

## **TERMS OF REFERENCE** **FOR INDIVIDUAL CONTRACTOR**

### **1. Position Information**

Post Title:	National Consultant for Graphic and Layout Design (Residing in Cambodia)
Contract Type:	Long Term Agreement (LTA)
Duration of the Assignment:	One year, possible extension up to three years.
Duty Station:	Home-based
Expected Places of Travel	N/A
Cluster/Project:	Respective requesting unit

### **2. General Context**

As part of UNDP work, UNDP produces printing material such as annual reports, research reports, Newsletters, Brochures, Posters, and other promotional materials. The materials are printed and distributed to government, provide sector, donor community and the general public in Cambodia. Therefore, UNDP country office (UNDP CO) desires to engage a National Consultant to provide Graphic and Layout design services, under the general guidance of the Country Director and reporting to the requesting unit.

The initial contract is for one (1) year with a possibility of extension for up to three (3) years, subjected to satisfactory performance and continuous needs of the services by the Country Office. The long-term agreement (LTA) is used by UNDP CO and its supported projects under the direct implementation modality. An estimated service utilized within a year is worth approximately US\$ 10,000. However, the LTA shall not guarantee an estimate volume of service and an obligation on its use by UNDP CO.

### **3. Scope of Work**

Under the LTA, the scope of work for the consultant includes the following:

- Prepare printing packages (all layout and design files, including pre-press for the printing house).
- Improve and edit art works, photos, charts and other graphic elements.
- Provide high resolution, actual color/print specifications for printing.
- Work with UNDP focal point to ensure high quality of the printed products.

Under the supervision of the UNDP focal point, the consultant will contribute to the preparation the graphic layout for materials. The consultant shall be expected to follow the below procedures in successfully executing the assignment:

- Submit the preliminary layouts (or mock-up) for discussion with UNDP CO
- Revise the selected layout as discussed with UNDP CO
- Design and layout the publication according to the agreed mock-up
- Submit the publication to UNDP CO for proofreading (incorporating various corrections/additions)
- Obtain a final sign off from UNDP CO before submitting electronic files to the UNDP focal person
- Coordinate with UNDP focal person on proofs to ensure quality of the end-result
- Submit all final printed hard copies of all materials as well as electronic copies on CD to UNDP focal person.

#### **4. Final Products or Deliverables/Outputs**

The individual contractor shall take sole responsibility for ensuring high-quality layout design. Any corrections and improvements shall be the responsibility of the individual contractor with no extra cost to UNDP CO. If the quality of products still does not meet UNDP standards or requirements, UNDP CO shall have the right to reject the work and payment shall not be settled until corrections and improvements are made at the satisfactory level.

*The liquidated damage:* If the design works are submitted late, 2% per day shall be deducted from the PO amount. The maximum amount of liquidated damages shall be: 10% of total PO amount.

All documents under the scope of this ToR are subjected to strict confidentiality and shall not be disclosed to anyone else.

#### **5. Institutional Arrangement**

The consultant will work closely with the respective requester in executing his/her assignment under the contract.

#### **6. Monitoring and Progress Controls**

The respective requester will have the overall supervision of the contractor's performance.

#### **7. Duration of the Work**

LTA will be issued for an initial 1 year, with possible extension up to 3 years. UNDP does not warrant that any quantity of the services will be purchased during the duration of the contract.

#### **8. Payment Milestones**

The payment is based on the actual work for each assignment. It will be calculated based on actual # of page and type of material to be designed as shown in the table below:

##### **Category A: Print Materials**

<b>No</b>	<b>Description</b>	<b>Specifications (Khmer or English Version)</b>	<b>Design Concept</b>	<b>Design and Layout</b>
1	Report and Handbooks (referring to a report of a specific topic )	<ul style="list-style-type: none"><li>- 21 cm x 29.7 cm (A4)/14.8 cm x 21 cm (A5) paper size</li><li>- Full color with graphs, tables, and pictures</li><li>- Cover art included</li></ul>	Per report/handbook	Per page
2	Multi-Page Report (referring to CO annual report)	<ul style="list-style-type: none"><li>- 21 cm x 29.7 cm/22.3 x 23.5 paper size</li><li>- Full color with graphs, tables, and pictures</li><li>- Cover art included</li></ul>	Per report	Per page

**Category B: Promotional Materials**

No	Description	Specifications (Khmer or English Version)	Design and Layout
1	Calendar	Desk calendar including stand: design and layout any size	Per Page
		Wall calendar: design and layout: - Size: A2 - Size: A1	Per Page
2	T-shirt/shirt	Design and layout any size of T shirt	Per shirt
3	Bag	Design and layout any size of bag	Per bag
4	Banner	Design and layout any size of banner	Per banner
5	Folder with pocket	Design and layout for A4 document	Per folder
6	Invitation and seasonal card	Design and layout any size	Per card
7	CD cover	Design and layout any size	Per CD
8	Certificate	Design and layout any size	Per certificate
9	Booklet	Design and layout any size	Per Page
10	Leaflet	Design and layout any size	Per leaflet
11	Flier	Design and layout any size	Per flier
13	Mug	Design and layout any size	Per mug
14	Key-chain	Design and layout any size	Per key-chain
15	Pen	Design and layout any size	Per pen
16	Notepad	Design and layout any size	Per notepad
17	Diary	Design and layout any size	Per diary
18	Sticker	Design and layout any size	Per sticker

**Category C: Other related Materials**

No	Description	Specifications (Khmer or English Version)	Design and Layout
1	E-newsletter	- Full color with text, graphs, and pictures	Per page
2	Brochures	- Full color with text, graphs, and pictures	Per set
3	Policy/Project briefs	- Full color with text, graphs, and pictures	Per page
4	Poster	- Full color with text, graphs, and pictures	Per set
5	Programme/Project factsheets	- Full color with text, and pictures	Per set

The contractor can begin working *only* after a **purchase order (PO)** is issued to s/he each time a layout design service is required and following discussion and agreement between the contractor and service requester. The contractor takes his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount is paid within 30 days after satisfactorily completion of work and receiving of original invoice. Each payment is subject to acceptance of work through i) receipt of Certification for Payment (COP) and ii) Performance Evaluation duly completed and signed by the head the respective unit requesting the layout and design service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

Offerors shall quote based on the above table. The rate shall be all inclusive and fixed during the contract period.

## 9. Minimum Qualifications Requirement

Education:	A bachelor's degree in communications, creative design, social sciences, economic or other related fields.
Experience:	<ul style="list-style-type: none"> <li>• At least 5 years of experience in layout design</li> <li>• Experience with UNDP, the UN system and/or international organizations is an advantage</li> </ul>
Competencies:	<ul style="list-style-type: none"> <li>• Demonstrate strong creative idea/concept and layout design skills.</li> <li>• Good Knowledge of new and evolving technologies and digital platforms, including excellent working knowledge of MAC OS, InDesign, Photoshop &amp; Illustrator, Adobe Acrobat and MS Office as well as other graphic tools along with graphic optimization skills.</li> <li>• Be knowledgeable of the current programme practice areas of UNDP in Cambodia.</li> <li>• Ability to work under pressure and meeting strict deadlines</li> <li>• Ability to produce a high quality design</li> <li>• Demonstrated willingness to work as part of a team in a multicultural environment.</li> </ul>
Language Requirements:	Good written and oral English and Khmer
Other Requirements:	Submission of previous samples: <ol style="list-style-type: none"> <li>(1) 1 full color report</li> <li>(2) 1 Brochure</li> <li>(3) 1 desk calendar/1 wall calendar</li> <li>(4) 1 Newsletter</li> <li>(5) 1 example of your best work</li> </ol>

## 10. Criteria for Evaluation of Technical Compliance

Evaluation Criteria	Obtainable Score
At least 5 years of experience in layout design.	20
Good Knowledge of new and evolving technologies and digital platforms, including excellent working knowledge of MAC OS, InDesign, Photoshop & Illustrator, Adobe Acrobat and MS Office as well as other graphic tools along with graphic optimization skills.	20
Experience with UNDP, the UN system and/or international organizations	10
Previous sample submitted: <ol style="list-style-type: none"> <li>(1) 1 full color report</li> <li>(2) 1 Brochure</li> <li>(3) 1 desk calendar/1 wall calendar</li> <li>(4) 1 Newsletter</li> <li>(5) 1 example of your best work</li> </ol>	50 (10 scores per each sample)
<b>Total Obtainable Score</b>	<b>100</b>