‘REDD+ Readiness project – Forest carbon Partnership Facility’

Terms of Reference

REDD+ Website Developer

**Type of Contract:**

**Languages Required:** English

**Duration:** 12 months from September 2015 – December 2016

**Location:** Port Moresby

**Application Deadline:** TBC

*Please note that UNDP is not in the position to accept incomplete applications - please make sure that your application contains all details as specified below in this notice.*

1. **BACKGROUND**

Papua New Guinea (PNG) has one of the most significant areas of largely-intact tropical forest in the world, although these forests appear to be facing acute and imminent threats. Forests are also a vital resource for the local population particularly in the remote rural areas of PNG, providing food, fibre, building materials, and support a variety of wildlife and ecosystem services. The Papua New Guinea Forest Authority (PNGFA) estimates that approximately 60% of the total area of the country is covered by natural forests, of which 52% are considered production forests (for timber and other products), and 48% are for conservation (not for timber extraction due to inaccessibility or ecological constraints).

A mechanism for Reduced Emissions from Deforestation and Degradation (REDD+) being developed through the United Nations Framework Convention on Climate Change (UNFCCC) provides an opportunity to support PNG’s efforts to reduce levels of deforestation and help to maintain and protect its natural forest.

PNG has been a leading proponent of REDD+ at the international level, and was one of the original UN-REDD Programme’s "pilot" countries. With PNG’s UN-REDD National Programme coming to an end in 2015, a World Bank funded Forest Carbon Partnership Facility (FCPF) project was initiated in early 2015 to support PNG through its advanced REDD+ readiness stages and begin the piloting of field activities.

While REDD+ readiness activities are progressing in the country, there is a need to make information on these activities easily available to a wide range of stakeholders. Development of an effective website will enable the Government of PNG to easily communicate action on REDD+ as well as providing opportunities to gain feedback from stakeholders. Linking this site with data collected on changes in forest cover and social and environmental factors will also help to provide a transparent mechanism to display changes within the forest sector. In order to develop this website and interface an experienced web designer is required to support the
project by developing a website through which information on PNG’s forests can be shared nationally and internationally.

2. OBJECTIVE OF ASSIGNMENT
Establishment of a functional national REDD+ website that can be easily maintained, is integrated with existing government websites and is able to communicate information on REDD+ and national progress on REDD+ related activities to a broad range of domestic and international stakeholders.

3. SCOPE OF ASSIGNMENT AND METHODOLOGY
The web developer will work closely with the Project Management Unit of the FCPF REDD+ project and the Project Director to develop the REDD+ website through an iterative process, with the final site having the facility for two way communication with external stakeholders as well as linking with PNG’s national forest monitoring system web-portal. To achieve this the web designer will:

- Review national REDD+ websites from other countries, including the website of Vietnam (http://www.vietnam-redd.org/Web/Default.aspx?lang=en-US), Sri Lanka (www.redd.lk) and Cambodia (www.cambodia-redd.org) to develop a basic understanding of objectives and functionality of such a website;
- Identify a preliminary structure and functions of the website in consultation with the Project Director, PMU and international advisor;
- Design the national REDD+ website, using a commonly used content management system – the website must follow the World Wide Web Consortium (W3C) standards for wide accessibility, including a document repository function;
- Reflect feedback from the Project Director, PMU and international advisor to fine-tune the design and functionality of the website;
- Publish the website;
- Prepare a simple manual for maintaining, managing and updating web contents;
- Provide training to project and government staff on basic operation of the website including document and information upload and
- Provide a support and maintenance service for the 12 months following development.

Content for the website will be contributed by project and government staff.

4. DUTIES AND RESPONSIBILITIES
The website developer will deliver the following outputs:

a) Architecture and design (including prototypes, wireframes and sitemap) of the PNG National REDD+ website;

b) Implementation of a:

- Final published website;
- PMU and government staff trained to maintain, manage and upgrade the website
content with clear instruction notes.

c) Ongoing maintenance of website for a 12month period

The web designer will also allocate a total of 2 days per month until the end of 2016 to provide a periodic maintenance service. The time spent on providing this service will be tracked by the web designer to report to the PMU.

5. ASSIGNMENT MONITORING AND REPORTING
The website developer will report directly to the Environment Team Leader, UNDP PNG Country Office, and work closely with the PMU of the FCPF Project and government officials in OCCD and PNGFA.

5.1 Responsibilities for Expenses and their Reimbursement
This is a lump sum assignment. The Consultant will be responsible for all personal administrative and travel expenses associated with undertaking this assignment including office accommodation, printing, stationary, telephone and electronic communications, and report copies incurred in this assignment.

6. COMPETENCIES

Corporate Competencies:
- Demonstrates commitment to UNDP's mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
- Ability to maintain effective rapport with different kinds of people.

Functional Competencies:

Management and Leadership
- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure;
- Proven ability to work flexibly and independently as part of an interdisciplinary and/or multi-cultural team working across disciplines and stakeholders at all levels, and delivery quality results against tight deadlines; and
- Strong managerial/leadership and decision-making skills.

Knowledge Management and Learning
- Shares knowledge and experience.

Development and Operational Effectiveness
- Strong analytical skills and the ability to master new material quickly;
- Ability to manage priorities in order to meet tight deadlines;
- Good communications, interpersonal and report writing skills; and
- Creativity and innovation abilities.
7. **DEGREE OF EXPERTISE AND QUALIFICATIONS**

The website designer will have the following qualifications:

**Education**
- University degree or proven experience in Computer Science or related field;

**Work experience**
- A minimum of 5 years’ experience in website development using a commonly used content management system and modules;
- Proven experience in IT and web development: DNN, Javascript, HTML, W3C standards such as XHTML, Dreamweaver and Photoshop, ASP.Net, ASP Classic, .Net Framework and XML Web Services, DNS server, IIS web servers, and Active Directory, SQL Server MySQL and MS Access databases and PHP scripting language;
- Strong communication and interpersonal skills: ability to communicate with non-experts in simple terms about IT processes and train non-experts in website maintenance;
- Background in media and communications are desirable; and
- Language: able to work and communicate proficiently in English.

**Language requirements**
- Fluency in written and spoken English

8. **EVALUATION OF APPLICANTS**

Individual consultants will be evaluated based upon the offer which gives the best value for money based on the Lump Sum proposal submitted, selected by the UNDP PNG Country Office in consultation with the UNDP Asia Pacific Regional Centre Technical Advisor.

The Technical and the Financial Proposal submitted to by the International Expert will be evaluated on the basis of the weight of the technical criteria [70] and of the financial proposal [30]. The evaluation will be performed in two stages:

**Stage One (Technical Evaluation of Proposals).** All Individual Consultants proposals comprising the information/documentation provided will be evaluated to ascertain the suitability of the individual consultants to carry out the assignment. Candidates who obtain the minimum of 49 points of the full mark (70 points) will be considered technically compliant and their financial evaluations will be evaluated thereafter.

**Stage Two (Financial Evaluation).** The financial proposals of all the individual consultants who pass stage one will be evaluated. The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. [30 Points] x [USD lowest] / [USD other] = points for other proposer’s fees

The award of contract shall be based on the individual consultant who receives the highest cumulative score.

**Technical criteria**
The following criteria will be used to evaluate the individual consultants’ technical proposals:

**Education – 10 points**
- University degree or proven experience in Computer Science or related field;

**Experience – 50 points**
- A minimum of 5 years’ experience in website development using a commonly used content management system and modules;
- Proven experience in IT and web development: DNN, Javascript, HTML, W3C standards such as XHTML, Dreamweaver and Photoshop, ASP.Net, ASP Classic, .Net Framework and XML Web Services, DNS server, IIS web servers, and Active Directory, SQL Server MySQL and MS Access databases and PHP scripting language;
- Strong communication and interpersonal skills: ability to communicate with non-experts in simple terms about IT processes and train non-experts in website maintenance;
- Background in media and communications are desirable; and
- Language: able to work and communicate proficiently in English.

**Language Requirements – 10 points**
- Strong skills in written communications in English

9. **APPLICATION PROCEDURES**

Qualified candidates are requested to apply by **TBC** by sending their application packages to **registry.pg@undp.org** with the subject line “REDD+ Website Developer”.

The application should contain:
- **Cover letter** explaining why you are the most suitable candidate for the advertised position and a **brief methodology** on how you will approach and conduct the work (if applicable). Please paste the letter into the "Resume and Motivation" section of the electronic application.
- **Filled P11 form** including past experience in similar projects and contact details of referees, please upload the P11 instead of your CV.
- **Financial Proposal** - specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days – in home office and on mission, travel – international and local, per diems and any other possible costs).

*Please note that the financial proposal is all-inclusive and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination, office costs and any other relevant expenses related to the performance of services...). All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel.*

**Payments** will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.
Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN security directives set forth under dss.un.org.

**General Terms and conditions** as well as other related documents can be found under: http://intranet.undp.org

Qualified women and members of minorities are encouraged to apply.

Due to a large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

**Incomplete applications will not be considered.** Please make sure you have provided all requested materials.

Prepared by: ____________________

  *Gwen Maru, Programme Analyst (Energy & Environment)*

Approved by: ____________________

  *Sukhrob Khoshmukhamedov, Deputy Resident Representative.*