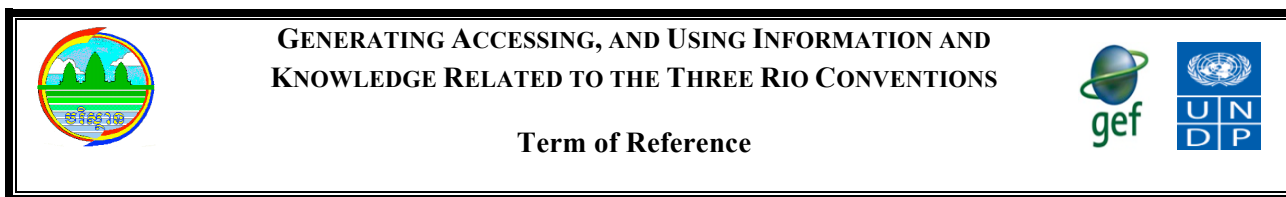


Terms of Reference of IT Specialist



TERMS OF REFERENCE Individual Contractor

Assignment Information

Assignment Title:	Website Development
Project:	Generating, Accessing and Using Information and Knowledge Related to the Rio Conventions
Post Level:	IT Specialist
Contract Type:	Individual Contractor (LC)
Duty Station:	Home/Phnom Penh/GSSD
Expected Place of Travel:	Phnom Penh
Contract Duration:	September-December 2017

Project Description

The Generating, Accessing and Using Information related to the 3 Rio Conventions project is in line with the GEF-5 CCCD Programme Frameworks two (2) and four (4), which calls for countries to generate, access and use information and knowledge and to strengthen capacities to implement and manage global convention guidelines. It is also aligned with the first objective of GEF6 that is to integrate global environmental needs into management information systems (MIS). It is a direct response to national priorities identified through the National Capacity Self-Assessment (NCSA) conducted in 2005-2006 and that is part of the institutional strengthening underway at MOE and MAFF. Through a learning-by-doing process, this project will harmonize existing environmental information systems, integrating internationally accepted measurement standards and methodologies, as well as develop a more consistent reporting on the global environment. Under the first outcome, the project will support the development of national capacities to effectively and efficiently standardize environment-related information that is generated on the implementation of the Rio Conventions in Cambodia, and give open-access to this information. In parallel to this, the project will support the strengthening of Cambodia's capacity to better engage stakeholders and better coordinate the implementation of the Rio Conventions in the country. Under the second outcome, project resources will be used to improve the use of environment-related information for the development of innovative tools supporting decision-making processes related to the implementation of the Rio Conventions. The project support will also include activities to develop the capacity in using this environment-related knowledge of national institutions involved in international negotiations at Conventions COPs, as well as using this knowledge to produce national reports meeting Conventions reporting obligations.

The project's objective is to improve access to environmental information related to the Rio Conventions through the harmonization of existing environmental management information systems and improving

coordination of the implementation of these conventions in Cambodia. The harmonization of these existing systems will be translated into better access to information related to the implementation of the Rio Conventions in Cambodia.

The project is delineated into two main components as follows:

Component 1: Improved access and generation of information related to the three Rio Conventions

Component 2: Improved use of information and knowledge related to the Rio Conventions

Objectives

- To design the website to make it more user-friendly, organized and innovative;
- To train selected technical and non-technical staff on how to use a Content Management System (CMS) – like Joomla - to ensure easy updating;
- To introduce innovative services such as RSS, podcasting, user comment, etc.;
- To streamline content creation and boost author productivity; and
- To create an effective search engine

Scope of Work

The IT Specialist will be recruited based on an open and competitive process. The IT Specialist will be hired to provide technical guidance and develop website (jointly or individually) with a focus on access to environmental information related to the Rio Conventions (UN-CBD, UNFCCC, & UNCCD). The IT Specialist will report to the Project Director and Project Assurance, UNDP and will participate in the meetings of the Project Board (PB) as a resource person as necessary.

The tasks and responsibilities of the IT Specialist will be as follows

General tasks and responsibilities:

- Conduct general consultancy on orientation about the existing websites and its related architectures such as UNCB, UNFCCC, UNCCD;
- Conduct research on various websites – national and international and list the most attractive, convenient, popular ones;
- Present the listed websites for the project management;
- Design and implement new architecture and graphics;
- Assist in inputting contents into templates for the selected website;
- Train concerned staff on use of the Content Management System;
- Conduct advice, testing and installation of the website;
- Ensure easy downloading of site pages by minimizing use of large graphics, optimizing all graphics and documents for smaller file size;
- Ensure HTML is W3C compatible;
- Promote website at search engines; and
- Upgrade the website as required

Specific tasks and responsibilities:

Stage 1: Review, Consult and Recommend

- Make recommendations for design, usability and technical requirements;
- Make recommendations on web traffic software for detailed reports of visitors to the website;
- Make recommendations on an integrated weblog publishing system;
- Make recommendations/proposal in relation to standards compliant, functional, and usable WYSIWYG editor for content contributions, which should par with the rest of environment;
- Submit work plan to be reviewed and approved by the 3 Rio Conventions Project;
- Provide and install a tool to confirm the compatibility of the HTML pages with W3C standards; and

- Come up with the layout of the proposed websites of the joint or individual websites of the 3 Rio conventions.

Stage 2: Design

- Make a presentation on the proposal including template design options;
- Create templates necessary for the site using the CMS and the actual corporate design;
- Maintain cross-platform, cross-browser compatibility so that the web site is accessible from a variety of different environments and electronic devices (pocket pc, wireless etc.);
- Maintain adherence to Web standards and accessibility;
- Ensure a consistent visual image on the new site by introducing fixed styles in templates; ensuring consistency in fonts, formatting, icons, images, layout techniques;
- Review contents of the website;
- Provide regular updates and drafts to Communications Associate; and
- Design content website for the 3 Rio conventions

Stage 3: Integrate Content with Design

- Assist (Rio/GSSD) in the input of all contents using the latest version of Joomla (CMS) with custom extensions/web framework as needed;
- Incorporate (RIO/GSSD) feedback from Stage 2 into this phase;
- Develop graphics, (logos) and related multimedia content where necessary;
- Determine appropriate compression techniques, resolutions, sizes, colour maps, and depths to ensure that images are delivered at sufficiently high speed and quality;
- Develop META tags on each web page, registration with major search engines;
- Ensure design and content make all pages “print-friendly” and
- Develop website for the 3 Rio conventions

Stage 4: Test

- Check bugs and problems, diagnose and fix them;
- Check W3C compatibility and scripts of the entire site; and
- Present the draft layout for the concerned stakeholders for feedbacks, comments, suggestions

Stage 5: Follow-up and Continuity

- Assist/advise (RIO/GSSD) on the development of various web-based tools we may wish to develop;
- Provide complete technical documentation related to site and its components;
- Provide a diagram, site map of the website; and
- Train selected staff in all software and technical requirements related to website renovation

Expected Outputs and Deliverables

All deliverables will be reviewed by the project coordinator and approved by project director.

No.	Deliverables/Outputs	Estimated Duration to Complete (Day)	Timeframe
1.	Deliverable 1: <ul style="list-style-type: none"> - A report of existing websites with their SWOT analysis; - Recommendation of web template/layout and web framework for fulfilling users' requirements; and - Conduction of the presentation for the project 	15	2 nd week of September to 1 st week of October 2017

	management		
2.	Deliverable 2: Beta output: - A beta website/web application is developed with a responsive, print-friendly, user-friendly, Search Engine Friendly (SEF), and W3C compliant template (This output will allow users to test, review, and find bugs on the new website)	35	2 nd week of October to 2 nd week of November 2017
3.	Deliverable 3: 1. Production outputs: - Integrating content to the website/web application; - Bug finding and fixing; - Publishing final website online; - Submitting the website to Google Search Console and other search engines for Search Engine Optimization (SEO); - Integrating Google Analytics for real-time web traffic monitoring and analyzing; and - Creating user manual/technical documentation for website operation; 2. Conduction of capacity building sessions for the relevant officials to sustain and manage the website.	30	3 rd week of November 2017 to 4 th week of December 2017
Total # of Days:		80	

Duration of the Work

The duration of assignment is 80 days over the course of 4 months, starting from September to December 2017.

The IT Specialist is expected to spend the total 80 working days to deliver the outputs stated in this ToR. The IT Specialist should cover all the related costs while working in Cambodia, except for local travels for stakeholder consultations in the country.

This contract is known as the initial employment and subject to renewal based on satisfactory performance and delivery of outputs as per the approved work plan.

Duty Station

The IT Specialist will work from home and/or be based in Department of Biodiversity, General Secretariat of National Council for Sustainable Development, Ministry of Environment. Hired project vehicle will be provided to support the IT Specialist during the data collection and meeting with stakeholders in Phnom Penh.

Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none"> • A university degree or higher in computer science
Experience:	<ul style="list-style-type: none"> • At least 3 years of web-design and/or development; • Design, layout and coding, this can mean work on a new

	<p>project;</p> <ul style="list-style-type: none"> • Be able to use Photoshop or other graphic design applications; • Be able to design HTML, CSS pages with flash; • Good programming skill in PHP and MYSQL; • Strong in JavaScript, and OOP, Java and C/C++; • Be involved with technical and graphical aspects of the ministry; • Establish the target audience for a website and identify the type of content it will host; • Be able to upload the website onto a server and register it with different search engines; • Experience on Facebook, Twitter Pages; • Experience in working as a team, and in particular experience in elaborating on specific policy and technical is an asset.
Competencies	<ul style="list-style-type: none"> • Solid understanding of the concepts of user experience, user interface design principles and conceptual design. Expert knowledge in HTML, CSS and JavaScript; • Good spoken and written communication skills.
Language Requirements:	<ul style="list-style-type: none"> • Excellent spoken and written English

Payment Milestones

The IT Specialist will be paid on a lump sum basis under the following installments:

N	Outputs/Deliveries	Payment Schedule	Payment Amount
1.	Upon submission of work plan	2 nd week of September 2017	20%
2.	Upon satisfactory completion of Deliverable 1	1 st week of October 2017	30%
3.	Upon satisfactory completion of Deliverable 2	2 nd week of November 2017	30%
4.	Upon satisfactory completion of Deliverable 3	4 th week of December 2017	20%

Interested individuals should submit CV, Cover Letter and Financial Proposal no later than 08 September 2017 (at 5:00 PM) to the 3 Rio Conventions Project, GSSD/MoE. Third Floor, Room 311A, Morodok Techo Building (Lot. 503), Tonle Bassac, Chamkarmorn, Phnom Penh, Cambodia and/or email to: keosamnang.tiep@gmail.com. Only short-listed candidates will be contacted for interview.