UNITED NATIONS DEVELOPMENT PROGRAMME

ANNEX 1A - TABLE OF TASKS FOR JTF MICROSITE SYSTEM

DELIVERABLES

Phase 1 – Design phase I

DELIVERABLE 1: CREATE A VISUAL DESIGN FOR THE MICROSITE SYSTEM.

During deliverable 1 the web developer will define standard microsite elements that can be reusable with different colors, different logos and other different user definable elements.

- A general design will be developed that adheres to modern web layout but has flexible color scheme.
- Standard element layout like menu, header and footer will be fixed;
- Specific element layout like lists, form elements, search options and search results will be fixed;
- Web fonts will be defined;
- A design will be made for the home page;
- A design will be made for a standard overview page;
- A design will be made for standard page;
- The website should follow responsive design, so the website works well, and looks good on mobile devices and desktop;
- 4 screen resolution designs will be made of the standard page type;
- Make sure social media follow buttons are part of the design;
- Make sure partner logos are part of the design

Phase 2 – Implementation phase I

DELIVERABLE 2: CREATE THE MICROSITE SYSTEM AND IMPLEMENT THE DESIGN

The web developer will create the website and implement the design during deliverable 2.

- Setup online test environment;
- Install base Drupal system, contributed modules and configure system;
- Create users, roles and permissions;
- Make the website multilingual, English, French and maybe Spanish;
- Create the microsite functionalities;
- Create content types as per Annex 2a – Structured design for JTF microsite system;
- Create views as per Annex 2a – Structured design for JTF microsite system;
- Create custom blocks as per Annex 2a – Structured design for JTF microsite system;
- Create landing pages as per Annex 2a – Structured design for JTF microsite system;
- Implement permissions as per Annex 2a – Structured design for JTF microsite system;
- Implement design;
- Make sure design is responsive;
- Optimize website loading speed;
- Implement SEO best practices;
- Implement specific elements like search bar and language switcher;
- Create menus;
- Implement forms and form behavior;
- Create social media follow buttons.

DELIVERABLE 3: PROVIDE TRAINING AND MANUAL

The web developer will provide means for the team to create and update a microsite during deliverable 3.

- Create a manual;
- Create 1 or 2 example microsites;
- Provide online training for the team;
- Assist team in launching the first microsite.

Phase 3 – Support and maintenance phase

DELIVERABLE 4: LAUNCH, SUPPORT, UPDATES AND HOSTING

During the last deliverable the website will be launched with continued support.

- Generate reports for standardized tests;
- Do (security) updates;
- Do site improvements and updates on demand, average 4 hours per month for the duration of one year.