INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 13 January 2022
Reference: LBN/CO/IC/12/22

Country: Lebanon

Description of the assignment: Procurement for the Services of an Individual Consultant Graphic /Media Designer
Project name: Lebanese Host Communities Support Project (LHSP/UNDP)

Period of assignment/services: 60 working days spread over 8 months

Proposals should be submitted online through the UNDP job site at https://jobs.undp.org/ no later than 27 January 2022 at 11:59 PM Beirut Local Time. Proposals will not be received through email.

Any request for clarification must be sent in writing to the e-mail Procurement.lb@undp.org. The UNDP Procurement Unit will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The eco-museum of Enfeh will comprise 4 sections dealing with different topics related to the town resources and history: Geology and Natural History, Archaeology, Salt production, Boat construction and Fishing.
Objects will be displayed in an aesthetic way and will be accompanied by panels, labels and multimedia tools that will provide relevant information. In order to enhance the visitor’s experience in the museum and leave an unforgettable impact afterward, the museum’s media must be visually appealing. Hence, the need for a graphic/media designer to create it while considering the storyline of the exhibition. Media works include design of videos, games, 3d visuals, logos, signage, immersive 4d room design/slideshow, brochures, graphics, animation.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Supervised by and working in collaboration with UNDP engineering team, the Department of Archeology and Museology of University of Balamand (DAM) team and the scenographer, the hired candidate shall enhance the museum experience and increase the visual impact on the visitor by performing the following tasks:
Task 1: Design the museum graphics (visual identity i.e. logo, text panels, object labels, outdoor and indoor signage, etc.)
Task 2: Design of a brochure and different types of entrance tickets (adults and children (individuals)/groups...).
Task 3: Design three interactive communication products (videos, touch tables, etc.) by using text, data, graphics, sounds, animations and visual effects.

Works include:
- periodic follow up meetings with consultant to develop designs and review the comments given by consultant.
- Revision of designs/deliverables submitted based on consultant’s comments.
- Site visits to project site and to other locations for meetings in North Lebanon (depending on meeting)
- Submission of methodology of work and schedule of deliverables upon award

For additional information, please refer to ANNEX I – Terms of Reference

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:
- Bachelor’s Degree in Graphic and Media Design Media or any related field.

II. Years of experience:
- Two years of experience in similar projects such as but not limited to design of graphic and media design (brochures, logos, animation),
- Experience in museums is a plus

III. Technical experience:
- For graphic design software: experience in graphic design software such as in-design, or adobe illustrator, or adobe photoshop, or equivalent
- For animation and rendering: experience in animation software such as adobe animate, or 3dmax, or animaker, or Lumion, or equivalent
- For videos: experience in software for video development such as adobe after effects for scenes, music and sounds, or equivalent
- Software for games: experience in game development software such as unity or equivalent

IV. Competencies:
- Strong graphic design skills.
- Ability to work as a member of a team
- Ability to understand what appeals to different target audiences
- Ability to read, write, and speak English fluently
- Flexibility
- Creativity

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

(I). Technical Proposal:
(i) Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment

(ii) Explaining why you are the most suitable for the work

(iii) P11 (Personal History Form) including past experience in similar projects and at least 3 references, mentioning the references’ e-mails addresses.

(iv) Methodology of work and time schedule related to delivery of the requested tasks, considering project duration

5. FINANCIAL PROPOSAL
   - Lump sum contracts
   The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. The payments will be monthly lump-sum issued based on completion and approval of each deliverable

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>Estimated Duration to Complete</th>
<th>Estimated number of Working days</th>
<th>Review and Approvals Required</th>
<th>Payment terms</th>
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<tbody>
<tr>
<td>Deliverable 1: Submission and approval of Design the museum graphics (visual identity i.e. logo (one item), text panels (15 items), object labels (200items), outdoor and indoor signage (30 items), etc.)</td>
<td>Two months from contract signature</td>
<td>15</td>
<td>Scenographer and DAM, and UNDP area manager</td>
<td>25% of the total contract amount</td>
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<tr>
<td>Deliverable 2: Submission and approval of Design of a brochure (2 items) and different types of entrance tickets (adults and children (individuals)/groups...) (2 items.)</td>
<td>Four months from contract signature</td>
<td>15</td>
<td>Scenographer and DAM, and UNDP area manager</td>
<td>25% of the total contract amount</td>
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<tr>
<td>Deliverable 3: Submission and approval of Design</td>
<td>Eight months from contract signature</td>
<td>30</td>
<td>Scenographer and DAM, and</td>
<td>50% of the total contract amount</td>
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</table>
interactive communication products (videos /3 items, touch tables/3 items, etc.) by using text, data, graphics, sounds, animations and visual effects.

Payments will be issued upon satisfactory completion of the required deliverables and submission of the certificate of payment and corresponding documentation. Payment file shall include a summary of the tasks completed as well as report by the consultant and submitted to the MERP Project Manager. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal shall include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

The financial proposal shall be presented using the enclosed format of Appendix a - Annex III.

**Travel**:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. 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.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. **Duty station**

Home-based

7. **EVALUATION**

Individual consultants will be evaluated based on the following methodology:

**Cumulative analysis**

When using this weighted scoring method, the award of the contract should 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [70%]
* Financial Criteria weight; [30%]

Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.
Criteria | Weight | Max. Point
---|---|---
**Technical Competence** | 70% | 100
  - **Criteria A: Academic qualifications**
    Bachelor’s Degree in Graphic and Media Design Media or any related field.
    - Less than bachelor’s degree = 0 points
    - Bachelor’s degree = 15 points
    - Master’s degree and above = 25 points
    **Max. Point**: 25

  - **Criteria B: Years of relevant experience in the field**
    Two years of experience in similar projects such as but not limited to design of graphic and media design (brochures, logos, animation)
    - Less than 2 years = 0 points
    - 2 years = 15 points
    - 3 years and above = 25 points
    **Max. Point**: 25

  - **Criteria C: Technical Experience**: Experience in museums is a plus
    Experience in Media works include design of videos, games, 3d visuals, logos, signage, immersive 4d room design/slideshow, brochures, graphics, animation for museums (10 points)
    **Max. Point**: 10

  - **Criteria D: Technical Experience**
    1. For graphic design software: experience in graphic design software such as in-design, or adobe illustrator, or adobe photoshop, or equivalent (5 points)
    2. For animation and rendering: experience in animation software such as adobe animate, or 3dmax, or animaker, or Lumion, or equivalent (5 points)
    3. For videos: experience in software for video development such as adobe aftereffects for scenes, music and sounds, or equivalent (5 points)
    4. For software for games: experience in game development software such as unity or equivalent (5 points)
    **Max. Point**: 20

  - **Criteria E: Methodology and schedule**
    Bidder to submit methodology of work and time schedule related to delivery of the requested tasks, considering project duration
    Bidder to submit a sample/or portfolio including all relative previous experience (with photos of work)
    **Max. Point**: 20

**Financial** (Lower Offer/Offer*100) | 30% | 100
---|---|---
**Total Score** | Technical Score * 0.7 + Financial Score * 0.3

**How to apply:**

The consultancy is open for all national consultants who meet the selection criteria and propose a competitive fee. Interested consultants are requested to apply only through this UNDP jobs portal [https://jobs.undp.org/](https://jobs.undp.org/).

Submissions through any other media will not be considered.

The application must include all of the following documents:
- **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;

- **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology to complete the assignment.

- **Methodology of Work and Time Schedule**

- **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

All files shall be submitted in one single document and uploaded as word or PDF file to the UNDP job site.

It has been observed that bidders don’t submit all requested documents and thus reducing their chance to be selected for a contract with UNDP. Before you submit your offer please revise that the application is complete and comprises all four (4) documents.

**Incomplete applications will not be considered.**

**ANNEXES**

**ANNEX I - TERMS OF REFERENCE (TOR)**

**ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS**

**ANNEX III - OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**
ANNEX III

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

Date __________________________

Celine Moyroud
Resident Representative
United Nations Development Programme
Arab African International Bank Building
Riad El Solh Street, Nejmeh, Beirut 2011 5211
P.O. Box 11-3216 Beirut, Lebanon

Dear Sir/Madam:

I hereby declare that:

a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of a Procurement for the services of an Individual Consultant Graphic /Media Designer. I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;

b) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;

c) 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;

d) I hereby propose to complete the services based on the following payment rate: [pls. check the box corresponding to the preferred option]:

☐ 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.

e) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Appendix a;
f) 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;

g) This offer shall remain valid for a total period of 90 days after the submission deadline;

h) 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];

i) If I am selected for this assignment, I shall [pls. 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:

j) 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:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

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<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/Company</th>
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k) 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.

l) **If you are a former staff member of the United Nations recently separated, pls. 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.

m) 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.

n) UNDP is committed to provide security measures for all Contractors and to address the issue of Harassment, Sexual Harassment, Discrimination, and Abuse of Authority. Therefore, I confirm that if I am engaged as an Individual Contractor, before signing the contract, I will have to pass the online BSAFE training course (ca. 2 hrs) and the online training course (ca. 90 min) on prevention of sexual exploitation and abuse (PSEA) that can be accessed through the UNICEF leaning platform at [https://agora.unicef.org/login/signup.php](https://agora.unicef.org/login/signup.php)

Full Name and Signature: ____________________________ Date Signed: ____________________________

Annexes **[pls. check all that applies]:**

- [ ] Duly signed P11 Form, in addition to at least 3 References’ e-mails addresses
- [ ] Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- [ ] Brief Description of Approach to Work (if required by the TOR)
### APPENDIX A

**BREAKDOWN OF COSTS**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

#### A. Breakdown of Cost by Components:

<table>
<thead>
<tr>
<th>Cost Components</th>
<th>Unit Cost</th>
<th>Estimated Working days</th>
<th>Total Amount in USD</th>
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</thead>
<tbody>
<tr>
<td><strong>I. Personnel Costs</strong></td>
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<td>Professional Fees</td>
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<td>60 working days</td>
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<td>Life Insurance</td>
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<td>Medical Insurance</td>
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<td>Communications</td>
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<td>Land Transportation</td>
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<td>Others (pls. specify)</td>
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<td><strong>II. Travel Expenses to Join duty station</strong></td>
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<td>Round Trip Airfares to and from duty station</td>
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<td>Living Allowance</td>
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<td>Travel Insurance</td>
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<td>Terminal Expenses</td>
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<td>Others (pls. specify)</td>
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<tr>
<td><strong>III. Duty Travel</strong></td>
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<td>Round Trip Airfares</td>
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<tr>
<td>Others (pls. specify)</td>
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</table>
### B. Breakdown of Cost by Deliverables

Please fill the below schedule of payment:

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>Estimated working days</th>
<th>Target Due Dates</th>
<th>Amount in USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable 1: Submission and approval of Design the museum graphics (visual identity i.e. logo, text panels, object labels, outdoor and indoor signage, etc.)</td>
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<tr>
<td>Deliverable 2: Submission and approval of Design of a brochure and different types of entrance tickets (adults and children (individuals)/groups...).</td>
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<tr>
<td>Deliverable 3: Submission and approval of Design three interactive communication products (videos, touch tables, etc.) by using text, data, graphics, sounds, animations and visual effects.</td>
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</tr>
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</table>

Full Name and Signature: 

__________________________________________

Date Signed: 

__________________________________________