

VACANCY ANNOUNCEMENT

Issued on 14 July 2017

Project:	Making Cities Sustainable and Resilient
Duty station of assignment	Barcelona (Spain)
Functional Title:	Graphic Designer
Contract type:	Individual Contract (Consultancy Assignment)
Duration:	3 months (in one year period)
Closing date for applications:	31 July 2017

BACKGROUND

Fast growing cities and urban areas of the world are engines of growth and wealth accumulation. This growth can have positive social, cultural and educational impacts. On the other hand, evidence demonstrates that fast economic growth, combined with fast population expansion in urban areas, also increases disaster vulnerability and exposure. The level of urbanization is far higher in the developed world; however, the annual ‘urbanization rate’ is much faster in the developing world. The primary urban agglomerations with the highest concentrations of people and economic activity mostly overlap with the areas of extreme or high risk related to disasters such as coastal areas, along rivers and in flood plains.

Making Cities Sustainable and Resilient is a joint initiative with UNISDR, UN-Habitat and the European Commission that aims at improving understanding of, and capacity to, address disaster risk at the local level in crisis-prone cities. UN-Habitat will focus on supporting local capacities from crisis-prone cities, and humanitarian partners, in measuring their resilience status and have an action plan in order to build resilience.

The action builds on the achievements of the Hyogo Framework for Action – Building the Resilience of Nations 2005-2015, and paves the way toward the implementation of the Sendai Framework for DRR 2015-2030 at the local level. The Action will also contribute to the European Commission’s Action Plan for Resilience in Crisis Prone Countries 2013-2020 and The EU Approach to Resilience: Learning from Food Security Crises.

The project will work with local government institutions, to plan, coordinate, implement and support the various outlined activities. The primary and most direct beneficiaries will be local stakeholders, city authorities and civil society. Women, children and other at risk groups, as local level stakeholders, often disproportionately affected by crises situations, will be engaged and receive additional attention.

MAIN OBJECTIVE

The overall objectives of this project are:

- to build more inclusive, sustainable, and resilient cities, by strengthening the capacity of key public, private and civil society stakeholders to measure, make decisions, plan and develop actions for building resilience to ensure that public and private investments are risk-informed and that early interventions in crisis-prone cities are linked to longer-term development goals in line with the actions of the New Urban Agenda. This joint initiative aims at improving local government and stakeholder understanding of, and capacity for, developing and implementing resilience action plans.
- to translate UN-Habitat planning principles in relevant and sound technical and advisory inputs and capacity building to UN-Habitat partners engaged in urban planning activities and in other urban development work in close collaboration with UN-Habitat UPDB and Regional Offices.

MAIN TASKS OF THE ASSIGNMENT

The general purpose of the assignment is to design and develop a new visual identity for projects and activities under Urban Resilience topic at UN-Habitat. The new visual identity will be aligned with UN-Habitat's branding guidelines and the United Nations rules on graphic communications.

The incumbent will report directly to the Chief Technical Advisor CRPP and work closely with the communications team to achieve the goals and objectives defined by the Programme.

In line with the strategy on communications for Urban Resilience at UN-Habitat, tasks fall under below complimentary work areas:

1. Conceptualization and Design of the Urban Resilience branding at UN-Habitat for the creation of a new website and other corporate material, aligning where possible with UN-Habitat's general branding;
2. Design communications materials to promote the projects and activities under Urban Resilience;
3. Support on the creative process to establish activities, initiatives and actions for raising awareness on Urban Resilience;
4. Coordination with web developers and printing suppliers until final stages of production processes.

More specifically the assignment will include the following tasks:

- Development of a new visual identity and creation of a Branding Manual for the Urban Resilience activity at UN-Habitat;
- Provide with guidelines on design for a new website on Urban Resilience aligned with new visual identity;
- Design campaign tool kits;
- Design communications materials such as: presentations, publications, brochures, social media cards, and other promotional material;
- Layout and design of templates for team's documents;
- Design animations and data visualizations;
- Provide quality assurance on final products.

DELIVARABLES AND TIMELINE

Monthly progress report to be submitted at the end of each working month, detailing the outputs, key observations, and work plan for the following months.

Work plans will be agreed with the Chief Technical Advisor and the Communications Team in advance on a monthly basis subject to the main tasks of the assignment (above) and in consideration of the workload priorities at that time.

Outputs will respond to the need of having the new branding guidelines finished by August 2017.

The duration of the contract can be split following tasks needs in a maximum of one year period.

DUTY STATION

The work shall be performed from the CRPP Barcelona office. An internet connection and desk space will be provided although the contractor will use her/his own material.

Remote working is permissible with on site visits.

PROGRESS CONTROLS AND PAYMENT INSTALLMENTS

Payment will be done in installments on a monthly basis upon completion and acceptance of monthly progress report.

A time sheet must be submitted by the individual contractor, duly approved by the Chief Technical Advisor, which shall serve as the basis for the payment of fees.

Final payment amount will be based on actual man-days worked for that month.

TRAVEL

If UN-Habitat determines that the individual contractor needs to travel outside the UN-Habitat CRPP Barcelona office in order to perform his/her assignment, that travel is provided by the organisation. When travel is authorized for the individual contractor, economy class shall be the standard of accommodation for air travel in all cases and irrespective of the duration of the journey.

COMPETENCIES

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to donor relations, public-private partnerships and private sector fundraising. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual, analytical and evaluative skills to conduct independent research and the use of a variety of research sources. Ability to organize seminars, consultations, training workshops and special events. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Communication: Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

Client Orientation: Considers all those to whom services are provided to be “clients ” and seeks to see things from clients’ point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients’ needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

EDUCATION

- Bachelors Degree in Fine Arts (Graphic Design, Illustration, Industrial Design, Film).

WORK EXPERIENCE and OTHER SKILLS:

- A minimum of 5 years of experience in graphic design or illustration;
- Experience in branding and identity design projects;
- Experience in developing global campaigns;
- Excellent command of design softwares: (illustrator, InDesign), photography: (Photoshop) and video edition softwares (Final Cut, After Effects);
- Strong creative skills.

LANGUAGE SKILLS

- Fluency in verbal and written English is required.
- Fluency in Spanish will be considered an asset.

SPECIAL CONSIDERATIONS

The candidate should be:

- Committed to UN-Habitat’s mission, vision and values;
- Willing to take responsibility and make sure tasks are fully completed;
- Ability to work effectively and harmoniously within a team of colleagues from varied cultures and professional background;
- Displaying cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Sharing knowledge and experience;

- Providing helpful feedback and advice to others in the office;
- Able to meet deadlines for reporting and all project work.

EVALUATION CRITERIA

Applicants will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' qualifications, work experience and financial proposal. The award of the contract should be made to the individual contractor whose offer has been evaluated and determined as: responsive/compliant/acceptable having received the highest score out of a pre-determined set of weighted technical (70%) and financial criteria (30%) specific to the solicitation.

Maximum available technical score points: 70.

- Educational qualifications as defined in the ToR (15 points);
- Minimum 5 years of relevant work experience as defined in the ToR (25 points);
- Language proficiency in spoken and written English (10 points);
- Competency based interview max points (20 points)

Incomplete proposals may not be considered. The fees might be subject for changes and negotiations starting from the proposed fee of the applicant. All contractors are required to comply with the UN security directives set forth under dss.un.org. General Conditions of contract for the services of Individual contractor can be downloaded from:

http://procurement-notice.undp.org/view_file.cfm?doc_id=7879

HOW TO APPLY

Interested candidates must submit an email **quoting the post title and the duty station** to the following email address: **office@cityresilience.org**

with the following documents/information to demonstrate their qualifications:

- **Cover letter** explaining why they are the most suitable for the work
- **Completion of a CV in P11 Form** which can be downloaded at <http://mirror.unhabitat.org/content.asp?typeid=24&catid=435&id=3867>
- **Portfolio of projects** (examples of design projects deployed by the candidate)
- **Financial Proposal.** The offeror's letter including form for the financial proposal can be downloaded at http://unhabitat-kosovo.org/repository/docs/Financial_proposal_IC_6631.docx

The CV shall include information on the past experience in similar projects and at least 3 references.

Please be advised that since April 15th 2010, applicants for consultancies must be part of the UN-Habitat e-Roster in order for their application to be considered. You can reach the e-Roster through the following link: <http://e-roster.unhabitat.org>

All applications should be submitted to:

United Nations Human Settlements Programme (UN-Habitat)

City Resilience Profiling Programme

Email: office@cityresilience.org

Deadline for applications: 31 July 2017

UN-Habitat does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: recruitment@unon.org