

ANNEX 1: Description of Requirements OR attach Terms of Reference (TOR)

Context of the Requirement	CBI Rebrand and Website Redesign
Implementing Partner of UNDP	UNDP
Brief Description of the Required Services ¹	CBI intends to engage a Contractor to deliver this assignment, which comprises two main components. The first component focuses on developing new logo concepts for CBI. Once the preferred option is approved, the supplier will prepare comprehensive brand guidelines to ensure consistent and proper use of the new visual identity across all materials. The second component involves the redesign of the CBI website, including wireframing and sitemap finalization, creation of visual mockups, content population and final build, as well as content migration, hosting, and ongoing maintenance. More details are given in the Terms of Reference.
List and Description of Expected Outputs to be Delivered	1) CBI logo and redesign developed; 2) Website design developed; 3) Draft Site developed; 4) Final Site developed; 5) Site launched and snags resolved; 6) Hosting and Maintenance
Person to Supervise the Work/Performance of the Service Provider	The selected contractor will work under direct supervision of the CBI communications team.
Frequency of Reporting	In line with attached Terms of Reference
Progress Reporting Requirements	Reports should reflect delivered results clearly outlined in the Terms of Reference
Location of work	☒ At Contractor's Location / Remote
Expected duration of work	Approximately 4 months
Target start date	1 January 2026
Latest completion date	15 April 2026
Travels Expected	N/A

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Implementation Schedule indicating breakdown and timing of activities/sub-activities	☒ Required
Names and curriculum vitae of individuals who will be involved in completing the services	☒ Required ((including copies of Diploma(s)/Certificate(s))
Criteria for Contract Award	☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) ☒ Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Request for Proposal.
Criteria for the Assessment of Request for Proposal	<u>Technical Request for Proposal (70%)</u> ☒ Expertise of the Firm (32%) ☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (18%) ☒ Management Structure and Qualification of Key Personnel (20%) <u>Financial Request for Proposal (30%)</u> To be computed as a ratio of the Request for Proposal's offer to the lowest price among the Request for Proposals received by UNDP.
UNDP will award the contract to:	☒ One and only one Service Provider
Annexes to this RFP ²	☒ Form for Submission of Request for Proposal (Annex 2) ☒ Detailed TOR

² Where the information is available in the web, a URL for the information may simply be provided.