

Framework Agreement for Website Technical Support for the UNDP Biodiversity Finance Initiative (BIOFIN)

Location:	Home based
Type of Contract:	Individual Contract as Framework Agreement
Post Level:	International Consultant
Languages Required:	English
Starting Date:	15 May 2019
Expected Duration of Assignment:	Up to 3 years (Max. 200 working days in the period) depending on demand for services and performance

Background:

In recent decades, biodiversity finance tools and solutions have demonstrated their importance for achieving biodiversity goals and broader sustainable development objectives. Improved choice, design and implementation of effective, well-tailored finance solutions will strengthen countries' chances of achieving national and global biodiversity targets.

The Biodiversity Finance Initiative – BIOFIN – was developed to provide a comprehensive methodology for governments to: 1) review the existing policy context, 2) measure expenditure levels for biodiversity, 3) calculate future financial needs and 4) design strategic plans to deploy the right mix of finance solutions, tailored to the country context. The methodology has been conducted in 35 countries to date, with many now having reached the implementation stage.

BIOFIN's first phase (2012-2018) enabled full assessments and initial implementation of finance plan elements in target countries. Based on lessons learned, a new and comprehensive version of the BIOFIN Methodology was developed. Significant scaling up of finance solutions is required in all countries to address the biodiversity finance challenge. BIOFIN's second phase will mainly focus on the implementation of prioritised finance solutions while also allowing additional countries to undertake the initial assessments and create the finance plan. See www.biodiversityfinance.org for further information.

BIOFIN is part of UNDP's Global Environmental Finance (UNDP-GEF) unit, hosted by the Ecosystems and Biodiversity (EBD) cluster under UNDP's Bureau for Policy and Programme Support (BPPS).

The BIOFIN website, www.biodiversityfinance.net, is one of the main communication channels for BIOFIN and it is managed on a day-to-day basis by the UNDP team located around the world. The website is built using the Drupal content management system. The UNDP team requires support in maintaining the website, providing regular security and platform updates, improving its functionality and accessibility, developing new elements in the website, and limited support for troubleshooting and training on an enhanced user interface in Drupal. The team also requires limited support managing and analyzing analytics reports.

Objective and Scope:

The ultimate purpose of this assignment is to receive high level support services for the maintenance and enhancement of the BIOFIN website. The scope of work is to support BIOFIN to optimize the project's website, update, develop and periodically maintain its contents and platform as well as to provide operational training remotely to selected staff when required.

Duties and Responsibilities:

Under the direct supervision of the BIOFIN Manager and with regular guidance from the BIOFIN Communications Specialist, the consultant will provide support with:

Management and administration:

- Technical backstopping, maintenance and troubleshooting for the website. This includes ensuring the site remains live, keeping the domain name, hosting and regular security and software updates and assistance with problems as required;
- Maintain installation, configuration and support to ensure the web service runs securely, as well as, regular monitoring of malware and hacks;
- Provide administrative support in updating and managing the content of the BIOFIN website including developing new pages and features needed, adding new features, and fixing glitches, bugs that may arise;
- Review and optimize the current pages for SEO, implementing tags related to BIOFIN. These tags should help the website to be visible in search results on the web;
- Improve the accessibility and functionality of the Drupal platform including monitoring and implementing any updates required;
- Optimize the search engine for the website and methods to promote it;
- Manage the web analytics tool to monitor website usage and traffic, release analytics report for UNDP team use;
- Ensure the website is consistent and user-friendly for the target audiences.

Design:

- Enhance accessibility, functionality and design of the website. This includes enhancing the homepage design, individual page designs and the overall information architecture to bring the website up to date. It should include full integration of social and multi-media (Twitter, Facebook and YouTube), and further design aspects on individual article pages, according to UNDP, donors and BIOFIN brand guidelines;
- Maintain an optimal design of the website and fix any design flaws or problems;
- Develop and implement on-going parts of the website development such as the Finance Solutions Map and integrate with the Finance Solution Catalogue;
- Standardize current web pages' design (homogenize titles, colors, distribution, etc.);
- Make the website user-friendly for different kinds of electronic devices such as mobiles, tablets, etc.

Training:

- Remote training for UNDP BIOFIN teams on the use and regular update of the website contents and the creation of new templates. The training should include not only making changes to static text but also the images, drop down menus, etc.;
- Expand the BIOFIN website management guidelines to include increased functionality. Alongside the overall enhanced functionality (this would also include more technical aspects such as embedded videos and social media feeds).

Specific Outputs:

- Technical backstopping, maintenance and troubleshooting for the website;
- Enhance the accessibility, functionality, and design of the website;
- Improve accessibility and functionality of Drupal for the UNDP team;
- Training for UNDP / BIOFIN team members (on remote basis) on enhanced Drupal/website interface functionality;
- Expand the website management guidelines.

Information on Working Arrangements:

- The overall objective of this Framework Agreement is to facilitate and expedite the process by which BIOFIN can engage the services of a website technical support consultant;
- The consultant will work from home;
- Estimated level of effort: Up to 200 days over the 3-year period;
- UNDP does not guarantee that any quantity of services will be purchased during the term of the Framework Agreements as this will depend on forthcoming needs;
- The Framework Agreement would be valid for 3 years. Engagement for specific assignments over the 3-year period will be dependent on demand for services, availability of funds, and satisfactory performance evaluation;
- The Framework Agreement will be for a fixed all-inclusive daily fee;
- Once the Framework Agreement is signed, if there is a specific assignment, the focal person at BIOFIN would contact the Consultant by email informing of the specific deliverables required, and timeline for delivery;
- The consultant must advise within 48 hours whether s/he is available to deliver the requested service;
- Thereafter a Purchase Order will be raised. Financial commitments will only be established each time the services are requested within the scope of the Framework Agreement through the transmitted email and purchase order;
- IC as a Framework Agreement is non-exclusive (i.e. it does not prohibit UNDP from entering into another such framework agreement with another individuals or entities);
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, specific software, etc.) and shall have access to a stable, secure and reliable internet connection. The consultant shall also possess all the equipment and essential and relevant software to undertake the present assignment;
- Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones where applicable;
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days worked and outputs delivered.

Competencies:**Corporate Competencies:**

- Demonstrates integrity by modeling 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;
- Treats all people fairly without favoritism.

Functional competencies:**Job Knowledge/Technical Expertise:**

- Website design, development and maintenance in Drupal, including secure access and data entry modules;
- Excellent visual communications, graphic design and web development skills;
- Training skills non-specialists on Drupal Content Management System.

Client Orientation and Professionalism:

- Good communication and organizational skills;
- Strong motivation and ability to work and deliver under short deadlines;

- Focuses on impact and result for the client and responds positively to critical feedback;
- Ability to work under pressure to meet deadlines, and to undertake problem solving independently while in close coordination with the team;
- Positive, constructive attitude towards work;
- Ability to act professionally and flexibility to engage with team partners;
- Track record of delivering at or ahead of deadlines.

Required Skills and Experience:

Education:

- Relevant certification of academic credentials and/or industry certification in computer science, web resources development, web design, programming or other closely related field; first level university degree preferred (max. 10 points);
- Postgraduate university degree in computer science, web resources development, web design, programming or other closely related field is desirable (max. 5 points).

Experience:

- 5 years or more of professional experience in website and graphic design and programming (max. 15 points);
- Experience as a full stack web developer, including Javascript, PHP and/or Python for back-end programming, and/or Javascript/HTML/CSS for front-end programming (max. 10 points);
- Proven experience with Drupal Open-Source Content Management Systems. Please provide detailed information for 2 similar assignments undertaken recently including links/website. (max. 20 points);
- Experience in analyzing, developing, testing and launching websites (max. 5 points);
- Previous work experience with UNDP or a related organization and familiarity with UNDP's brand identity requirements is considered an asset (max.10 points).

Language:

- Excellent oral and written communication skills in English language (max. 5 points).

Evaluation Method:

- Only those applications which are responsive and compliant will be evaluated;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, language [max. 80 points] and interview [max.50 points]) will be based on a maximum 130 points;
- Only the top 3 candidates scoring 56 points or higher from the review of the education, experience and languages will be considered for the interview;
- Applicants obtaining 35 points or higher from the interview will be deemed technically qualified and considered for financial evaluation;
- The financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified;
- The financial proposal shall specify an all-inclusive daily fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment);
- Applicant receiving the Highest Combined Score and who has accepted UNDP's General Terms and Conditions may be awarded the contract.

Documentation to be submitted:

- Applicants must submit a duly completed and signed UNDP Personal History form (P11) or a CV including Education/Qualification, Professional Certification, Employment Records /Experience.

- Please provide links to at least 2 recent similar assignments including a short description of their nature;
- Applicants must reply to the mandatory questions asked by the system when submitting the application.
- Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment to be downloaded from the UNDP procurement site

Kindly note you can upload only ONE document to this application. Incomplete applications will not be considered;

UNDP Personal History form (P11) required of all applicants

http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc.

General Conditions of Contract for the ICs

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>.

Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment

http://procurement-notices.undp.org/view_notice.cfm?notice_id=54496

Additional Questions

- I have read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors.
- Have you submitted a duly completed CV or P-11?
- Have you attached Annex II to your P-11 or CV, duly completed and signed including your all-inclusive fee and all foreseeable expenses for this assignment? Your application will not be considered without submission of Annex II.
- Have you provided links to at least 2 recent similar assignments including a short description of their nature?