



TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONSULTANT (IC)

GENERAL INFORMATION

Services/Work Description:	National Consultant to Prepare INSIHD Ethiopia web portal/website
Project/Program Title:	Innovation for Development
Post Title:	National Consultant
Consultant Level:	Level B (Specialist)
Duty Station:	Addis Ababa
Expected Places of Travel:	The assignment may involve travels to regions
Duration:	20 working days
Expected Start Date:	Immediately after Concluding Contract Agreement

I. BACKGROUND / PROJECT DESCRIPTION

UNDP and Motorola Solutions have joined forces to support social innovators and development practitioners in deploying and using mobile technologies to foster human development. One of the key activities of this partnership is to bring together social innovators and policy makers and provide a forum where they can meet and work together to jointly tackle pressing development priorities. To achieve these goals, the partners have launched the International Network of Social Innovators for Human Development (INSIHD).

The network has already held gatherings in different countries that propelled the network's reach while fostering the creation of national INSIHD chapters. The INSIHD meeting was held in Addis for two days, 2-3 October, 2014. The purpose of the gathering was to convene key social innovators and stakeholders to explore synergies towards the creation of a local INSIHD chapter which could effectively support efforts to address national development priorities and challenges, while addressing some of the current policy bottlenecks.

During the event, agreement reached by the participants to launch an Ethiopian INSIHD chapter which can, with support from UNDP, tackle some of the key issues and get the attention of local policy makers. Accordingly, the interim steering committee with the support of UNDP is in the process officially launching INSIHD Ethiopia Chapter and is planning to develop the forum website that can serve as online platform to bring all stakeholders and members together and move the ICT/Mobile for development agenda forward.

II. SCOPE AND FUNCTIONS

Overall Objective

UNDP requires the services of a consultant to design and implement a web portal for the international network of social innovators for human development Ethiopia Chapter that will enable all stakeholders access information, connect with each other and engage easily and effectively.

Specific Duties and Responsibilities

The specific duties of the consultant will include the following but not limited to:

- Design the INSIHD Ethiopia Chapter website
- Develop the website with content management system which is easy to use and flexible with better security feature
- Develop the website with features including but not limited to:
 - Immediate and intuitive navigation
 - Clear information about the network
 - Easy to find contact information
 - Frequently asked Questions – an easy place to find volumes of common information
 - A well- designed blog
 - Social media integration
 - Subscription invitation with an easy sign up form
 - Stakeholder enjoyments including social sharing, comments, reader poll and surveys
 - Photo and multimedia gallery
 - News and events to announce and organize events with built in calendar to manage events easily
 - Forums or community pages to engage and connect the stakeholders this may include feedback system, poll and survey Management, membership Portal, Online forums etc.
- Search engine optimization promotion statistics and reporting
- Testing and launching
- Provide Technical support for three months

III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	<ul style="list-style-type: none">▪ Final developed Website with functionality▪ Technical support and website search engine optimization promotion statistics report▪ Domain Name registration and webhosting▪ Deployment of the website▪ At least 20 email addresses... (e.g. somebody@organizationname.org)▪ Provision of technical assistance for three months once the product launched.	Total 20 working days	PMSU Team Leader a.i.

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The selected individual consultant will work with EDC and INSIHD steering committee members to prepare the bylaw of the forum, and under the day to day supervision of the project manager of EDC COA.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

EDC provide all logistic and administrative support including work space.

VI. DURATION OF THE WORK

The contract last for twenty working days starting from the signing of the contract.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

Educational Qualifications

The consultant must have Bachelor or Master Degree and at least three years of relevant work experience

Experience:

At least 3-years work experience relevant to this assignment.

Functional Competencies

- Knowledge of UNDP's work on e-governance and International Network of Social Innovators for Human Development (INSIHD)
- Previous experience with UNDP or another UN agency a plus
- Good interpersonal skills and an ability to collaborate with subject experts
- Track record on meeting deadlines and online time delivery of products and outputs
- Must be a self-starter, be detail-oriented, have a 'positive' and energetic demeanor.
- Excellent written, verbal and graphical communication skills.
- Prior experience in website development
- Legal knowledge and experience
- Strong time management skills, ability to work well under pressure and meet established timelines.
- Must develop effective relationships with internal and external contacts and work well within a team.

Language and Other Personal Qualities:

- Excellent written and spoken English and Amharic.
- Must be a self-starter, be detail-oriented, have a positive and energetic demeanour.

Corporate Competencies:

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

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
<ul style="list-style-type: none">▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		40
<ul style="list-style-type: none">▪ Educational background as relevant to the subject		10

Criteria		Weight	Max. Point
▪ Experience as related to the work			30
▪ Interview (Competencies, communications, ...)			20
Financial (Lower Offer / Offer*100)		30%	30
Total Score	Technical Score * 70% + Financial Score * 30%		

IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in US dollars **all-inclusive lump sum contract amount** when applying for this consultancy. The consultant will be paid based on the effective UN exchange rate and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	<ul style="list-style-type: none"> Final developed Website with functionality Technical support and website search engine optimization promotion statistics report Domain Name registration and webhosting Deployment of the website At least 20 email addresses... (e.g. somebody@organizationname.org) 	PMSU Team Leader a.i.	50 %
2 nd Installment	<ul style="list-style-type: none"> Provision of technical assistance for three months after the product launched. 	PMSU Team Leader a.i.	50%

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, you are hereby given a template of the Table of Content. Accordingly; your Technical Proposal document must have at least the preferred content as outlined in the IC Standard Bid Document (SBD).

The website development proposal need to be submitted within 5 days after advertisement. The consultant is expected to submit and launch the website before March 20, 2015

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.