



## **Terms of Reference**

### **IC/PNG/054-2022 National Consultant for Graphic Design and Typesetting Services – United Nations Development Program-Papua New Guinea (UNDP-PNG)**

**Title:** National Consultant for Graphic Design and Typesetting Services – UNDP-PNG  
**Type of contract:** Individual Contact  
**Duty Station:** Home based  
**Start Date:** 26<sup>th</sup> September 2022  
**Duration of assignment:** 15 Working days

### **Background and rationale**

UNDP is the leading United Nations organization fighting to end the injustice of poverty, inequality, and climate change. Working with our broad network of experts and partners in 170 countries, we help nations to build integrated, lasting solutions for people and planet.

In Papua New Guinea, UNDP works to improve the state's ability to deliver public services to its people, and in doing so, plays a vital role in helping to achieve the Sustainable Development Goals (SDGs), raise the standard of living and protect human rights for all Papua New Guineans.

### **Description of assignment**

Publication Design:

Design UNDP-PNG's Second Socio-Economic Impact Assessment (SEIA2) publication including the main reports and four annexes in the range of 70 pages in adherence to UNDP-PNG's branding and publication guidelines. The designer is expected to break down text into figures, charts and other visualizations as needed.

Illustration of Possible Services:

- Infographics
- Design and production of publications
- Provide sourcing of graphics elements like photographic images, maps and logos

UNDP-PNG will support the consultant in the following:

- Access to the draft report and data relevant to the assignment.
- Support and assistance to gain access to relevant graphics elements like photographic images, maps and logos.

### **Duration**



## **United Nations Development Programme**

Papua New Guinea Country Office

15 Working days from contract start date 26<sup>th</sup> Sept 2022 to 14<sup>th</sup> Oct 2022.

### **Duty Station:**

Home-based.

### **Deliverables/Payment Schedule**

<b>Key milestones or deliverables</b>	<b>Report due</b>	<b>Payment Percentage</b>	<b>Review and Approvals</b>
Design document for web page publication: <ul style="list-style-type: none"><li>• Typesetting</li><li>• Graphics</li><li>• Provide photographic images and maps</li></ul>	1 week (5 working days) 30 <sup>th</sup> September 2022	30%	Country Economist/Data Analyst and Communications Analyst
Editing of Agreed Design	1 week (5 working days) 7 <sup>th</sup> October 2022	30%	Country Economist/Data Analyst and Communications Analyst
Final Submission of Publication	1 week (5 working days) 14 <sup>th</sup> October 2022	40%	Country Economist/Data Analyst and Communications Analyst

### **Reporting and Payment**

Deliverables will be submitted to the Communications Analyst and Policy Specialist for review and approval. Payment will be made upon successful completion of each deliverable.

### **Institutional Arrangement**

The Individual Consultant will work with the Inclusive Green Economy & Policy Unit. The individual is responsible to ensure the completion of deliverables set out in this TOR within the set timeline.

UNDP will not provide any equipment and therefore, the individual must use his/her own equipment for the completion of each set deliverable.

### **Requirements on qualification, experiences and competencies**

#### **Education**



## **United Nations Development Programme**

Papua New Guinea Country Office

- Graduate degree or relevant qualification in the following; Journalism, Communications, Marketing, Arts, or similar.
- Knowledge of standard software packages, including MS Office, Adobe Acrobat;

### **Experience**

- Strong theoretical and practical background in graphic design, including the use of design software such as Adobe Design Premium, and In-Design, etc.
- Clear and mature style of design, demonstrating an understanding of the communication requirements of UNDP-PNG;
- Minimum of 5 year's experience in graphic production from start to published/printed product with knowledge of printing processes (offset and digital) and color management;
- Good understanding of new and evolving technologies and digital platforms;
- Working experience in development or environment is desirable;
- Experience in Page layout and design.

### **Competencies**

- Plans and produces quality results to meet established goals;
- Generates innovative, practical solutions to challenging situations;
- Responds positively to critical feedback and differing points of view.
- Displays open, co-operative behavior with other team members;

### **Language Requirements**

Excellent command of English.

### **Cumulative analysis**

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may 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 weighting; 70%

\* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
----------	--------	------------

## United Nations Development Programme

Papua New Guinea Country Office

<b>Qualification</b>		
<ul style="list-style-type: none"> <li>Graduate degree in a relevant discipline (Journalism, Mass Communication or Marketing, Arts, or similar)</li> </ul>	15	
<ul style="list-style-type: none"> <li>Knowledge of standard software packages, including MS Office, Adobe Acrobat</li> </ul>	5	
	<b>20</b>	<b>20</b>
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Strong theoretical and practical background in graphic design, including the use of design software such as Adobe Design Premium, and In-Design, etc.</li> </ul>	15	
<ul style="list-style-type: none"> <li>Minimum of 5 years experience in graphic production from start to published/printed product with knowledge of printing processes (offset and digital) and color management;</li> </ul>	5	
<ul style="list-style-type: none"> <li>Good understanding of new and evolving technologies and digital platforms;</li> </ul>	5	
<ul style="list-style-type: none"> <li>Knowledge of standard software packages, including MS Office, Adobe Acrobat;</li> </ul>	5	
<ul style="list-style-type: none"> <li>Clear and mature style of design, demonstrating an understanding of the communication requirements of UNDP-PNG;</li> </ul>	4	
<ul style="list-style-type: none"> <li>Working experience in development or environment is desirable;</li> </ul>	4	
<ul style="list-style-type: none"> <li>Experience in Page layout and design.</li> </ul>	4	
	<b>42</b>	<b>42 %</b>
<b>Competencies</b>		
<ul style="list-style-type: none"> <li>Plans and produces quality results to meet established goals;</li> </ul>	2	
<ul style="list-style-type: none"> <li>Generates innovative, practical solutions to challenging situations;</li> </ul>	2	
<ul style="list-style-type: none"> <li>Responds positively to critical feedback and differing points of view.</li> </ul>	2	
<ul style="list-style-type: none"> <li>Displays open, co-operative behavior with other team members;</li> </ul>	2	
	<b>8</b>	<b>8%</b>
<b>Technical Criteria</b>	<b>70</b>	
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
<b>Financial Criteria – Lowest Price</b>	30	
<b>Total</b>	<b>100</b>	<b>100%</b>

### Documents to be included when submitting Consultancy Proposals

The following documents may be requested:



## **United Nations Development Programme**

Papua New Guinea Country Office

- a) Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP, which **can be accessed from this [UNP PNG Procurement page](#)**
- b) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services;
- c) 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 stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

### **Lump-sum contracts**

The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). 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 (including travel, living expenses, and number of anticipated working days).

### **Submission Instructions**

Completed proposals should be submitted to [procurement.png@undp.org](mailto:procurement.png@undp.org) with mandatory email subject: **National Consultant for Graphic Design and Typesetting Services**, no later than **15<sup>th</sup> September 2022**. For any clarification regarding this assignment please write to [procurement.pg@undp.org](mailto: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 will not be considered or will result in disqualification of proposal.

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

### **Note:**

Applications without i) financial offer, ii) P11 form and iii) Documents mentioned under Technical Proposal will NOT be considered for evaluation.

Financial proposal should be on provided format (i.e Annex 3-OFFEROR'S LETTER TO UNDP);

Firms are not eligible for this consultancy assignment (open only for national individual consultants).

Incomplete application will not be considered, it will be disqualified automatically.



**United Nations Development Programme**

Papua New Guinea Country Office

Please complete the Statement of Health form and submit along with proposal

**ANNEXES:**

**ANNEX 1 TERMS OF REFERENCE**

**ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS & CONDITIONS**

**ANNEX 3 – FINANCIAL PROPOSAL TEMPLATE**

**ANNEX 4 – P11 ICs FORM**

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

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