



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 1 July 2018

Description of the assignment:

The consultant will develop a website to support the implementation and completion of the UNDP Sub-Regional Response Facility's upcoming research study on "Development of evidence-based policy options and frameworks for the accommodation of refugees in countries affected by the Syria crisis".

Post Title:	Website Developer
Starting Date:	22 July 2018
Duration:	25 working days for over period of 1.5 months
Location:	Home-based
Project:	Development of evidence-based policy options and frameworks for the accommodation of refugees in countries affected by the Syria crisis

CONTEXT/BACKGROUND

Background

The conflict in Syria has caused the largest displacement of people in recent times, and has severely strained the economic and social systems and related institutions in neighbouring countries. The absence of a prospect for positive solution to the Syrian crisis and the significant influx of refugees brought substantial stress to the hosting societies and communities.

The multifaceted nature of the conflict has challenged standard conflict resolution mechanisms as well as traditional responses to protracted crisis. How the countries in the region cope with the lengthening conflict in Syria and the unprecedented demographic shock and what can be done to improve international burden sharing are therefore questions of regional and international concern.

Host communities and host countries are faced with many challenges and questions about how best to cope with the situations they face. Whether living in formal or informal shelters and housing, or

hosted by the community, many refugees are suffering from loss of income, loss of productive means and disrupted livelihoods. Host communities and other affected communities may be facing pressure on services, the local economy and rule of law. Given the signs that refugee populations are unlikely to be able to return safely to their homes or new settlement areas in Syria in the near future, national and international partners have started exploring alternative scenarios to effectively address the long-term impact of the unprecedented demographic shock.

There is a general recognition that prevailing policies on refugees' status in host communities were developed under the assumption of an early solution to the conflict in Syria, which implied a rapid voluntary repatriation to their home country. The reality has shown the opposite. One area where improvements are possible is in regulatory frameworks and practices regarding residency, access to employment and services, and access to national and local social safety-nets. The legal status of refugees, local regulations and other formal and informal practices can all act as bottlenecks to refugees' access to assistance, especially those residing in host-communities (which is the large majority). More importantly, some approaches and practice can limit the opportunities of refugees to access livelihood opportunities and to benefit from basic public services. In general, addressing such bottlenecks can reduce the longer-term financial costs and burdens of crisis response. However, circumstances vary from country to country and what would produce the best improvements in one location may be quite different from another.

Project Description

The Sub-Regional Response Facility (SRF) is helping develop a resilience-based development response, to improve sub-regional coordination, enhance cost-effectiveness, and harmonize a comprehensive, multi-country response under the leadership of the governments of Syria's neighbours – Turkey, Lebanon, Jordan, Iraq, and Egypt.

Scope of work and deliverables:

Under the Supervision of the Policy and Crisis-Coordination Specialist, the consultant will be responsible for designing and developing a user friendly and informative website to publish the final report of the project titled "Development of evidence-based policy options and frameworks for the accommodation of refugees in countries affected by the Syria crisis". Services required are website design, website development, and search engine optimization. Additionally, we seek a web developer that is creative and can provide innovative solutions to developing a strategic approach to organizing economic data and models that inform, interact and inspire users of the website.

Deliverables and results:

In consultation with the UNDP team, the consultant is expected to deliver within 25 working days from the start date:

1. Design and develop a website using an open-source CMS

- Develop a user friendly informative platform which is easy to navigate presenting the key findings of the RDPP/UNDP Initiative;
- Provide 2-3 creative suggestions on how to design and develop an interactive and innovative economic modeling platform that can be manipulated to present results based on a number of pre-defined user options; Creation of a simple CMS backend system that can be easily navigated by non-technical staff.
- Create and update content of initial pages as agreed upon with UNDP;

- Design front end of the website to be user friendly and SEO friendly while maintaining project branding and colors in agreement with UNDP;
- Upload the Arabic and English versions of the publication and any supporting documentation/infographics;
- Provide onsite support and training of appointed UNDP staff in both the administrator interface and basic maintenance of the site architecture and design;
- The Consultant will be required to make edits to content as requested by UNDP staff. Edits should be made within 1 working day of request.

2. Website Maintenance/Aftercare and SEO

- The consultant will maintain a full back-up of the website through the duration of the contract. The back-up, code and source files will be delivered in full to the client at the end of the contract;
- The consultant will work to guarantee SEO through the following: keyword research and analysis, site analysis, competitive analysis, site content optimization, HTML code optimization, submission to free search engines, link exchange, and web ranking report

3. Functional Requirements:

The following requirements have been identified for the website:

- A. Content Management System (CMS): The CMS must enable the web administrator to easily update the content of the website without the need of programming. It should allow updating content, adding pages, updating navigation menus, managing users, uploading content (files and media) and any other operations needed to control and update the website without the need to contact the solution provider. Uploading files and media content to the website through CMS must be unlimited, must be stored in the database and searchable. Creating new pages in the website must enable the website administrator to design the content in that page (paragraphs and images used in the web page) with the minimum knowledge in HTML & JavaScript only.
- B. Multi-language: the website interface and content will be in both languages (Arabic and English) therefore the website CMS must enable the website administrator to upload all kind of data and content in both languages. English will be the main interface and landing page.
- C. Search engine: all content of the website must be searchable on all search engines
- D. Media gallery: gallery to support all forms of media: images, videos, and pdf documents
- E. Downloadable printable documents: UNDP would like to keep track of the number of downloads.
- F. Innovative and interactive economic modelling platform: using flexible JavaScript charting to transform a variety of static graphs'/statistics into interactive animations that are easy to edit by non-technical UNDP staff

Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required	Payment Schedule
<p><u>Deliverable 1:</u></p> <ul style="list-style-type: none"> - Design and development of open source CMS website first draft; integration of comments into second draft. <p><u>Deliverable 2:</u></p> <ul style="list-style-type: none"> - Provide UNDP staff with training on how to manage and update the website <p><u>Deliverable 3:</u></p> <ul style="list-style-type: none"> - Provide UNDP with a full back up of the website 	25 working days	10 September	Michael Moroz, Policy & Crisis Coordination Specialist	100% After the satisfactory completion of the required deliverables

EXPERIENCE AND QUALIFICATIONS REQUIREMENTS

Education Experience

- ☐ Bachelor's degree or higher in Computer Science or equivalent

Professional Experience:

- ☐ At least 3-5 years of experience in website development
- ☐ Hands-on experience with modern front-end frameworks - Foundation, Bootstrap, MDL or equivalent
- ☐ Familiarity with JavaScript web frameworks - react, angular.js, backbone
- ☐ Familiarity with modern web user interface design patterns
- ☐ Experience with creating layout packages for CMS implementation
- ☐ Experience with Adobe
- ☐ Experience manager is an asset
- ☐ Hands-on experience with responsive design pattern implementation
- ☐ Knowledge of web accessibility standards

- ☐ Knowledge of SEO systems and strategies

Language Skills:

- ☐ Fluency in English and Arabic

COMPETENCIES

Corporate competencies

- ☐ Demonstrates integrity by modelling the UN's values and ethical standards
- ☐ Promotes the vision, mission, and strategic goals of the United Nations
- ☐ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- ☐ Treats all people fairly without favoritism

Functional Competencies

- ☐ Ability to scope the time and effort needed to complete technical specifications.
- ☐ Proven ability to produce cross-browser compatible code
- ☐ Ability to work in a high-pressure work environment with frequent urgent deadlines;
- ☐ High level logical and methodical organizational skills;
- ☐ Focuses on impact and result for the client;
- ☐ Interacts effectively with a diversity of stakeholders;
- ☐ Consistently approaches work with energy and a positive, constructive attitude;
- ☐ Builds strong relationships with clients and external actors;
- ☐ Demonstrates openness to change;
- ☐ Responds positively to critical feedback and differing points of view.

Management and Leadership

- ☐ Focuses on impact and result for the client
- ☐ Interacts effectively with all levels of the organization
- ☐ Consistently approaches work with energy and a positive, constructive attitude
- ☐ Builds strong relationships with clients and external actors
- ☐ Demonstrates exceptional ability to remain calm, in control and good humored even under pressure and tight deadlines
- ☐ Demonstrates openness to change
- ☐ Responds positively to critical feedback and differing points of view

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **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;

- c) **Sample of previous work** (e.g. online or printed portfolios) should be submitted (or links provided) to support the application, and a list of recent websites featuring the developer's work;
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per the table given in section D. template provided.

All necessary information including: Complete Procurement Notice, The Selection Criteria, and Annexes are found on the following link under Procurement <http://procurement-notices.undp.org/>

Interested candidate shall apply the CV/P11 to Job advertisement website, hence consultant should submit to email: Proc.contract.rscjo@undp.org : not later than Sunday 11 July 2018 at the following documents:

- **CV/P11**
- **Confirm availability and financial proposal**
- **Sample of previous work**
- **Brief description of why you consider yourself as the most suitable for the assignment**

FINANCIAL PROPOSAL

Interested candidates should provide lump sum fees for requested services with detailed breakdown (consultancy fees* number of working days.)

All proposals must be expressed in a *lump sum amount*. This amount must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. Also, please note that the contract price will be Deliverables/Outputs based - not fixed - subject to change in the cost components. The contractor will be paid an all-inclusive Deliverables/Outputs based lump sum amounts over the assignment period, subject to the submission of Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work (deliverables/outputs).

Individual consultants will be evaluated based on the following methodologies:

Step I: Screening and desk review:

Individual consultants will be evaluated based on the following methodology.

Applications will be first screened and only candidates meeting the following minimum criteria will progress to the pool for shortlisting:

- ☐ At least 3-5 years of relevant work experience in website development
- ☐ Bachelor's degree or higher in Computer Science or equivalent
- ☐ Fluency in English and Arabic
- ☐ Knowledge and familiarity with search engine optimizations (SEO) basics and strategies

Shortlisted Candidates will be then assessed and scored against the following evaluation criteria.

Evaluation of Candidates (max 100 points):

- ☐ Bachelor's degree or higher in Computer Science or equivalent (20%)
- ☐ At least 3-5 years of relevant work experience in website development (25%)
- ☐ Hands-on experience with modern front-end frameworks (15%)
- ☐ Hands-on experience with responsive design pattern implementation (10%)
- ☐ Experience with Adobe (10%)
- ☐ Experience with creating layout packages for CMS implementation (10%)
- ☐ Knowledge of SEO systems and strategies (10%)

Step II: Final evaluation

The final evaluation will combine the scores of the desk review and the financial proposal with the following weights assigned to each:

Individual consultants will be evaluated based on the cumulative analysis methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]

Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial Evaluation.