of other design materials	5 weeks from the contract signing	30% of total payment
3.	Complete delivery of all tasks	7 weeks from the contract signing	50% of total payment

Institutional arrangement

The consultant must be located in Ulaanbaatar, Mongolia to perform the duties. Please note that UNDP Mongolia will not provide office space and other equipment to the consultant as part of this assignment.

Proposal Evaluation

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 qualified proposal received by UNDP for the assignment.

- The technical criteria (education, experience, portfolio) will be worth a maximum 100 points.
- Candidates who scored above 70% on technical will be considered passed.
- For those passing technical evaluation above, offers will be evaluated per the Combined Scoring method: Technical (70%) Financial Evaluation (30%).
- The financial proposal shall specify an all-inclusive lump sum.

Qualifications

The consultant should possess the following expertise and qualifications:

- Education: Bachelor's or equivalent degree in product design, graphic design or any relevant areas.
- Experience working on product design and graphics as well as project implementation
- Basic understanding of waste collection situation and public transportation in Mongolia
- Demonstrated ability to meet deadlines
- Excellent presentation and communication skills

Technical Criteria for Evaluation (Max 100 points)

- Criteria 1. Relevance of educational background – 20 points
 - Bachelor's or equivalent degree in product design, graphic design or any relevant areas.
- Criteria 2. Relevance of experience and proposal – 80 points
 - Proven experience in delivering quality design products and materials to the clients– 40 points
 - The quality and suitability of design portfolio submitted – 40 points

Detailed breakdown of each criteria and their point is illustrated in Annex I.

Documentation required

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

- 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.
- Design portfolio, including relevant design works and their descriptions
- Financial proposal, as per template provided in Annex III.

Incomplete proposals may not be considered. Only the successful candidate will be notified of contract award.

Annexes

- Annex I – Background and experience evaluation scoring guide
- Annex II – Letter of Confirmation of Interest and Availability
- Annex III – Financial Proposal

This TOR is

Developed by *Aldarsaikhan Tuvshinbat* Aldarsaikhan Tuvshinbat, Head of Exploration, Accelerator Lab

Approved by *Nashida Sattar* Nashida Sattar, Deputy Resident Representative, UNDP Mongolia

Annex I of TOR

Criteria	Max. Point
Technical criteria 1: Education	20
Criteria 1: <ul style="list-style-type: none"> • Bachelor's or equivalent degree in product design, graphic design or any relevant areas. 	[20]
Technical criteria 2: Professional experience and proposal	80
Criteria 2: <ul style="list-style-type: none"> • Proven experience in delivering quality design products and materials to the clients – 40 points • The quality and suitability of design portfolio submitted – 40 points 	[80]
Sum of Score	100 points

United Nations Development Programme



PROCUREMENT REQUEST FORM

(IC/Goods/Services)

1. Requestor Name and Signature: Aldarsaikhan Tuvshinbat	2. Unit/Agency/Project: Accelerator Lab
3. Date of Request: 18 October 2021	4. Tentative Contract Start Date: 01 November 2021
5. Brief Description of Goods/Services Required: Under the guidance of the UNDP Accelerator Lab, the consultant will support design and development elements of Waste and Transportation activities in Erdenet project. The key results will be design development and improvements in product and initiative materials.	6. Proposed Method of procurement: <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Direct contracting <input type="checkbox"/> Extension If direct contracting or extension , please provide justifications:

7. Type of Procurement <input checked="" type="checkbox"/> <= US\$10,000 <input type="checkbox"/> >US\$10,000 - <50,000 <input type="checkbox"/> =>USD50,000	8. Budget Budgeted amount for this Procurement: \$3,500 Project ID: 00110325/00109306 Funding Source: Core <input type="checkbox"/> XB <input type="checkbox"/> Project <input checked="" type="checkbox"/>
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9. COA: Funds confirmed under below COA (if multiple CoAs, please add more lines)								
Project	Oper. Unit	Fund	Dept ID	Project ID	Activity	IMP Agent	Donor	%
Accelerator Lab	MNG	11970	41810	00122455	Activity 2	001981	00012	100
10. Budget Confirmed by Budget Owner/Unit: UNDP				Aldarsaikhan Tuvshinbat, Head of Exploration Signature: <u><i>Aldarsaikhan Tuvshinbat</i></u>				

11. Required supporting documents:	
a) New Procurement: <input type="checkbox"/> Approved Work Plan <input checked="" type="checkbox"/> Approved TOR or Specification <input checked="" type="checkbox"/> Atlas Requisition number: 0000007179 <input checked="" type="checkbox"/> PROMPT request number: MNG-0000158300	b) Amendment to contract: <input type="checkbox"/> Contract number: <input type="checkbox"/> Vendor Information: <input type="checkbox"/> Revised TOR (for change in the duration and/or scope) <input type="checkbox"/> Revised Breakdown of Costs (for cost increase/decrease) <input type="checkbox"/> Other: (relevant decisions, NTF for no cost extension)

12. Action Requested and Approved by: Approver Name: Soyongua Ganchimeg Assistant Resident Representative Approver Signature: <u><i>Soyongua Ganchimeg</i></u> Date: 19-Oct-2021	13. Procurement Unit Receiver Name: Enkhtuya Tsedendash, Procurement & admin Associate Receiver Signature: <u><i>Enkhtuya Tsedendash</i></u> Date: 19-Oct-2021
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Remarks: For further steps on procurement processes to be undertaken, please refer to summary of key steps

- a) In hiring individuals under IC/RLA modality; or
- b) b) engaging legal entity in provision of professional services or civil works

INSTRUCTIONS:

1. The procurement request form can be filled by AFOs and support personnel, but the Requestor must be the Project manager with due Delegation of Authority
2. Procurement requests should be submitted as soon as all relevant information is clear and supporting documents in place.
3. The tentative contract start date has to account for procurement turnaround time indicated in our Procurement SOP (please also consider need for advertisement period for certain cases, time it takes for evaluation panels to complete the evaluation process).
4. In section 5, brief description of Goods/services, please indicate the nature, purpose and reasons (for extension).
5. In section 6, please propose a procurement method. If the proposed method is "Direct Contracting", approver in section 12. will be the DRR.
6. In section 8, budget, please insert all required information.
7. Please correctly indicate the COA in section 9.
8. Budget owner in section 10 refers to Programme officers and DRR.
9. Section 11: supporting documents has two separate supporting document requirements: a) for new procurements only and b) for contract amendments.
 - a) New Procurements: Approved AWP (indicating UNDP as responsible party, if not, IP request letter should be attached), PROMPT request ID, Approved TOR/specifications, and Atlas Requisition No. are mandatory for all procurements.
 - b) Amendment to contract: please insert Contract Number, Vendor name and number are mandatory. For change in duration/scope, attach revised and duly approved TOR. For amendments with cost implications, Revised Breakdown of costs is mandatory. For no cost extensions, please attach NTF duly signed by NPC or PO.

Fully compliant and complete procurement request forms must be submitted for approval.