

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** Consultant for Developing The 10<sup>th</sup> Indian Ocean Tsunami Commemoration Web Portal

**Project Name :** Safer communities through Disaster Risk Reduction (SC-DRR) Phase II

**Reports to:** Project Manager

**Duty Station:** Home Based (Jakarta)

**Expected Places of Travel (if applicable):** n/a

**Duration of Assignment:** From Sep 2014 to: December 2014 (77 working days)

## REQUIRED DOCUMENT FROM HIRING UNIT

v	TERMS OF REFERENCE
3	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select :</b> (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor <b>CATEGORY OF INTERNATIONAL CONSULTANT , please select :</b> (6) Junior Specialist (7) Specialist (8) Senior Specialist
v	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

v	CV
v	Copy of education certificate
v	Completed financial proposal
v	Completed technical proposal ( if applicable )

### **Need for presence of IC consultant in office:**

- partial (explain), meetings at UNDP office if required  
 intermittent (explain)  
 full time/office based (needs justification from the Requesting Unit)

### **Provision of Support Services:**

- Office space:**  Yes  No  
**Equipment (laptop etc):**  Yes  No  
**Secretarial Services**  Yes  No

If yes has been checked, indicate here who will be responsible for providing the support services: N/A

Signature of the Budget Owner: *Siti Agustini, NPM SCDRR Phase II*

## I. BACKGROUND

Phase II of the Safer Communities Through Disaster Risk Reduction in Development (SCDRR-D) Project will scale up initiatives delivered by Phase I of the Project (2007-mid 2012). The project aims to achieve three main outputs: (1) National and local governments enabling policy and regulatory framework for disaster risk reduction (DRR) in target areas are designed and implemented; (2) Disaster management (DM) agencies in target areas are effectively functioning and utilize risk assessment for DRR initiatives in partnership with multi-stakeholder DRR ; and (3) DRR principles and

techniques to minimize disaster risk are adopted and applied by communities. Furthermore, climate change represents a changing source of risk for development options and this project will build on synergy in adapting to climate-induced/related risks. Climate change threatens to undermine Indonesia's efforts to combat poverty. Its impact is intensifying the risks and vulnerabilities facing poor people, placing further stress on already over-stretched coping mechanisms. In effect, climate change is holding back the efforts of poor people to build a better life for themselves and their families.

UNDP's support through the preceding project of SCDRR Phase I to the GOI has delivered positive and significant results. The GOI expects UNDP to continue supporting GOI capitalizing on UNDP's capacity, experiences, network, and mandate, especially in upstream initiatives on pro DRR policy, planning, and budgeting. In order to keep record and disseminate the products of SC-DRR and also other DM and/or DRR related materials and publications, SC-DRR Phase II had develop a website through a selected vendor and a consultant is required to provide support to the SC-DRR team in improving and updating the website as determined by the SCDRR Phase II Project Board.

The year 2014 also marks the 10<sup>th</sup> year of Indian Ocean Tsunami. The commemoration of Indian Ocean Tsunami underwent globally as a reminder and reflection on what has been achieved during this 10 year especially in the tsunami preparedness and disaster risk reduction effort. Indonesia as the country with the highest casualties and losses caused by the tsunami will also join the global commemoration by series of events, international seminars, and various other activities initiated by both the government and non government institutions.

As coordinator in the disaster sector, BNPB will take lead in coordinating all event, to linked up between event in order to gain maximum benefits which will greatly contributed to tsunami preparedness in particular and DRR awareness in general. A web portal will be published as a tool to coordinate and publish all events and will be the linkage between each event under the 10<sup>th</sup> year Indian Ocean Tsunami activities in Indonesia. SC-DRR Phase II in support to BNPB will develop the website through a selected vendor and a consultant is required to provide support to BNPB and SCDRR II in ensuring the website is developed timely.

## II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

### Scope of Work

- Support the SC-DRR Team in establishment of the 10th Indian Ocean Tsunami Commemoration Web Portal.
- Provide advice and technical support on design, materials collection, and maintenance of the 10th Indian Ocean Tsunami Commemoration Web Portal in close coordination and consultation with BNPB and SCDRR Phase II designated staff.
- Assist in the establishment and improvement of various project websites for SC-DRR initiatives as necessary.

### Responsibilities and Tasks

#### The following responsibilities and tasks will be undertaken by the consultant:

- Content management by collecting information from SC-DRR team;
- Provide technical support to hosting of website and server maintenance;
- Create enhancements and modifications to the web-site;
- Assess new standards, technologies and trends, and formulate strategies and plans for enhancing the site, create efficient and effective databases;
- Maintain cross-platform and cross-browser compatibility so that the web site is accessible from a variety of different environments;
- Develop graphics, logos and related multimedia content as necessary;
- Produce a consistent visual image on the site by formatting, icons, images, layout techniques, and modularization, including maintenance of template and image archives;
- Determine appropriate compression techniques, resolutions, sizes, colour maps, and depths

to insure that images are delivered to the viewer at sufficiently high speed and quality;

- Manage links and cross promotions with other sites, ensuring that links are current;
- Update information in pages and databases so that content is kept current;
- Check bugs and problems, diagnose and fix them;
- Analyze traffic statistics and report on a monthly basis relevant information;
- Collaborate with other through exchange of content and ideas;
- Produce online newsletters and maintain the mailing list
- Assist in design/layout of publications and other visibility promotional materials. Provide supervisions in printing and production.
- Maintain photo library and other documentations.
- Assist in distribution and request of SC-DRR publications.
- Perform tasks related to component server and workstation connection, configuration, integration and testing; Support of Client/Server NT/XP network environment.
- Help as and when necessary in other IT-related matters and communication activities.

### III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### **SHORTLISTING CRITERIA**

##### I. Academic Qualifications:

- *Minimum a Bachelor degree in information technology, science, engineering, or an acceptable combination of education and experience.*

##### II. Years of experience:

- Minimum 3 year experience of web development, website support/maintenance, or other related experience.
- Must have experience in ICT support
- Must have excellent working knowledge of Adobe Photoshop, InDesign, Coral Draw, Illustrator, Page maker or other web/graphic design software.
- Must have creativity for graphics design.
- Communications experience will be an advantage.
- Experience in working with government, international organization, and UN/UNDP is preferable.

##### III. Competencies:

- Ability to perform a variety of standard tasks related to IT aspects
- Ability to provide input to coordination related activities
- Ability in programming, mainly ASP, JSP, PHP scripting and other web languages and the willingness to learn new development environments.
- Good knowledge MySQL, SQL Server, and MS Access databases.
- Good knowledge of software applications
- Ability to work with minimum supervision in a multi-cultural environment

### IV. EXPECTED RESULTS

Review/approval time required to review/approve the outputs prior to authorizing payments.

<b>Deliverables/ Outputs</b>	<b>Target Due Dates</b>	<b>Payment</b>
Report on 10 <sup>th</sup> Year IO Tsunami Commemoration web portal design/lay-out draft (online but not published) and material collections	End of Sep 2013	30%
Publication of 10 <sup>th</sup> Year IO Tsunami Commemoration and report on the progress of Improvement made on SCDRR Website.	End of Oct 2014	50%
Finalization of all web portal development and handover to BNPB or other institutions appointed by BNPB with the website.	End of Dec 2014	20%