

CALL FOR ROSTER

Date: 26 May 2022

Roster for Graphic Designers (Roster no. 30)

Subject: Call for ROSTER – Graphic Designers

1. The United Nations System Staff College (UNSSC) hereby solicits your proposal for the above subject, in accordance with this document and annexes attached hereto. Proposals must be received by the UNSSC no later than **30 June 2022**.
2. This request for Proposal (RFP) consists of this document and the following annexes:

Annex A: Terms of Reference
Annex B: Terms and Conditions to Submit a Proposal
Annex C: Evaluation Criteria
3. Your proposal must include information in sufficient scope and detail to allow the Staff College to consider whether the proposer has the necessary capability, experience, knowledge, expertise and the required capacity to perform the work specified satisfactorily.
4. The UNSSC reserves the right to request from vendors additional information regarding their commercial activities, history and resources.
5. Your technical and financial proposal must be submitted via email to **procurement@unssc.org**

6. Please note that the Staff College has VAT exemption status and can provide documentation for same. Hence, your pricing should take this status into account and be presented net of VAT.

ANNEX A - TERMS OF REFERENCE

Roster for Graphic Designers

Background and Context:

The United Nations System Staff College (UNSSC)

The United Nations System Staff College (UNSSC) was created by the General Assembly to serve as a distinct, system-wide knowledge management and learning institution. UNSSC designs learning and knowledge-sharing initiatives, delivers courses, and develops tools and services to assist the UN system and its partners to strengthen their capacity to meet national, regional, and global challenges. The Staff College provides learning to advance the competencies of UN staff and partner organizations in three primary areas: 1) the 2030 Agenda for Sustainable Development, 2) peace and security, and 3) leadership and management.

For more information on the workshops / courses/ programmes, please visit:

www.unssc.org.

Expected Deliverables:

The purpose of this Call for Roster is to identify suitably vendors that can provide graphic design services to the UNSSC.

Inclusion in this Roster does not represent a contractual offer by the UNSSC.

Working under the supervision of the UNSSC Communication Team and/or specific Learning Portfolio Managers, the vendors' primary tasks include but are not limited to:

- Creating on-demand and graphics (infographics, maps, graphs etc.) for publications and outreach material;
- Preparing templates for presentation materials and publications;
- Laying out publications and other material;
- Creating illustrations and short animated GIFs;
- Fulfilling other graphic design requests as needed.

ANNEX B – TERMS AND CONDITIONS TO SUBMIT A PROPOSAL

Submission of Proposals

Proposals must be submitted in English and shall be expressed in the form described in the table below:

PRE-REQUISITE	<u>For individual applicants</u>	<p>Please provide a comprehensive CV or a P11 form (UN CV form) clearly identifying the experiences that demonstrate expertise in coaching at the executive level. The P11 form can be found at http://www.unssc.org/home/sites/unssc.org/files/p11un.doc.</p>
	<u>For companies</u>	<p>Please provide company profile clearly identifying the experiences that demonstrate expertise in graphic design at the international level.</p>
TECHNICAL PROPOSAL		<p>1. Please submit or provide a link to your professional portfolio, demonstrating advanced skills and competence in graphic design.. Your portfolio shall include at least 10 samples of relevant previous work.</p> <p>The examples should:</p> <ul style="list-style-type: none"> • give an overview over graphic design approach and style • demonstrate creativity, and; • give an overview over an array of products including but not limited to: publications, illustrations, infographics, presentations.
		<p>2. If applicable, please list the key staff that will be involved.</p>
		<p>3. Please provide written reference letters (max 3).</p>
FINANCIAL PROPOSAL		<p>Please provide your daily fee expressed in USD</p> <p>PLEASE SPECIFY THE VALIDITY OF YOUR FINANCIAL OFFER.</p>

Proposers must provide all information required under this Call for Roster and clearly and concisely respond to all points set out in this document. Any proposal which does not fully and comprehensively address this Call for Roster may be rejected. However, unnecessarily elaborate brochures and other presentations beyond those sufficient to present complete and effective proposals, are not encouraged.

Following submission of the proposals and final evaluation, the Staff College will have the right to retain unsuccessful proposals. It is the proposer's responsibility to identify any information of a confidential or proprietary nature contained in its proposal, so that it may be handled accordingly.

No Commitment

This Call for Roster does not commit the UNSSC to consider any proposal, to award a contract or to pay any costs incurred in the preparation or submission of proposals, or any costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods.

This Call for Roster contains no contractual proposal or offer of any kind; any proposal submitted will be regarded as an offer by the proposer and not as an acceptance by the proposer of any proposal or offer by the UNSSC. No contractual relationship will exist except pursuant to a written contract document signed by the authorized official of the Staff College and by an authorized officer of the successful proposer(s).

Criteria for inclusion in the Roster

All proposals will be evaluated in accordance with the evaluation criteria specified in Annex C. The successful candidates (individual or companies) will be included in a roster, which will enter into force on the date of reception of UNSSC letter of acknowledgement.

Inclusion in the roster is not limited in time. However, individual and companies who wish to modify their initial financial proposal, must re-submit their offer which will be evaluated according to the original evaluation criteria set up for inclusion in the roster.

Conditions of Contract

Each specific engagement will be the subject of an individual or separate contract according to the UN Rules and Regulations. Each contract shall be subject to the United Nations Standard Terms and Conditions (UNGCC) for the provision of services can be consulted here:

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/general_condition_services.pdf

Any reservation or comments concerning the content of the UNGCC under the terms and conditions of this Call for Roster must be included in the proposals. The absence of any reservation or comments will be considered by the UNSSC as acceptance of all the terms stated in the applicable UNGCC. Such terms include the regulation of the intellectual property rights, including but not limited to patents, copyrights, and trademarks, which are the result, directly or indirectly of the services provided to the UNSSC by the Vendor specified in this document, including its annexes.

ANNEX C – EVALUATION CRITERIA

Criteria for inclusion in this Call for Roster are described in the table below.

<p>PRE-REQUISITE</p> <p>For companies, the pre-requisites apply to the relevant staff identified in the proposal.</p>	<p>A University degree, preferably in Graphic Design, Art or other related discipline or an additional 3 years' experience in lieu of a degree.</p> <p>At least 3 years of working experience in the field of graphic design or related field;</p> <p>Experience in creating infographics, data visualisation, illustration and typesetting (report formatting and layout);</p> <p>Proficiency with Adobe Creative Cloud (Photoshop, Illustrator and InDesign);</p> <p>Experience in working in a multicultural environment, preferably within the context of the United Nations System.</p> <p>Fluency in English, both oral and written;</p> <p>Knowledge of other UN languages is an asset.</p>
<p>TECHNICAL PROPOSAL</p> <p>(max 80 points)</p>	<p>Previous experience in graphic design within multicultural environments - max 25 points</p> <hr/> <p>Quality of portfolio (creativity, style, relevance, alignment with UNSSC branding) – max 40 points</p> <hr/> <p>References – max 15 points</p>
<p>FINANCIAL PROPOSAL</p>	<p><i>For the purpose of the inclusion in the roster, UNSSC will consider technical proposals only.</i></p> <p><i>Financial proposals will be taken into consideration at the time of each specific contractual engagement.</i></p>

The minimum threshold for inclusion in the Roster is 60% (48 points) of the available score of the technical proposal.