Terms of Reference

National Consultant to support the development of PNG’s REDD+ Website

Project Title: REDD+ Readiness project – Forest carbon Partnership Facility
Type of Contract: Individual Contract
Duration: 50 days over the period of March – December 2017
Location: Port Moresby
Application Deadline: 06 March 2017

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. PROJECT DESCRIPTION

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. The Papua New Guinea Forest Authority (PNGFA) estimates that approximately 80% of the total area of the country is covered by natural forests, of which 60% are considered intact forests.

Approximately 10 per cent of global GHG emissions are caused by land-use change and, in particular, the destruction of tropical forests. Slowing deforestation and forest degradation is a likely cost effective way of reducing carbon emissions compared to other mitigation strategies, such as curbing emissions from power stations. Since 2005, PNG has been at the forefront of intergovernmental negotiations under the United Nations Framework Convention on Climate Change (UNFCCC) to develop an international mechanism to compensate developing countries for reducing emissions from deforestation and forest degradation (REDD+). To be eligible to receive results-based finance for REDD+ results-based actions under the UNFCCC, PNG will have to develop the following elements:

- A National Strategy or Action Plan;
- A national forest reference emission level and/or forest reference level;
- A robust and transparent national forest monitoring system for the monitoring and reporting of the REDD + activities;
A system for providing information on how the safeguards on local community and forest biodiversity are being addressed and respected throughout the implementation of the REDD+ activities while respecting sovereignty.

The Government of Papua New Guinea (GoPNG) is receiving international support from a number of bilateral and multilateral sources to prepare the country for implementing REDD+ under the UNFCCC, including through readiness support from the World Bank’s Forest Carbon Partnership Facility (FCPF). A major component of the FCPF project is to support the development of PNG’s National REDD+ Strategy.

In 2016, a draft REDD+ Communications strategy has been developed to map out key stakeholders’ participation in the implementation of the National REDD+ Strategy. A Communications Officer in the PMU leads and provides guidance on implementing the communications, consultation and participation strategy for the FCPF project as part of the government’s broader REDD+ programme. In close collaboration with CCDA and PNGFA, a core communications group has been established. The main goal of the communications strategy is to support the REDD+ readiness process by enhancing communication and knowledge with all relevant stakeholders on REDD+ within the context of PNG. The strategy will increase awareness raising and image building, promote and enhance communications and knowledge management, and build capacity and knowledge among all relevant stakeholder groups. To strengthen REDD+ branding a logo has been developed and endorsed by all stakeholders while a REDD+ website has also been completed to help stakeholders access information on REDD+ and developments in the country. [http://www.pngreddsplus.org.pg/](http://www.pngreddsplus.org.pg/). PNG’s NFMS web portal has also been developed and provides spatial information on PNG’s forests helping to increase transparency of PNG REDD+ system [http://png-nfms.org/portal/](http://png-nfms.org/portal/).

Thus, the FCPF REDD+ Readiness project in PNG is seeking a qualified technical person to help improve and maintain the national REDD+ website and provide capacity building trainings for relevant staff to ensure long-term sustainability of the website.

2. SCOPE OF WORK

Under direct supervision of FCPF Communications Officer and overall supervision of FCPF National Project Manager and in close coordination with Climate Change Development Authority, a National Consultant will provide the necessary technical support and capacity building to promote long term sustainability and functionality of the PNG’s REDD+ website.

A National Consultant will perform the following objectives:

- Review existing national REDD+ website and provide technical inputs for improvement;
- Implement feedback from the PMU and CCDA to enhance the design and functionality of the national REDD+ website;
- Integrate appropriate web analytics tools into the national REDD+ website and ensure they function properly;
- Ensure the current national REDD+ website is compliant with World Wide Web Consortium (W3C) standards with particular emphasis on accessibility of mobile devices;
- Produce a manual with guidelines and clear instructions for maintaining, managing and updating content on the national REDD+ website;
- Deliver training to project and government staff on the basic operation of the website (Joomla based interface) to enable them to independently update and maintain the website;
- Provide technical support when requested and ongoing website maintenance service during the contract period;
- In close coordination with designated staff of CCDA, provide technical assistance to facilitate the development and completion of the CCDA website (review the current website including content management system, identify gaps and address them).

3. EXPECTED OUTPUTS/DELIVERABLES

The National Consultant will deliver the following outputs:

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>Estimated Duration to Complete</th>
<th>Target Due Dates</th>
<th>Certifying/Authorizing officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment upon certification and acceptances of improved functionality of the website to ensure W3C compliance and mobile device accessibility</td>
<td>10 days</td>
<td>31 March 2017</td>
<td>FCPF Project Manager</td>
</tr>
<tr>
<td>Payment upon certification and acceptances of a manual with guidelines and clear instructions for maintaining, managing and updating content on the national REDD+ website</td>
<td>5 days</td>
<td>10 April 2017</td>
<td>FCPF Project Manager</td>
</tr>
<tr>
<td>Payment upon certification and acceptances of a report on series of at least 5 training sessions for designated government staff to improve understanding on how to maintain, manage and update the national REDD+ website</td>
<td>10 days</td>
<td>15 May 2017</td>
<td>FCPF Project Manager</td>
</tr>
<tr>
<td>• Payment upon certification and acceptances of an established system to collect online data by integrating appropriate web analytics tools into the national REDD+ website</td>
<td>5 days</td>
<td>30 June 2017</td>
<td>FCPF Project Manager</td>
</tr>
<tr>
<td>• Payment upon certification and acceptances of reviewed CCDA website including content management system and addressing the gaps.</td>
<td>15 days</td>
<td>02 September 2017</td>
<td>FCPF Project Manager</td>
</tr>
<tr>
<td>• Payment upon certification and acceptances of a final report on the achievement of all planned activities within this ToR.</td>
<td>5 days</td>
<td>10 December 2017</td>
<td>FCPF Project Manager</td>
</tr>
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4. **INSTITUTIONAL ARRANGEMENTS**

The work will be undertaken over period of March - December 2017. The National Consultant will closely work with CCDA designated staff with the support of FCPF Project Management Unit. The FCPF PMU will provide a space for the consultant to successfully implement the planned activities. The National Consultant will provide reports according to Section 3 of the ToR “Expected outputs and deliverables”.

5. **DURATION OF THE ASSIGNMENT**

The duration of the assignment is 50 days over March - December 2017. In accordance with expected outputs and deliverables, the National Consultant submits reports to FCPF REDD+ Communications Officer for review and clearance before final submission for project manager’s approval/acceptance. In case of any delays to achieve the expected outputs, the National Consultant should notify the FCPF REDD+ Project Manager in advance to take necessary steps.

6. **DUTY STATION**

The duty station for this assignment is Port Moresby, Papua New Guinea.
7. DEGREE OF EXPERTISE AND 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 web development using the Joomla interface with understanding of W3C standards and programming languages like HTML, CSS, PHP, MySQL and Java script;
- Experience developing dynamic websites using databases and server-side scripting;
- Ability to use Adobe Creative Suite web design software such as (Dreamweaver, Photoshop and Illustrator)
- Strong communication and interpersonal skills: ability to communicate with non-experts in simple terms about IT processes and train non-experts in website maintenance.

Language requirements

- Fluency in written and spoken English.

8. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

In accordance with UNDP IC guidelines, the proposal must include “Lump Sum Amount” approach which is closely linked to deliverables. It must be “all-inclusive” and shall take into account various expenses incurred by the consultant 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. If duty travels are expected, UNDP will provide the Consultant with the UN’s Daily Subsistence Allowance (DSA) rates prevailing at the time of sourcing, for the duty station and all other cities indicated in the TOR as part of duty travel destinations. This will give the Consultant an indication of the cost of living in a duty station/destination, to aid their determination of the appropriate fees and financial proposal amount, but it does not imply that Offerors are entitled to DSA payment.

The initial payment shall include the actual cost of the IC’s travel to arrive at the designated Duty Station. Such cases therefore imply that the completion of the journey can be considered as one of the deliverables payable upon arrival.

Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.

National Consultant is 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.

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1 Individuals on IC are not UN staff are therefore not entitled to DSAs. All living allowances required to perform the demands of the TOR must be incorporated in the financial proposal, whether the fees are expressed as daily fees or lump sum amount.
9. APPLICATION PROCEDURES

Qualified candidates are requested to apply by March 06, 2017 by sending their application packages to registry.pg@undp.org with the subject line “FCPF REDD+ National Consultant to support the development of PNG’s REDD+ Website”

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). For more details, please see Section 8. “Scope of Price Proposal and Schedule of Payments”.

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

10. EVALUATION OF APPLICANTS

Applicants 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 FCPF Project Management Unit.

The Technical and the Financial Proposal submitted to by the National Consultant 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. \( [30 \text{ Points}] \times \frac{\text{USD lowest}}{\text{USD other}} \) = 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 web development using the Joomla interface with understanding of W3C standards and programming languages like HTML, CSS, PHP, MySQL and Java script;
- Experience developing dynamic websites using databases and serve side scripting;
- Ability to use Adobe Creative Suite web design software such as (Dreamweaver, Photoshop and Illustrator)
- Strong communication and interpersonal skills: ability to communicate with non-experts in simple terms about IT processes and train non-experts in website maintenance.

**Language Requirements – 10 points**
- Fluency in written and spoken English.

**Prepared by:** Mirzohaydar Isoev, FCPF REDD+ Chief Technical Advisor

**Approved by:** Hisashi Izumi, Head of Programme, UNDP PNG Country Office