UNITED NATIONS DEVELOPMENT PROGRAMME

UNDP
Empowered lives.
Resilient nations.

TERMS OF REFERENCE

A. GENERAL INFORMATION

Title: Long Term Agreement for Graphic Design Services for the Pro PALOP-TL SAI (Phase II) project

Project: Pro PALOP-TL SAI (Phase II) – Programme for Consolidating Economic Governance and Public Finance Management Systems (PFMS) in the PALOP-TL (Pro PALOP-TL SAI (Phase II))

Direct Supervisor: Pro PALOP-TL SAI Communications and Visibility Officer

Duty Station: Praia, Cape Verde

Estimated Start Date: 01/07/2019

Duration: One year, with the possibility of extension for two more years

B. PROJECT DESCRIPTION AND BACKGROUND

The European Union (EU) is one of the major partners and funders of UNDP's work. Currently, the EU and UNDP are partnering in 140 countries to deepen democratic governance, prevent or recover from conflict and natural disasters, build resilience and adapt to climate change. The EU and its Member States are jointly the world's largest donor of the development aid, with their Official Development Assistance (ODA) having reached €75.5 billion in 2016.

Communications and visibility are key for the EU to mobilize its citizens and governments to remain engaged in development aid and cooperation as well as for the EU – UNDP strategic partnership, including resource mobilization.

In the past decade, the Portuguese-speaking countries of Angola, Cabo Verde, Guinea-Bissau, Mozambique, Sao Tome and Principe, and Timor-Leste have experienced significant progress in economic governance. Recent public finance management reforms are the main reason for this success.

However, weaknesses, including inadequate institutional capacity, skills and human resources, continue to hamper their public administration systems. This situation has undermined effective public finance management, budgetary oversight and control of public resources, which has significant adverse impacts on other governance and development sectors.

In order to support the above referred countries addressing such challenges, the European Union, UNDP and the National Authorizing Officers for the European Development Fund (NAO EDF) in the PALOP[1] and Timor-Leste partner to deliver the Project for Strengthening technical and functional skills of Supreme Audit Institutions, National Parliaments and Civil Society for the control of public finances in the PALOP and Timor-Leste (*Pro PALOP-TL SAI*)[2].

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[1] African Countries with Portuguese Official Language – Angola, Cabo Verde, Guinea Bissau, Mozambique, Sao Tome and Principe.

[2] https://www.agora-parl.org/pro-palop-tl-sai

The Pro PALOP-TL SAI project was fully funded by the European Union to promote economic governance in ACP Portuguese Speaking Countries (5 PALOP countries and Timor-Leste) and strengthened the technical and functional competencies of the Supreme Audit Institutions, Parliaments, and Civil Society in the field of public financial management.

The project enabled the capacity-building of beneficiary institutions, the development of skills, know-how and knowledge of oversight stakeholders. Therefore, the project had a real impact on people's lives, and the overall framework of public finance management and budget oversight in PALOP and Timor-Leste. The project's implementation started in January 2014 and came to an end in December 2017.

Building from the previous success story of the Pro PALOP-TL SAI, the **Programme for Consolidating Economic Governance and Public Finance Management Systems (PFMS) in the PALOP-TL (Pro PALOP-TL SAI (Phase II))** covers the second priority area of the 11th EDF PALOP-TL Multi-Annual Indicative Plan (MIP) *"Governance capacity Development"*. The programme intends to **improve economic governance in the PALOP-TL**, with the specific objective to **improve the performance of PALOP-TL countries on Public Finance accountability, effectiveness and transparency.**

The proposed programme aims to expand and consolidate Pro PALOP-TL SAI's initiatives and successes of South-South and Triangular[3] Cooperation by supporting capacity development, further develop regional dialogue and deliver technical assistance in the above referred domain. Within this scope, it is proposed to focus the intervention on three domains for consolidating PFMS, where cooperation among PALOP-TL/EU is already underway and showed positive impacts, as well a regional added value, to obtain the following expected results:

1. The executives' capacities to ensure fiscal and budget transparency in the PALOP-TL are improved.

2. The supreme audit institutions and other relevant external control institutions' capacities to ensure external audit/control over PFMS in the PALOP-TL are enhanced.

3. The capacities of Parliaments and CSO to ensure effective legislative oversight and social monitoring of PFMS in the PALOP-TL are strengthened.

The programme will develop a Facility to support and broker initiatives for capacity development, south-south and triangular cooperation, exchanges of experiences and "peer2peer" learning, with the expectation to foster institutional-based, process-based and human resources-based change and transformational dynamics. The programme's beneficiaries were identified through the relevant 10th EDF programmes (PALOP-TL RIP and NIPs), as well as by means of a thorough mapping, analysis and diagnostic carried out along the implementation of the Pro PALOP-TL SAI between 2014 and 20174, complemented by an ad-hoc mapping consultation process in the 6 countries in 2016-2017. Given its successful experience in implementing the Pro PALOP-TL SAI, as well as in developing/providing institutional capacity development tools and processes, the EU and the United Nations Development Programme (UNDP) have agreed to renew their partnership.

Considering that the Pro PALOP-TL SAI (Phase II) is a scale-up of its predecessor, the Pro PALOP-TL SAI, as referred previously, its communications and visibility approach build from the gains and achievements of the latest that were identified as good practices of EU visibility by UNDP corporate at global level.

Hence, the communications and visibility strategy of the Pro PALOP-TL SAI (Phase II) will build upon the communications tools already available (referred in the background) and promoting the visibility of the EU/UNDP

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[3] The UN's working definition for triangular cooperation is "Southern driven partnerships between two or more developing countries, supported by a developed country or multilateral organisations".

[4] Information regarding all actions carried out within the framework of the Pro PALOP-TL SAI can be found at the website (http://www.propalopt-sai.org/index.php/en/), AGORA Portal (https://www.agora-parl.org/palop), YouTube Channel (https://www.youtube.com/channel/UCqOShed9k1_1tOgqduF_tcg) and Facebook page (https://www.facebook.com/propalop.tl).

strategic partnership worldwide and, more specifically, the impact of this partnership in the PALOP-TL countries promoting good economic governance, fiscal transparency and accountability in the management of public resources.

The Visibility Plan will allow the project (phase II) to further integrate all its predecessor's social networking platforms into one circle of 6 intercommunicable social and communications platforms (no longer interactive due to the project's closure), namely the project's website[5], AGORA Portuguese Portal[6], Facebook page[7], YouTube Channel[8], Twitter[9], ISSUU[10].

These platforms will be customized and reoriented in order to continue to ensure interconnection among Pro PALOP-TL SAI (Phase II) (and Pro PALOP-TL SAI) target public to enhance, boost and increase the reach and interactivity of the project's messages and actions, but also the visibility of the new project's initiatives and EU external actions.

These platforms will allow to put forward the communications and visibility strategy from the immediate start of the project. In addition, also building from the Pro PALOP-TL SAI baselines, Pro PALOP-TL SAI (Phase II) initiatives will be shared efficiently from the signature of the agreement through a more "traditional" communications mean, the email, using the Pro PALOP-TL SAI comprehensive database of the project's beneficiaries and stakeholders (Stakeholders' general database, Seminarss & Workshops' specific databases, Vendors and Partners' specific database, etc.).

The Pro PALOP-TL SAI (Phase II) will also build from existing global outreach platforms focusing on its scope and stakeholders, such as AGORA website[11] and social networks (Facebook[12] and Twitter[13]) that were set under the Pro PALOP-TL SAI, in order to boost visibility and communications to Portuguese, but most importantly, to English speaking audiences.

The Pro PALOP-TL SAI (Phase II) Visibility Communications and Plan works across different levels, addressing activities and/or Communications as to:

➕ Create and raise awareness around the Pro PALOP-TL SAI (Phase II), for example project communications and initiatives, key meetings and coverage of workshops/initiatives/activities.

➕ Shape communication to showcase the specific impact of the cooperation PALOP-TL SAI with EU funding.

➕ Build consolidated networks via peer learning, exchange of experiences and south-south cooperation among the PALOP-TL beneficiary institutions.

➕ Conceive, in support of the Pro PALOP-TL SAI (Phase II) key stakeholders/partners (Ministries of Finances/Plan, Supreme Audit Institutions, National Parliaments and Parliamentarians, Civil Society Organizations, Media, regional associations of SAI, Parliaments and MoF, etc.), funded visibility activities and/or campaigns.

C. PURPOSE

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5 https://www.agora-parl.org/pro-palop-tl-sai
6 https://www.agora-parl.org/palop
7 https://www.facebook.com/propalop.tl/
8 https://www.youtube.com/channel/UCqQShed9k1_1tQqgduF_tcg
9 https://mobile.twitter.com/ProPALOP
10 https://issuu.com/propalop-tlisc
11 https://www.agora-parl.org/
12 https://www.facebook.com/AgoraParl/posts/10155748804383370
13 https://mobile.twitter.com/AgoraParl?ref_src=twsrc%tfw&ref_url=https%3A%2F%2Fwww.agora-parl.org%2Finteract%2Fblog

The contract with the selected service provider would cover provision of all types of design graphics services, such as layout design, artwork, and graphic design for publications, including printed and online materials, and ocmmunicaiton items.,Serives to be provided in a timely and efficient manner as requested by the project Under an LTA, UNDP does not guarantee that any specific quantity of services shall be purchased during the term of the agreement.

D. SCOPE OF WORK

Develop products that reflects the Pro PALOP-TL SAI (Phase II) visual identity as foreseen in the Communication and Visibility Plan[14].

Create the visual concept and graphic design of brand and materials for printing and online environments, including, logo, websites, annual reports, handbooks, posters, magazine covers, stickers, signage, advertisements, digital marketing assets, provided in a timely and efficient manner.

E. EXPECTED OUTPUTS / DELIVERABLES 2019-2022

Item	Products	Deliverables			2019	
		Services	Qty	Due Date	Estimated Time to complete	
	PRODUCT 1. * Review/Update the Pro PALOP-TL SAI (FASE II) visual identity	Under the supervision of Communication and Visibility Officer, review the Pro PALOP-TL SAI (FASE II) visual identity	1	During all of year	First draft available 2 days after reception of the document	
	PRODUCT 2. * PFM Post-Graduation Programme Report (2017) / up to 120 pages	Create the visual concept and graphic design layout, pagination and final artwork of file for printed versions and online environments	1	September	First draft available 15 days after reception of the document	
1	**PRODUCT 3. *** Operational Guides on Budget Analysis for Legislative Budget Committees Conduct (2017) / up to 120 pages	Create the visual concept and graphic design layout, pagination and final artwork of file for printed versions and online environments	1	October	First draft available 15 days after reception of the document	
	PRODUCT 4. * Comparative Study on Gender Responsive Budgeting (2017) / up to 120 pages	Create the visual concept and graphic design layout, pagination and final artwork of file for printed versions and online environments	1	October	First draft available 20 days after reception of the document	
	PRODUCT 5. * Strategic Plans for Holistic Parliamentary Budgeting (2017) / up to 50 pages	Create the visual concept and graphic design layout, pagination and final artwork of file for printed versions and online environments	1	October	First draft available 15 days after reception of the document	
	PRODUCT 6. * STANDARD KIT for Communities of Practice (CoP) of PALOP and TL / 2019 Edition					
2	1. Banner of Seminars (1,5x3 mts) 2. Rollup of Seminars (1X2,2mts) 3. Flyers for Seminars (up to 4 pages) 4. Participants' Handbooks & Agenda of Seminars (up to 20 pages) 5. Event Report (up to 50 pages)	• Create the visual concept and graphic design layout, pagination, final artwork of all 5 products; • Prepare standard Kit with the 5 Products in adaptable/workable format, ready for printing and posting on online environments; • Provide technical support for customization and printing of products	**	During all days of year	First draft available 5 days after reception of the document	

PRODUCT 7. * STANDARD KIT for Country Work Plan (CWP) in each PALOP and TL (Seminars/Workshops/Conferences) /2019 Edition

Item	Products	Services	Qty	Due Date	2020 Estimated Time to complete
3	1. Banner of Seminars (1,5x3 mts) 2. Rollup of Seminars (1X2,2mts) 3. Flyers for Seminars (up to 4 pages) 4. Participants' Handbooks & Agenda of Seminars (up to 20 pages) 5. Event Report (up to 50 pages)	• Create the visual concept and graphic design layout, pagination, final artwork of all 5 products; • Prepare standard kit with the 5 Products in adaptable/workable format, ready for printing and posting on online environments; • Provide technical support for customization and printing of products	**	During all of year	First draft available 5 days after reception of the document

PRODUCT 8. * Publications and special edition of Pro PALOP-TL ISC

Item	Products	Services	Qty	Due Date	2020 Estimated Time to complete
4	1. Guides - (up to 20 pages) 2. Manuals (up to 50 pages)	Create the visual concept and graphic design layout, pagination and final artwork of file for printed versions and online environments	**	During all of year	First draft available 5 days after reception of the document

Item	Products	Deliverables — Services	Qty	Due Date	2020 Estimated Time to complete
1	**PRODUCT 1.*** Final Narrative & Financial Report of Pro PALOP-TL SAI (PHASE II) (2019) PT. version / up to 80 pages	Create the visual concept and graphic design layout, pagination and final artwork of file for printed versions and online environments	1	January	First draft available 15 days after reception of the document
	PRODUCT 2.* Final Narrative & Financial Report of Pro PALOP-TL SAI (PHASE II) (2019) Eng. version / up to 80 pages	Create the visual concept and graphic design layout, pagination and final artwork of file for printed versions and online environments	1	January	First draft available 15 days after reception of the document
	PRODUCT 3.* Summary Report of Pro PALOP-TL SAI (PHASE II) (2019) PT. Version / up to 50 pages	Create the visual concept and graphic design layout, pagination and final artwork of file for printed versions and online environments	1	January	First draft available 15 days after reception of the document
	PRODUCT 4.* Summary Report of Pro PALOP-TL SAI (PHASE II) (2019) Eng. Version / up to 50 pages	Create the visual concept and graphic design layout, pagination and final artwork of file for printed versions and online environments	1	January	First draft available 15 days after reception of the document

PRODUCT 5. * STANDARD KIT for Communities of Practice (CoP) of PALOP and TL / 2020 Edition

Item	Products	Services	Qty	Due Date	2020 Estimated Time to complete
2	1. Banner of Seminars (1,5x3 mts) 2. Rollup of Seminars (1X2,2mts) 3. Flyers for Seminars (up to 4 pages) 4. Participants' Handbooks & Agenda of Seminars (up to 20 pages) 5. Event Report (up to 50 pages)	• Create the visual concept and graphic design layout, pagination, final artwork of all 5 products; • Prepare standard Kit with the 5 Products in adaptable/workable format, ready for printing and posting on online environments;	**	During all of year	First draft available 5 days after reception of the document

| | | Provide technical support for customization and printing of products | | | | |

PRODUCT 6. * STANDARD KIT for Country Work Plan (CWP) in each PALOP and TL (Seminars/Workshops/Conferences) /2020 Edition

Item	Products	Deliverables	Services	Qty	Due Date	2021 — Estimated Time to complete
3	1. Banner of Seminars (1,5x3 mts) 2. Rollup of Seminars (1X2,2mts) 3. Flyers for Seminars (up to 4 pages) 4. Participants' Handbooks & Agenda of Seminars (up to 20 pages) 5. Event Report (up to 50 pages)		• Create the visual concept and graphic design layout, pagination, final artwork of all 5 products; • Prepare standard Kit with the 5 Products in adaptable/workable format, ready for printing and posting on online environments; • Provide technical support for customization and printing of products	**	During of year	First draft available 5 days after reception of the document
	PRODUCT 7. * Publications and special edition of Pro PALOP-TL ISC					
4	1. Case Studies (up to 50 pages) 2. Reports (up to 50 pages) 3. Guidelines/ Manuals/Handbooks- (up to 50 pages) 4. Fast Facts sheets (up to 10 pages)		Create the visual concept and graphic design layout, pagination and final artwork of file for printed versions and online environments	Up to 2 per year	During of year	First draft available 5 days after reception of the document

Item	Products	Deliverables	Services	Qty	Due Date	2021 — Estimated Time to complete
1	**PRODUCT 1. *** Final Narrative & Financial Report of Pro PALOP-TL SAI (PHASE II) (2020) PT. version / up to 80 pages **PRODUCT 2. *** Final Narrative & Financial Report of Pro PALOP-TL SAI (PHASE II) (2020) Eng. version / up to 80 pages **PRODUCT 3. *** Summary Report of Pro PALOP-TL SAI (PHASE II) (2020) PT. Version / up to 50 pages **PRODUCT 4. *** Summary Report of Pro PALOP-TL SAI (PHASE II) (2020) Eng. Version / up to 50 pages		Create the visual concept and graphic design layout, pagination and final artwork of file for printed versions and online environments Create the visual concept and graphic design layout, pagination and final artwork of file for printed versions and online environments Create the visual concept and graphic design layout, pagination and final artwork of file for printed versions and online environments Create the visual concept and graphic design layout, pagination and final artwork of file for printed versions and online environments	1 1 1 1	January January January January	First draft available 15 days after reception of the document First draft available 15 days after reception of the document First draft available 15 days after reception of the document First draft available 15 days after reception of the document
2	**PRODUCT 5. * STANDARD KIT for Communities of Practice (CoP) of PALOP and TL / 2021 Edition** 1. Banner of Seminars (1,5x3 mts) 2. Rollup of Seminars (1X2,2mts) 3. Flyers for Seminars (up to 4 pages) 4. Participants' Handbooks & Agenda of Seminars (up to 20 pages) 5. Event Report (up to 50 pages)		• Create the visual concept and graphic design layout, pagination, final artwork of all 5 products; • Prepare standard Kit with the 5 Products in adaptable/workable format, ready for printing and	**	During of year	First draft available 5 days after reception of the document

PRODUCT 6. * STANDARD KIT for Country Work Plan (CWP) in each PALOP and TL (Seminars/Workshops/Conferences) /2021 Edition

Item	Products	Deliverables / Services	Qty	Due Date	Estimated Time to complete
		posting on online environments; • Provide technical support for customization and printing of products			
3	1. Banner of Seminars (1,5x3 mts) 2. Rollup of Seminars (1X2,2mts) 3. Flyers for Seminars (up to 4 pages) 4. Participants' Handbooks & Agenda of Seminars (up to 20 pages) 5. Event Report (up to 50 pages)	• Create the visual concept and graphic design layout, pagination, final artwork of all 5 products; • Prepare standard Kit with the 5 Products in adaptable/workable format, ready for printing and posting on online environments; • Provide technical support for customization and printing of products	**	During of year	First draft available 5 days after reception of the document

PRODUCT 7. * Publications and special edition of Pro PALOP-TL ISC

Item	Products	Services	Qty	Due Date	Estimated Time to complete
4	1. Case Studies (up to 50 pages) 2. Reports (up to 50 pages) 3. Guidelines/ Manuals/Handbooks- (up to 50 pages) 4. Fast Facts sheets (up to 10 pages)	Create the visual concept and graphic design layout, pagination and final artwork of file for printed versions and online environments	Up to 2 per year	During of year	First draft available 5 days after reception of the document

Item	Products	Deliverables / Services	Qty	Due Date 2022	Estimated Time to complete
1	**PRODUCT 1. *** Final Narrative & Financial Report of Pro PALOP-TL SAI (PHASE II) (2020) PT. version / up to 80 pages	Create the visual concept and graphic design layout, pagination and final artwork of file for printed versions and online environments	1	Apryl	First draft available 15 days after reception of the document
	PRODUCT 2. * Final Narrative & Financial Report of Pro PALOP-TL SAI (PHASE II) (2020) Eng. version / up to 80 pages	Create the visual concept and graphic design layout, pagination and final artwork of file for printed versions and online environments	1	Apryl	First draft available 15 days after reception of the document
	PRODUCT 3. * Summary Report of Pro PALOP-TL SAI (PHASE II) (2020) PT. Version / up to 50 pages	Create the visual concept and graphic design layout, pagination and final artwork of file for printed versions and online environments	1	January	First draft available 15 days after reception of the document
	PRODUCT 4. * Summary Report of Pro PALOP-TL SAI (PHASE II) (2020) Eng. Version / up to 50 pages	Create the visual concept and graphic design layout, pagination and final artwork of file for printed versions and online environments	1	January	First draft available 15 days after reception of the document

*For all products it is expected technical support for customization and printing
**For all transversal Seminars (Pro PALOP-TL SAI CoP)

F. INSTITUTIONAL ARRANGEMENTS

The contract will be supervised by the Pro PALOP-TL SAI Communications and Visibility Officer and the Pro PALOP-TL Management Unit.

The project will provide any technical materials and inputs required for the communication products.

All information pertaining to this project as well as outputs produced under this contract shall remain the property of UNDP, who shall have exclusive rights over their use.

G. DURATION

One year, with the possibility of extension for two more years, subject to satisfactory performance of the Contractor and the project requirements for the provision of the services. The Prices shall be maintained for the whole contract duration.

H. DUTY STATION

Home based. The contractor will perform the services from their location. The project team will make available to the contractor the necessary documentation and information for the production of the expected products. There should be continuous communication with the project team.

I. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR AND KEY PERSONNEL

Qualifications and Experience Requirements

- Legally registered company;
- Proven experience of 7 years in graphic design;
- Knowledge of new and evolving technologies and digital platforms, including working knowledge of design software, for example: InDesign, Photoshop & Illustrator, etc.
- Prior experience in working with UN agencies or other international organizations;
- Demonstrate experience in producing an innovative and intuitive designs;
- The contractor must guarantee timely delivery of the products as agreed;
- Demonstrate integrity and ethical standards;
- Adherence to UNDP General Terms and Conditions for Services.

General Qualification Key Personnel Education:
A bachelor's degree in communications, design or other related field, or formal training on graphic design.

Experience:
At least 5-years of relevant work experience in design;
Strong theoretical and practical background in graphic design, including the use of design software such as Adobe Creative Suits, Illustrator, In-Design, CorelDraw, etc.

Competencies:
Demonstrates a clear and modern style of design;
Experience in data visualization and graphic design;
Proven 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.

Language:
Good command of written and Spoken Portuguese, and knowledge of English is an asset

J. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS

Payments will only be made for deliverables/products satisfactorily completed and accepted by the Project.

Financial Proposal

The vendor is requested to provide a quotation of the fees/cost for the services and a matrix indicating the level of work to be undertaken and associated timelines. The quotation must remain valid till the completion of the contracted work.

K. RECOMMENDED PRESENTATION OF PROPOSAL AND OTHER RELEVANT INFORMATION

Proposals should contain the following:

- Company Profile, including printed brochures or portfolio of past work and experience;
- Certificate of Registration of the business;
- Valid license for the required services;
- Environmental Compliance Certificates, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures – if any available;
- Statement of Satisfactory Performance from the Top 3 Clients for the past 3 years;
- CV of Key Staff;
- Duly signed and stamped technical and financial proposal.

L. EVALUATION CRITERIA

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms	Score Weight	Points Obtainable
1. Expertise of Firm / Organization submitting Proposal	20%	200
2. Proposed Work Plan and Approach/Methodology	20%	200
3. Qualification of Key Personnel	30%	300
Total		**700**

Technical Proposal Evaluation Form 1	Points obtainable
Expertise of Firm / Organization submitting Proposal	
1.1 General Organizational Capability which is likely to affect implementation	50
- age/size of the firm	
- Quality Assurance Procedure, warranty	
1.2 Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills).	30
Experience of the firm and organization	40
1.3 Experience working with development organization or UN agencies	30
Evaluation of the samples provided	50

Technical Proposal Evaluation	Points Obtainable
	200

Form 2

Proposed Work Plan and Approach/Methodology

2.1	Have the important aspects of the task been addressed in sufficient detail?	50
2.4	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	100
2.5	What actions to ensure sustainability and continuation of results have been incorporated into the proposal?	50
		200

Technical Proposal Evaluation
Form 3

		Points Obtainable
Qualification of Key Personnel		
3.1	**Key Staff (for the evaluation purposes the average score of CVs will be applied)**	Sub-Score
	At minimum, a bachelor's degree in design, communications, or a related field	100
	At least 5 years of experience in design	100
	Experience in designing for UN agencies or development organizations	80
	Demonstrated skills in working with advanced design software	50
	Language	20
	Total Part 3	300

Only candidate obtaining a minimum of **490 points out of 700 points** at the technical evaluation will be considered for the financial evaluation.

The financial score for the financial proposal will be calculated in the following manner:

- $Sf = 300 \times Fm/F$, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.
- (Total Financial Maximum points = 300 points);
- Total Score.

The technical score attained by each proposal will be used in determining the Total score as follows:

The weights given to the technical and financial proposals are: T= 0.7, F=0.3

The Total score will be calculated by formula: TS = T x 0.7 + F x 0.3

- TS - Is the total score of the proposal under consideration;
- T - Is technical score of the proposal under consideration;
- F - Is financial score of the proposal under consideration.

This TOR is approved by: Ricardo Godinho Gomes

Signature

Name and Designation   Ricardo Godinho Gomes, Project Manager

Date of Signing   16/07/2019