



REQUEST FOR PROPOSAL

RFP_2018_10

Subject: Graphic designer for the design of a booklet detailing the Impact Assessment Report conducted for the “Leadership, Women and the UN”

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 **24 July 2018**.
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 UNSSC to consider whether the proposer has the necessary capability, experience, knowledge, expertise and the required capacity to perform the work specified satisfactorily.
4. Your technical and financial proposal must be submitted via email to procurement@unssc.org



ANNEX A – Terms of Reference

Background

The United Nations System Staff College (hereinafter 'UNSSC') was created by the General Assembly to serve a distinct, system-wide knowledge-management and learning institution. The mission of the UNSSC is to contribute to a more effective, results-oriented and agile United Nations through learning, training and knowledge dissemination. To this end, the UNSSC designs learning and knowledge sharing initiatives, delivers courses and develops tools and services to assist UN organizations and their staff to strengthen their capability to meet the global challenges.

The "Leadership, Women and the UN" programme focuses on different approaches to leadership, as well as the gender aspects of leadership and the challenges and opportunities for women in UN leadership roles. In the framework of this programme, the UNSSC conducted an impact assessment and collected 15 "stories of significant change" from its alumnae.

The UNSSC would like to design an online and printable booklet outlining the findings of the impact assessment and the "stories of significant change". The final product is meant for dissemination among the current and potential stakeholders of the programme.

Deliverables and technical requirement

Under the supervision of the UNSSC, the contractor will develop an online and printable booklet on the basis of the findings and the stories collected. The length of the stories varies from 130 to 440 words. The general findings of the report are to be included as infographics or short blurbs in the booklet.

Specifically, the contractor is expected to produce a booklet of 36/39 pages, which shall have the following characteristics:

1. Reflect the branding guidelines of the UNSSC that will be provided upon selection;
2. Be finalised in digital and printable versions;
3. Be composed of the following parts:
 - a. an introduction of 2-3 pages on the programme and on the impact assessment;
 - b. 30 pages devoted to the "stories of significant change" (each story shall be on two pages);
 - c. 2-4 pages showing infographics reflecting data collected;
 - d. 2 pages for final remarks.
4. The booklet shall include a mix of photos and illustrations (for this purpose, the contractor will have access to a database of photos taken by a photographer during the "Leadership Women and the UN" programme).
5. Deliver editable files.

Timeframe

The final version of the booklet must be delivered **no later than 27 August 2018**.



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	Fluency in English	Please provide links to samples of material edited in English or any other evidence of your ability to edit graphic material in English.
TECHNICAL PROPOSAL	Proposed methodology and timeline	Please elaborate on the methodology and timeline that you would like to use to provide the required services.
	Previous experience	Please provide your CV and describe your previous experience with related assignments.
	Portfolio	Please share links to editorial work that demonstrate your capability to perform the required services.
FINANCIAL PROPOSAL		Please provide an all-inclusive lump sum offer expressed in EURO . The total amount shall be expressed net (excluding VAT).

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

Following submission of the proposals and final evaluation, the UNSSC 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 RFP does not commit 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.

The UNSSC reserves the right to reject any or all proposals received in response to this



RFP and to negotiate with any of the proposers or other firms in any manner deemed to be in the best interest of the organization.

This RFP 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 UNSSC and by an authorized officer of the successful proposer(s).

Criteria for Evaluation

All proposals will be evaluated in accordance with the provisions of the UN Financial Regulations and Rules and established procedures of the UNSSC, and the evaluation criteria specified in Annex C.

Payment Terms

The UN Financial Regulations and Rules preclude advance payments or payment by letters of credit. Such provisions in a proposal will be prejudicial to its evaluation by the UNSSC. The normal terms of payment by the UNSSC are 30 (thirty) days (or similarly discounted payment terms if offered by proposers) upon satisfactory performance of services, acceptance thereof by the UNSSC and certification by the UNSSC of the contractor's invoice. Proposers must therefore clearly specify in their proposals the payment terms being offered.

Validity of Proposals

All Proposals shall remain valid and open for acceptance for a period of at least 30 days from the designated closing date indicated for receipt of proposals in this RFP. Proposers must confirm in their proposal that it will remain valid for this period. Once a proposal has been accepted during this period, the prices quoted in the proposal must remain unchanged for the entire period of the resulting contract unless otherwise specified in this RFP or unless the UNSSC agrees otherwise in writing.

Rejection of Proposals

The UNSSC reserves the right to reject any proposals that, inter alia:

- i. are received after the deadline stipulated in the RFP;
- ii. are not properly marked or addressed as required in the RFP;
- iii. are unsolicited;
- iv. contain an alternate proposal; or
- vii. are otherwise not in compliance with the RFP.

Ethical Standards

All UN vendors shall adhere to the highest ethical standards, both during the procurement process and throughout the performance of a contract.

Copyright

Except as is otherwise expressly provided in writing in the Contract, the United Nations shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the United Nations under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the



performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the United Nations.

To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the United Nations does not and shall not claim any ownership interest thereto, and the Contractor grants to the United Nations a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

At the request of the United Nations, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the United Nations in compliance with the requirements of the applicable law and of the Contract.

By submitting an offer to this request of proposal the vendor accepts the copyright conditions set in the paragraph above.



ANNEX C - Evaluation Criteria

The offers will be evaluated on the basis of the evaluation criteria set in the table below:

FLUENCY IN ENGLISH		Pre-requisite
TECHNICAL PROPOSAL	Proposed methodology and timeline	10% of total score
	CV and previous experience with related assignments	10% of total score
	Quality of portfolio (creativity, style, relevance, quality of images)	40% of total score
FINANCIAL PROPOSAL		40% of total score