



Terms of Reference

Title	Graphic Designer for UN Women Viet Nam Country Office
Language Required	Vietnamese
Duty Station	Home-based
Contract Type	Consultant (SSA)
Duration	From March 2016 – 1 March 2017 (Maximum 30 days of assignment period; UN Women Viet Nam does not warrant that the maximum of 30 days. The service will be purchased during the term of the Agreement)

I. Background

Given the functional responsibilities of the Viet Nam Country Office (VCO), the work of the office includes ensuring technical quality as well as professional look of reports to donors, research, studies, policy briefs and other documents and materials. Communicating strategic results and key messages are a must to mobilize partners and resources and are becoming more and more important in the highly complex socio-political dynamics, in the SDGs context, in light of Beijing+20 and in various harmonization efforts among development partners. These require that VCO has comparable capacity to meet the demand of providing quality control and reflecting the results-based discipline, in order to support and strengthen advocacy and strategic partnerships development.

It is therefore proposed to set up a retainer contract with qualified graphic designer that UN Women can draw on at short notice.

II. Objective of the Consultancy

Under the direct supervision of UN Women Communications Officer, selected graphic designer will provide quality graphic designs services in support of UN Women's needs. The selected designer will work independently on assigned tasks and will request final approval from the UN Women Communications Officer.

III. Specific tasks of Graphic Designer

Under the overall guidance of Communications Officer, selected graphic designer is responsible for the following:

- Designing materials for UN Women Viet Nam Office upon requests.

IV. Duration of assignment and payment

The contract period is from 1 March 2016 to 1 March 2017. Maximum 30 days of assignment period; UN Women Viet Nam does not warrant that the maximum of 30 days. The service will be purchased during the term of the Agreement.

The consultant will be engaged under a retainer contract, which facilitates direct engagement of the consultant depending on need and availability within the contract period for a pre-agreed fee. For each assignment, the consultant will be paid based on the pre-agreed number of working days.

V. Deliverables

Graphic designs and lay outing for publications, documents and other communications materials that reflect high quality result- based standard and format established by UN Women.

VI. Qualifications and experience required

- At least 5 years of professional experience in the area of graphic design production
- Substantial consultancy experience with a record of providing high-quality and creative products for clients.
- Have experience working with UN organizations.
- English proficiency would be an asset.

VII. Application Evaluation Criteria

The applicant will be evaluated based on technical capacities (80%) and financial proposal (20%). Technical evaluation will be based on the following criteria stated as below.

1	Education	10
2	Work experience in graphic design production	60
3	Work experience with UN agencies and international organizations	20
5	Language	10
	Total	100 points

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical component.

The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

Technically qualified consultants may be selected for an interview before financial evaluation.

Maximum 100 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Individual consultants will be evaluated based on Cumulative analysis, the award of the contract will 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.

VIII. Application procedure and deadline

Interested applicants are invited to submit the following document/information (in PDF format) to demonstrate their qualifications

1. Technical component:
 - Updated CV
2. Financial proposal (with your signature)
 - The financial proposal shall including your consultancy fee (based on daily fee) for designing and all associated costs i.e. tax, insurance etc.
 - Please note that the cost of preparing a proposal and of negotiating a contract is not reimbursable as a direct cost of the assignment.
 - If quoted in other currency, prices shall be converted to US Dollar at UN Exchange Rate at the submission deadline.
3. At least two (02) examples of your work and contact information of who the products were produced for.

Complete applications should be sent to procurement.vietnam@unwomen.org

Only applications will all items mentioned above will be considered.

Deadline for Application: 29 February 2016

NOTE: Documents required before contract signing:

- UN Personal History Form
- Full medical examination and Statement of Fitness to work and travel for consultants with travel involved. (This is not a requirement for RLA contracts).

- Individual subscribers over 65 years of age are required to undergo a full medical examination including x-rays at their own cost and obtaining medical clearance from the UN Medical Director prior to taking up their assignment.
- Release letter in case the selected consultant is government official.