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## **ANNEX 1 TERMS OF REFERENCE INDIVIDUAL CONSULTANT (IC)**

### **A. POST DETAILS**

Post Title:	Website/IT and Consultant
Agency/ Project Name:	Green Climate Fund (GCF) Readiness
Period of Assignment/ Services:	16 working days
Country of Assignment:	Dili, Timor-Leste
Starting Date	Between 18 <sup>th</sup> March – 12 <sup>th</sup> April 2019

### **B. PROJECT DESCRIPTION:**

The Green Climate Fund is funding the Government of Timor-Leste through the National Directorate for Climate Change on its Readiness and Preparatory Project, initiated February 2017 with the support from UNDP as the implementing partner. The outcomes of the project are to 1) Establish and strengthen the National Designated Authority (NDA) and focal points, and 2) Develop a strategic framework for engagement with the Fund, including the preparation of the country programme. The project is implemented under direct implementation modality.

### **C. OBJECTIVE OF THE ASSIGNMENT/SCOPE OF SERVICE**

The main objective of this consultancy is to provide support for development of the National Designated Authority (NDA) for the Green Climate Fund (GCF) website and management and associated capacity development including develop a database for all future GCF funding proposals.

The Consultant will work closely with NDCC, NDA, and UNDP Country Office to meet the objectives of the consultancy.

#### **Specific responsibility will include:**

- Conduct a survey among the potential users of the NDA website to understand users' needs and demands to be included in the website;
- Enhancing the user interface by providing a bilingual platform (Tetun and English) in the website;
- Enable the NDA to update and upgrade the content of the NDA website with most recent available information and resources pertaining to, NDA (manual, checklists, brochures, templates, structure of NDA etc.), climate change work in Timor Leste or related to Timor-Leste and link allowing link of NDA website with Secretary of State for Environment's website;



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- To provide training/capacity development for NDA and NDCC staff on the web-portal maintenance and management

#### **D. EXPECTED OUTPUTS AND DELIVERABLES**

- 1) Inception Report (maximum 4 pages + Annex) summarizing the objectives, scope and outputs of the assignment, organization and methodology for achievement of the outputs, documentation review, meetings, findings, and setting out a detailed planning of the assignment, including the schedule. The inception report should also capture the Survey Approach, Training Methodology and suggest additional features to include in NDA website and shall be submitted within 2 days after the commencement of the assignment.
- 2) Enhances an updated web-site/web-based user interface based on the findings and recommendations of the users' needs assessment accompanied by a simplified step-by-step reference manual for the NDA staff to upgrade and update the contents of the website. The content of the website is owned by the NDA.  
Potential features to be added include but not limited to: (1) Communities of interest; (2) Thematic Working Group Members for Climate Change, Biodiversity, Sectoral Working Groups, etc; (3) Resources; (4) Best Practices; (5) In the News (contents from external sources) and (6) eLearning (7) Projects (Special Committee on Climate Finance)
- 3) Capacity assessment and capacity development report including the findings from the assessment of the existing capacity and IT knowledge of the designated staff from the NDA. The report should also capture the objectives, description of trainings, agenda, learning outcomes, list of participants and PowerPoint presentations prepared.
- 4) Final Report (maximum 13 pages + Annex) summarizing the activities implemented in relation to the web-based portal, resources used, findings, lessons learnt, conclusions and recommendations.

#### **E. INSTITUTIONAL ARRANGEMENTS**

The consultant will report to the NDCC Director, NDA and UNDP CO and work closely with the GCFR focal point for the day-to-day coordination and logistical support related to this assignment. Office accommodation will be provided for the duration of this assignment and will be facilitated through the Project Management Unit and NDCC.

Quality and performance evaluation will be done by UNDP CO and NDCC Director. Payment against the deliverables will be made upon satisfactory performance evaluation process based on the Key Performance Indicators mentioned above.

#### **F. DURATION OF ASSIGNMENT**



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The assignment will be for a period of 6 working days starting 18 March-12<sup>th</sup> April 2019 based on prior agreement and approval by the Project Manager.

The consultant must be available for regular meetings with the programme unit and other meeting with the Project and Programmes Manager as well as line partners for consultation and discussion purposes. Arrangement for such visits will be coordinated by the consultant with the project team based on project work plan/schedule.

## **G. DUTY STATION**

Dili, Timor-Leste

## **H. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR**

### Education:

- Bachelor's degree in Information Technology engineering, web resources development, web design, communications and/or media, programming or other closely related field

### Professional Experience:

- Minimum of 3 years of professional experience in website design, including expert knowledge in HTML, CSS and JavaScript;
- Proven experience in the graphic design and technical implementation of user interfaces in a web-based environment. Please attach or provide links to at least 3 samples of previous work preferably related to this assignment in your application
- Experience of providing training to individuals with basic IT skills
- Experience of preparing user-friendly reference manuals to update and upgrade website contents

### Language Requirements:

- Language Proficiency – fluency in English and Tetum. Knowledge of other local dialects will be an asset.

### Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

### **Technical Expertise:**

- Expert knowledge of designing websites within the Drupal platform;
- Solid understanding of the concepts of user experience, user interface design principles and conceptual design;



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- Eye for design and attention to details are essential; and
- Experience working on projects with a track record of delivering at or ahead of deadlines.

**Client Orientation and Professionalism:**

- Researches potential solutions to internal and external client needs and reports back in a timely manner;
- Generates new ideas and approaches to address bottlenecks and challenges
- Ability to plan projects and activities, work to tight deadlines, and manage conflicting priorities.
- Ability to understand users' needs and to customize services and products accordingly, in order to provide user-friendly and ergonomic solutions that meet user requirements.

**I. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

**Lump Sum Amount**

The payment will be made based on the deliverables. The selected IC must submit supporting documents as per deliverables which serve as the basis for the payment of fees and duly approved by the Project Manager. The successful Contractor will be expected to produce the following deliverables within the agreed timeline Section D of this TOR.

No.	Deliverable/Output	Target Due date	Percentage disbursement
1	Inception Report outlining organization and methodology and schedule for achieving outputs.	20 March 2019	20%
2	Enhanced and updated web-site/web-based user interface including reference manual	27 April 2019	20%
4	Launched of the website and draft Final Report	5 April 2019	30%
5	Final Report incorporating all comments	12 April 2019	30%

**J. RECOMMENDED PRESENTATION OF OFFER**



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Individual consultants interested in the assignment must submit the following documents to demonstrate their qualification:

- 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) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

#### K. CRITERIA FOR SELECTION OF THE BEST OFFER

Individual consultants will be evaluated based on a cumulative analysis:

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
  - \* Technical Criteria weighting: 70%
  - \* Financial criteria weighting: 30%

Only candidates obtaining a minimum of 50 points in the technical evaluation would be considered for the Financial Evaluation

Technical Evaluation Criteria	Maximum Points	Weight %
<b><i>(a) Education</i></b>		
Bachelor's degree in Information Technology engineering, web resources development, web design, communications and/or media, programming or other closely related field	10	10%
<b><i>(b) Knowledge and Experience</i></b>		
Minimum of 3 years of professional experience in website design, including expert knowledge in HTML, CSS and JavaScript;	15	15%
Proven experience in the graphic design and technical implementation of user interfaces in a web-based	15	15%



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environment. Evidence of at least 2 samples of previous work preferably related to this assignment provided.		
Experience of providing training to individuals with basic IT skills	10	10%
Experience of preparing user-friendly reference manuals to update and upgrade website contents	10	10%
<b><i>(c) Language Proficiency</i></b>		
Fluency in English and Tetum. Knowledge of other local dialects will be an asset	10	10%
<b><u>Total Technical:</u></b>	<b>70</b>	<b>70%</b>
<b><u>Financial Proposal: 30%</u></b>	<b>30</b>	<b>30%</b>
<b>FINAL SCORE:</b>	<b>100</b>	<b>100%</b>

#### L. APPROVAL

This TOR is approved by:

Signature \_\_\_\_\_

Name and Designation \_\_\_\_\_

Date of Signing \_\_\_\_\_