TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE: N-Peace Campaign and Awards 2017 website update

AGENCY/PROJECT NAME: UNDP Bangkok Regional Hub – Governance and Peacebuilding
COUNTRY OF ASSIGNMENT: Home-based with no travel

1) GENERAL BACKGROUND

About n-peace.net
The n-peace.net website is an important element of a regional strategy to build a network of individuals and Civil Society Organizations (CSOs) in the Asia-Pacific region who are working on the issue of Women, Peace and Security (WPS). Practitioners from the Philippines, Indonesia, Nepal, Sri Lanka, Afghanistan, Pakistan and Myanmar are the main audience for this site. Stakeholders working on the WPS agenda outside of the network countries are also an audience for the portal. The N-Peace Portal is also the space through which a popular online regional campaign, the N-Peace Awards, runs annually and engages a wide audience across the network countries and globally.

N-Peace network
The N-Peace Network has expanded significantly since its inception in late 2013: the membership base has grown (i.e. 100 to over 2,400 core members; 100 to 15,300 Facebook supporters); the frequency of network activities have increased matched by an increase in interest to engage in network activities; and the quantity of information material and types of information products produced by the network has risen.

The website will need to be re-designed and made ready for the awards in 2017 and provide technical support during the voting period.

2) OBJECTIVES OF THE ASSIGNMENT

The objectives of the assignment are to:

1) Re-design and streamline the website both structurally and aesthetically
   a. Work with UNDP to identify a platform to host the website, it is currently on Pyro CMS
   b. Prepare a new aesthetic design for the website
   c. Post and transfer content provided by UNDP
2) Provide technical support to N-Peace facilitators during the campaign in the following items during the campaign periods;
   a. Set up the website for nominations
   b. Sustainability during the voting period;

    c.   Troubleshooting during the voting period;

3) SCOPE OF WORK

More specifically, the contractor will be responsible for:

1) Help identify the most ideal and user friendly platform
2) Prepare new aesthetic design for the website
3) Where needed, re-design website on the new platform and transfer re-organized content to the new platform
4) Provide basic maintenance and assistance to the N-Peace Team in using the website
5) Set up all necessary pages to announce the awards (1 day) (UNDP will provide contents and graphics)
6) Prepare website for nomination profiles to go online and for voting to start
7) Test voting mechanism
8) Ensure sustainability during the voting period
9) Help with troubleshooting during the voting period

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Start date: 30 March 2017
End date: 30 Dec 2017
Total working days: 120 days

Duty Station: home-based with no travel

5) FINAL PRODUCTS

➢ Advise on new platform with justification
➢ Share UNDP designs on the new platform
➢ Periodically updated website pages
➢ Voting systems fully functional
➢ All votes cleared and checked for fraudulence

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The Consultant will work closely with the Regional Governance team in all aspects of the activities that s/he will be involved in. The Consultant will work under the overall guidance of the Regional Programme Specialist, and in close communication with designated team members.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Education:

- Bachelor degree in Computer Science/Web Development or related with Good command of English required (full fluency)

    (10.5/70)

Experience:

- Minimum 5 years of working experience in developing and maintaining open source deployments including:
    o Knowledge of firewall configurations on the server (7/28)
    o Knowledge of CSS, XHTML, JavaScript/jQuery, and Ajax an advantage (7/28).
    o Knowledge of and experience in the aesthetics of web design (7/28)
    o Knowledge of Pyro CMS platform (the platform currently in use) (7/28)

    (28/70)

- 5 years of experience developing JCT-based tools for civil society groups/networks demonstrated understanding of the needs/capabilities of civil society groups to use/manage ICT-based tools to

    o support network building (20/40); and
    o should have successfully completed at least ten web development projects (14/28); wit
    o proven track record of completing projects on time and within budget (14/28).

    (28/70)

- Experience with working on online voting will be added advantage (5.25/70)

8) Scope of Price Proposal and Schedule of Payments

The method of payment shall be made based on submitting the required deliverable as indicated in the TOR with satisfactory by Regional Programme Specialist, Bangkok Regional Hub.

- ➢ Share UNDP designs on the new platform 20 %
- ➢ All required updates done on the website 20%
- ➢ Voting systems fully functional 20%
- ➢ All votes cleared and checked for fraudulence 40 %

9   Scope of Price Proposal and Schedule of Payments

Candidates wishing to be considered for this assignment are required to submit the following documents:

- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- **Financial Proposal** that indicates the daily rate/fee of the candidate, in US dollars. Financial Proposal that indicates the all-inclusive fixed total contract price supported by a breakdown of costs, as per template provided.
- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

10 Criteria for Selection of the Best Offer

The criteria which shall serve as basis for evaluating offers as follows;

Combined Scoring method – where the qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%

A.	Annexes to the TOR

N/A

B.	Approval

This TOR is approved by:

Signature _____

Ms. Nashida Sattar
Regional Programme Specialist, Gender and Inclusion in Peacebuilding

Signature _____