UNITED NATIONS DEVELOPMENT PROGRAMME

TERMS OF REFERENCE

BACKGROUND

The European Commission (EC)- United Nations Development Programme (UNDP) Joint Task Force on Electoral Assistance (JTF) was established to further strengthen and facilitate the existing partnership in the field and improve the overall efficiency and adherence of the projects to the common EC-UNDP strategic approach.

In order to assist the individual projects in implementation and showcasing their achievements, the JTF seeks to develop standardized microsites for project websites that will be used for the development of specific websites of EC-UNDP electoral assistance projects in countries.

The JTF also seeks to renew the design and set-up of the JTF website (http://ec-undp-electoralassistance.org/), to serve as their main website and gateway to manage the various microsites.

DUTIES AND RESPONSIBILITIES

The JTF requires a Web Developer specializing in Drupal web software to design, develop and launch both the new website and the microsites system, as well as provide a technical manual and training to the JTF team on microsite and content management.

The selected expert will – in close consultation with the JTF team – complete each phase with the due deliverables as outlined below in the description of responsibilities and in more detail in **Annex 1a & 1b.** The expert will be provided with all necessary documentation and support to guide the expert to realize the website and microsites system according to the requirements of the JTF.

The expert will finalize the website and microsites system according the three phases established below. Detailed instructions on this are provided in **Annex 1a**

- Table of tasks for JTF microsite system and **Annex 1b - Table of tasks for JTF website**.

The web developer is expected to deliver nine key deliverables spread out over six phases.

Phase 1 – Design phase I

- Deliverable 1: Create a visual design for the microsite system.

Phase 2 – Implementation phase I

- Deliverable 2: Create the microsite system and implement the design;
- Deliverable 3: Provide training and manual.

Phase 3 – Support and maintenance phase

- Deliverable 4: Launch, support, updates and hosting.

Phase 4 – Design phase II

- Deliverable 5: Create a visual design for the website.

Phase 5 – Implementation phase II

- Deliverable 6: Create the website and implement the design;
- Deliverable 7: Implement multilingual content;
- Deliverable 8: Provide training and manual.

Phase 6 – Support and maintenance phase

- Deliverable 9: Launch, support, updates and hosting.

KEY OUTPUTS

The expert will be expected to:

- Create an appealing design;
- Realize all phases of the website;

- Realize the website microsite system;

- Provide a short written manual of instructions for main functionalities and content to be managed followed by a short training session by video conferencing;
- Provide regular support and updates for the period of one year.

TECHNOLOGIES

The website will be developed based on Drupal 8. Drupal 7 is only an option if key modules have no functioning Drupal 8 counterpart.

The website should follow standard best practices and will need to pass various standardized tests with regards to responses design, loading speeds and search engine optimization (SEO).

COMPETENCIES

CORE COMPETENCIES

- Demonstrate corporate knowledge and sound judgment;
- Demonstrates and safeguard ethics and highest standards of integrity, discretion and loyalty.
- Acting as a team player and facilitating team work;
- Sharing knowledge across the organization and building a culture of knowledge sharing and learning;
- Excellent communications and networking skills and the ability to work in a team;
- Strong interpersonal skills.

FUNCTIONAL COMPETENCIES

- Knowledge of database management systems;
- Skilled in Drupal best practices;
- Commitment to excellence in producing quality work;
- Demonstrates knowledge of programming web application using Drupal, PHP, JavaScript, CSS, HTML5, JQuery, and MySQL;
- Skilled in graphic and web design software;
- Demonstrates ability to identify problems and proposes solutions;
- Demonstrates professional competence and expert knowledge of the pertinent substantive areas of work; and

- Good communication and interpersonal skills, ability to foster networks and partnerships.

REQUIRED SKILLS AND EXPERIENCE

EDUCATION

- Bachelors' degree (or higher) in Computer Science, Information Systems, Information Management or related discipline.

EXPERIENCE

- At least 3 years' experience in web/ software development and technical support at the national or international levels required and specific UN work experience would be an asset;
- Have a proven record of Drupal and PHP development of at least 4 years;
- Knowledgeable in integrating microsite services;
- Proven experience in MySQL administration;
- Experience and advanced knowledge in web design using: HTML, HTML 5, CSS, XML, Javascript and ability to setup and interact with web services (both SOAP/XML and JSON);
- Experience in responsive webdesign;
- Experience in managing LAMP based web server (configuration, security, patching);
- Knowledge of web design, graphic design, online video publishing and animation software would be an asset;
- Experience in developing social networking and knowledge management functionalities.

LANGUAGE

- Fluency in English;
- Knowledge of French is an asset.

APPLICATION SUBMISSION PROCESS

Please submit your application by filling the form in Annex 3 and email to:
dan.malinovich@undp.org

Please note that qualified individuals as well as companies and are invited to submit their applications.