

# **TERMS OF REFERENCE**

## **FOR INDIVIDUAL CONTRACT**

<b>POSITION TITLE:</b>	<b>International Consultant for Provision of Visualization Services</b>
<b>AGENCY/PROJECT NAME:</b>	Joint UN Development Programme (UNDP) - UN Department of Political and Peacebuilding Affairs (DPPA) Programme on Building National Capacities for Conflict Prevention.
<b>COUNTRY OF ASSIGNMENT:</b>	Home-based (without travel)
<b>DURATION:</b>	1 September 2022 – 15 December 2022 (with maximum 13 working days)

### **1) GENERAL BACKGROUND**

The Joint UN Development Programme (UNDP) - UN Department of Political and Peacebuilding Affairs (DPPA) Programme on Building National Capacities for Conflict Prevention (Joint Programme), is a signature cross-pillar initiative that aims to enhance UN support to national stakeholders on conflict prevention and sustaining peace. One of its key activities is the deployment of Peace and Development Advisors (PDAs) to UN Country Teams (UNCTs).

Since 2020, the Joint Programme also deploys Regional Programme Specialists (RPS), working with the regional offices of UNDP, DPPA and the UN Development Coordination Office (DCO), to provide back-up support to PDAs and UNCTs in the areas of conflict analysis, conflict sensitive programming, and overall to ensure coherence (at policy and programmatic levels) between Joint Programme initiatives and DPPA and UNDP global and regional initiatives on conflict prevention.

The RPS in Asia-Pacific, with funding support from the Joint Programme, will undertake a series of knowledge-management and capacity-development activities in 2022, and seeks to identify an Individual Consultant (IC) to develop a series of visual products for this purpose.

### **2) OBJECTIVES OF THE ASSIGNMENT**

The purpose of this IC is to develop a series of visual products on related conflict prevention topics, to a) assist the translation of complex issues during capacity-development and training activities, b) augment text-based knowledge-products, and c) produce context-appropriate visualizations that can be used by the Joint Programme and its stakeholder agencies.

### **3) SCOPE OF WORK**

The consultant will be expected to work collaboratively with the RPS to understand needs, the context, and technical areas and topics to be visualized; to develop a series of visuals through an iterative process; to join several meetings

and workshops remotely; and to finalize and hand-over the final set of visual products to UNDP.

**Key activities:**

1. Join working sessions with the RPS to understand needs, the context, and technical areas and topics to be visualized.
2. Review relevant material (guidance notes, reports, training modules) on technical areas and topics to be visualized
3. Develop a style guide for the assignment as a reference for all products to be developed.
4. Develop 20 visual illustrations on pre-agreed technical areas and topics, including upto 2 rounds of feedback and revisions
5. Join meetings, learning events, trainings to delve further into the context, and technical areas and topics to be visualized and to develop new visualizations
6. Develop a further 10 visual illustrations of pre-agreed technical areas and topics, including upto 2 rounds of feedback and revisions
7. Produce a final set of visual products for UNDP's use.

#### 4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

**Duration**

The period of the assignment is estimated to be from **1 September 2022 to 15 December 2022** up to a **maximum of 13 working days**.

**Duty Station**

The Consultant will be home-based without travel. The consultant is expected to perform all activities remotely.

#### 5) Expected Deliverables

The consultant will be responsible for the following:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Join upto 2 orientation meetings with the RPS, to understand needs, the context, and technical areas and topics to be visualized. (Meeting durations of 1.5hrs each)	1/2 day	1-10 Sep 22	Regional Programme Specialist – Asia and Pacific
Review relevant material (guidance notes, reports, training modules) on technical areas and topics to be visualized	1/2 day	1-10 Sep 22	Regional Programme Specialist – Asia and Pacific
Develop a style guide for the assignment, as a reference for all products to be developed.	3 full days	10-20 Sep 22	Regional Programme Specialist – Asia and Pacific
Develop and finalize 20 visual illustrations of pre-agreed technical areas and topics, including upto 2 rounds of feedback and revisions	5 full days	20 Sep - 15 Oct 22	Regional Programme Specialist – Asia and Pacific
Join upto 3 events (meetings, learning events, trainings of 2-hour durations	1 full day	20 Sep - 5 Nov 22	Regional Programme Specialist – Asia and

each) to delve further into the context, and technical areas and topics to be visualized and to develop new visualizations.			Pacific
Develop a further 10 visual illustrations of pre-agreed technical areas and topics, including upto 2 rounds of feedback and revisions	3 full days	15 Oct – 30 Nov 22	Regional Programme Specialist – Asia and Pacific
	<b>13 days</b>		

## 6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The IC will be supervised by the Regional Programme Specialist – Asia and Pacific.

The IC and RPS will agree on a schedule of remote-based working sessions. The IC will receive a minimum of 10 days notice for joining the 3 events (meetings, learning events, trainings of 2-hour durations each).

The IC is expected to work remotely, and organize her/his own office space, IT, telecommunication and supplies, including video platform access for joining meetings and events.

The IC shall provide and transmit the final 30 visuals in optimized resolutions/format via WeTransfer or Dropbox 5 days prior to the end of contract.

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The consultant should possess the following expertise and qualifications:

### Education:

- Bachelor's degree or equivalent in Journalism, Communications, Multimedia, Media Studies, Social Documentation, Literature, English, International Relations, or another closely related field.

### Experience:

- 5 years minimum experience in visualization services for development work
- A minimum of 5 completed projects/assignments in developing visualization products on conflict prevention, peacebuilding, social cohesion, gender and related topics.
- A minimum of 3 years of experiences undertaking comparable scopes of work for international organizations and the not-for-profit sector.
- A minimum of 2 completed projects/assignments in Asia-Pacific region.
- Excellent graphic illustration skills

### Language:

- Excellent English speaking and writing skills

### Corporate/Functional Competencies

- Demonstrates integrity by modelling UN mission, vision, values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity, and adaptability; and,
- Promotes UNDP's agenda
- Ability to work in close collaboration with a group of national and international experts, to meet strict deadlines and plan the work according to priorities;

- Demonstrates capacity to plan, organize and execute effectively;
- Ability to establish effective working relations in a diverse environment;
- Good ability to use information and communication technologies as tools and resources;

## 8) REVIEW TIME REQUIRED

The review and approval of payments will be made by the assigned supervisor(s) within 14 days.

## 9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE      ☐ PARTIAL      ☐ INTERMITTENT      ☐ FULL-TIME

## 10) PAYMENT TERMS

The method of payment is **output-based lump-sum scheme**. The total amount quoted shall be all-inclusive lump sum and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment.

The contract price is fixed regardless of changes in the cost components. Payments will be made based on the deliverables, per below schedule.

Deliverable	Percentage of payment	Target due date	Approved by
Completing upto 2 orientation meetings with the RPS, to understand needs, the context, and technical areas and topics to be visualized.	10%	10 Sept '22	Regional Programme Specialist – Asia and Pacific
Develop and finalize 20 visual illustrations of pre-agreed technical areas and topics, including upto 2 rounds of feedback and revisions	45%	15 Oct '22	
Develop a further 10 visual illustrations of pre-agreed technical areas and topics, including upto 2 rounds of feedback and revisions	45%	30 Nov '22	
Total	100%		

## 11) RECOMMENDED PRESENTATION OF OFFER

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please **group them into one (1) single PDF document** as the application only allows to upload maximum one document:

- Duly accomplished **Letter of Confirmation of Interest and Availability with Financial Proposal** (in USD) using the template provided by UNDP as **Annex III**;

**Financial Proposal:** Consultant shall quote an 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 at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

- b) **Personal CV or P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- c) **Portfolio of visual illustrations** that includes a **minimum of 15 visualizations** produced by the candidate, or links to where her/his work can be viewed.

**\*\*Failure to submit the above-mentioned documents or Incomplete proposals shall result in disqualification.**

**\*\* Please group all your document into one (1) single PDF document as the application system only allows to upload maximum one document.**

## 12) CRITERIA FOR SELECTION OF THE BEST OFFER

Individual consultants will be evaluated based on the **Cumulative analysis**. 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 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 proposal received by UNDP for the assignment.

### **Technical Criteria for Evaluation (Maximum 100 points)**

- Criteria 1: 5 years minimum experience in visualization services for development work – max. 15 points
- Criteria 2: A minimum of 5 completed projects/assignments in developing visualization products on conflict prevention, peacebuilding, social cohesion, gender and related topics. – max. 15 points
- Criteria 3: A minimum of 3 years of experiences undertaking comparable scopes of work for international organizations and the not-for-profit sector – max. 15 points
- Criteria 4: A minimum of 2 completed projects/assignments in Asia-Pacific region. – max. 10 points
- Criteria 5: Excellent graphic illustration skills. (Portfolio) – max 45 points

### **Financial evaluation - Total 30%**

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
- $\mu$  = price of the lowest priced proposal
- $z$  = price of the proposal being evaluated

Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.

**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.