Terms of Reference (TOR)
for the Development of the "UNDP-App"

A. *Project Title : Development of "UNDP-App"*

B. *Project Description*

The United Nations Development Programme (UNDP) just launched open.undp.org, a data browser that maps 6,000+ projects in 177 countries and discloses more than $5.8 billion in funding. This is a big step in UNDPs commitment to adhere to the standards of the International Aid Transparency Initiative (IATI). The new web technology significantly to improves international aid by opening up vital information in a visually compelling and accessible manner to the public at large. This together with other measure reinforces UNDP's promise to continually improve the quality and timeliness of reporting so as to give global taxpayers insight on how their money is being used to fight poverty. Open UNDP in summary increases:

- **Accountability and Knowledge sharing:** Advocacy groups, academics, journalists, civil society organizations, development practitioners, and beneficiaries are now able to better track how development cooperation is being used for and the results it is achieving.
- **Efficiency**: Improved access to data helps policymakers, bilateral agencies, and multilateral organizations manage development finance more effectively and efficiently to achieve greater impact on sustainable human development.
- **Trust**: Accountability, performance effectiveness, and transparency are for creating development partnerships that are based on trust.

As part of the push to enshrine accountability, knowledge sharing, efficiency and trust-building UNDP aims to adopt next generation platform by translating its web-based open platform, as well as other web resources, into a mobile platform. The proposed UNDP mobile platform will not only provide instant information of UNDP projects globally but also give users access to results achieved by UNDP work across the globe.

Currently more people are accessing the websites from smartphones and tablets than PCs and notebooks combined. A typical person spends about four hours per day using a smartphone and only about 1 hour per day using a personal computer. Therefore users will spend more time using a mobile app than a website. Because apps are installed on smartphones and tablets they are always accessible, even if there is no Internet connection available. Such an mobile platform is expected to further enlarge UNDP's rich pool of online tools, and bring our results and achievement instantly to the general public globally in a friendly and accessible manner. Such an application will bring UNDP's presence in 170 countries and territories, its global perspective and local insight straight into everyone's mobile devise. Such a powerful tool will reduce knowledge leakages associate with global presence by bringing each unique experience into the hands of communities, partners and practitioners.

C. Scope of Services, Expected Outputs and Target Completion

The task of the provider will be to develop, design and assist in the launch of a multi-platform mobile application focused on illustrating UNDP's impact, projects and results in more than 170 countries and territories. It will also provide additional information such as information on the country or the region. The mobile platform will be linked to the existing web-based platforms, such as the funding data website open.undp.org, was well as other sources such as the Human Development Index (HDI), UN Country Offices websites, and non-UNDP website. It will also feature data specifically developed for the purpose of this app.

While not exhaustive, the following basic requirements for the app have been identified (the list of features will be expanded based on the findings resulting from the ideation phase):
- The mobile platform should be accessible on multiple platform
- The data displayed on the app from existing sources (such as open.undp.org, UN Country Office websites, etc.) should update automatically
- A Content Management System to enable UNDP staff to upload, update and tag new content Display multimedia content
- Features such as notification system, specification for target devices and localization (Geo tagging)
- The applications interface will be designed for English but possibility of being expanded to other languages
- The mobile paltform should enable practitioners to collaborate and gather knowledge
- Focus on simplicity, great performance and attractive design

Expected outputs and estimated timeframe:
- Mobile platform research and ideation, including: stakeholder interviews with HQ and the field, discovery and specification for infrastructure technology (present pro and cons for development options: native, hybrid, web-app), options data sources, API, and design requirements;
- Development of an Authoring Product Requirements Document (PRD);
- Consult with UNDP teams to enable the harvesting of data from open.undp.org and other UNDP data sources. The provider will also be expected to engage with relevant UNDP colleagues to ensure that design and content of the app is coherent with UNDP identity;
- Creation of wireframes and detailed description of app features and user interface, including interface for display of donor and project data, featured stories, country information, and other multimedia (video, audio, images, interactive maps, etc.);
- Development of the design (at least 3 options to be submitted for review);
- Wireframes and design submitted for review and approval to the UNDP App Task Team followed by update based on feedback;
- Development and configuration of an Alpha version of the App focusing on key features (to be defined during project ideation);
- Review and approval of the Alpha App design and functionalities by UNDP App Task team;
- Quality, security and performance testing and fix;
- Full implementation and delivery of the features and design of the app (Beta version);
- Finalization, including final quality testing and approval;
- Support for the application process and launch of the app in the various stores.

E. *Institutional Arrangement*
- The service provider will report directly to a UNDP App task team made of BCPR Deputy Director, BCPR,-AFR Programme Specialist and BERA Communication Specialist. The provider will continually interact with the team throughout the stages of the developing the product to seek approval.
- The provider will share progress report on weekly basis of the task team.

F. *Duration of the Work*
Services delivered by the service provider will take place over 5 months. The service provider is expected to start no later the 2 June 2014.

G. *Location of Work*

The service provider will be home-based, though with travel to New York to be undertaken during the beginning of the assignment and for presentation for key component of the product

H. *Qualifications of the Successful Service Provider at Various Levels*
- The applicants should be a technology company with a proven record of innovation in the mobile platform and application field. The company should have a proven record of applications on the market in both Android and Apple OS.
- The company should have a team of experts that include technology experts and coders, social media experts, mobile platform innovation experts. A working knowledge of international development issues and agendas is an asset.
- The team leader should have at least 7 years of relevant technology and innovations experience and hold a master degree in a relevant field.
- The team leader should have a proven ability of innovation with a working knowledge of the United Nations and the work of UNDP

I. *Scope of Proposal Price and Schedule of Payments*
The payment will be an "all inclusive" lump sum for the development, design and launch support of the mobile application. The payments will be made based on the deliverables. The initial payment of 20% will be made once the provider develops product requirements and present initial wireframes.

J. *Recommended Presentation of Proposal*
The following documents will be requested:
  a) **A Concept proposal** for the App, which should include (a) description of mobile platform, and (b) how the proposed approach will better delivery UNDP's development mandate;
  b) **Financial Proposal** that indicates the all-inclusive fixed total contract price for the project;
  c) **Estimated timeline,** for the completion of each step of the App as well as a break-down of the costs;

K. *Criteria for Selecting the Best Offer*

The selection of the best proposal will be done by using 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%. The technical part of the application will be assessed based on the strength of the mobile ideation that best fits UNDP's needs, as well as previous experiences of the provider in developing such tools.