<p align="center">**TERMS OF REFERENCE**</p>

Project name:	**Climate Change Education and Awareness Project – Climate Box**
Assignment:	Contractor to develop an interactive learning web-portal on climate change based on Climate Box tool-kit
Expected duration:	Phase 1: Website development: July to October 2020
	Phase 2: 24/7 O&M services from November 2020 to December 2023
Duty station:	Home-based
Reporting to:	UNDP Istanbul Regional Hub – Climate and DRR Team

1. Background

The regional project *"Climate Change Education and Awareness – "Climate Box"* is implemented by the UNDP Istanbul Regional Hub with the financial support from the Russian Government through the Climate Window of the Russia-UNDP Trust Fund for Development. The project is implemented in 2017-2020 in Armenia, Kazakhstan, Kyrgyzstan, Moldova, Tajikistan, Turkmenistan and Uzbekistan.

In 2014-2015, UNDP developed and piloted in Russia a new innovative interactive learning toolkit on Climate Change – "Climate Box". The Climate Box consists of an illustrated textbook, the Climate Quiz game, a wall map illustrating the possible effects of climate change on nature and mankind, a poster with tips on how to reduce your carbon footprint, and a disk with all of the toolkit materials. Between 2016 and 2020, UNDP supported replication of Climate Box project in Eastern Europe and Central Asian countries of Armenia, Kyrgyzstan, Kazakhstan, Moldova, Tajikistan, Turkmenistan and Uzbekistan. Serbia joined the initiative in 2020. Localized versions of the toolkits have been prepared, a team of Russian experts and teachers conducted training and experience sharing workshops with local teachers and educators in all countries. The Climate Box is promoted in English, Russian and local languages. To support further replication, the Climate Box toolkit has been also translated into Arabic, French and Spanish languages. In 2016 a Climate Box web-site was developed: http://climate-box.com/   which presents the tool-kit in Russian and English languages but offers very limited interactive features and services.

A full set of Climate Box materials can be accessed at:
https://www.eurasia.undp.org/content/rbec/en/home/library/environment_energy/climate-box.html

2. Objectives of the assignment

The purpose of this assignment is to upgrade and refresh the Climate Box from rather static web site to fully managed interactive leaning web portal. At the moment, the Climate Box web-site (http://climate-box.com) is composed of a set of static pages with some functionality (quiz). UNDP wishes to expand this page to interactive and customizable portal. Users will be able to interactively add or modify content using advanced Content Management System. The portal will provide different content and functionality for public and for registered users. Full administration section will be developed. A new collaboration module for school teachers will be added. A space to publish and evaluate competitions for schools will be added. The portal will be developed as a multi-language system allowing to add new languages during the lifetime of the portal. Initially the system will provide full support for English and Russian language (content and administration). The system should however be designed to add new languages at later stage. New graphical design will be developed for Climate Box portal. Some visual

components will be carried over from the current portal, but overall look and feel of the website will be newly designed.

If needed, the portal will be migrated to a new technological platform to provide required functionality and ensure easy support for minimum 3 years. SSL encryption will be introduced for the entire portal.

3. Scope of work and responsibilities

The contractor will be responsible for the following tasks:

1. Develop a detailed concept and prototype design for the Climate Box interactive learning portal based on the core functionality requirements outlined below and make adjustments according to the comments received from UNDP
2. Develop the Climate Box interactive learning web-portal based on the approved concept and outline design with the full functionality described below in Table 1.
3. Work with UNDP to ensure that the design of interfaces is attractive to young users and enrich user experiences
4. Work closely with UNDP IRH Communications Team to integrate and comply with all UNDP communication rules and regulations, including branding, visibility, copyrights, layout, linkages to UNDP websites and communication tools, etc.
5. Test, debug and improve the application for optimisation of the performance
6. Produce Documentation for Requirement Gathering, Prototypes, Signoffs, Coding and release management Frequent Knowledge sharing with the team members and colleagues on the development
7. Provide O&M services for the website 24/7 from November 2020 to December 2023
8. Produce monthly reports for the website performance and recommendation for improvements and updates.

Core functionality requirements

- The system will be designed for multilanguage use. Initially, the system will be developed in two languages: 1) English 2) Russian. The system will allow for easy addition of other languages for content as well as for system texts in administration section (translation module). The public content in Climate Box Toolkit will be published in English, Russian, Spanish, French and Arabic from the beginning. The administration part must be available in English and Russian from the beginning, with possibility to translate it to other languages later.
- The system will be available on climate-box.com and client-server communication will be fully encrypted with SSL.
- User management module: teacher, moderator, administrator
  Teacher: can post questions, can view consolidated answers, answers to questions from other teachers and download content available for teachers only. Teachers can post project submissions to competitions.
  Moderator: can respond to teacher questions, publish consolidated answers, manage teachers user accounts
  Competition Admin: can add, manage and delete competitions
  Toolkit Admin: Can edit content on the Toolkit side
  General user: can view the contact and download materials
- Full admin section

- All content will be published in multiple languages. The system must be designed for uploads and content modifications in multiple languages.
- Web domain and hosting. The website will be published at the climate-box.com domain, owned by UNDP. The vendor will propose hosting type and hosting requirements. UNDP will contract hosting in line with vendor's requirements.
- The interface must be user-friendly and attractive for young audiences.
- Intellectual Property. All the information uploaded on the web portal will be the property of UNDP. The Contractor must submit all source code and documentation to them upon successful launch and expiry of three months testing period.
- Consideration of cybersecurity requirements.
- Keywords embedded in web-site architecture (headings, page titles, meta descriptions, URLs, etc.) for maximum searchability/visibility on popular search engines.

Upon contract signing, the Contractor will be expected to work closely with the UNDP IRH Climate and DRR Team (CDT), which will monitor every stage of deployment of the tasks and evaluate the deliverables as described in this TOR. The Contractor will report directly to UNDP IRH CDT, and provide a report on the delivery of the service upon completion of the contract.

Required components
1. Climate Box Toolkit and Climate Quiz
2. Teacher space
3. Video lessons & Webinars
4. School Contest
5. Communication
6. About us
7. Contact us
8. Administration section

Table 1. Elements of the Climate Box web portal

Element	Content	Languages	Access
1 – CLIMATE BOX TOOLKIT	Climate Box Toolkit is a set of mainly static pages with text, pictures, videos and links. It can be compared to a textbook on climate change. Climate Box Toolkit is available to public, without any registration. Content of the Toolkit is managed and updated by Admins and moderators interactively in administration section of the portal. Administration section allows publishing of the content in multiple languages. The content and structure of the Climate Box Toolkit will be very similar to the current content and structure of the climate-box.com website. The toolkit also has a download section where toolkit parts will be available for download in PDF format (all languages). UNDP staff will be able to upload download files in administration section. Climate Box Toolkit components	English, Russian, French, Spanish, Arabic	Public

	• Textbook • Quiz (as in climate-box.com); • Gallery • Poster and Map (the online version of the poster will be animated);		
2 – TEACHERS SPACE	The portal currently has section "Guidelines for teachers". It is a simple, static website with instructions for teachers. This should be expanded to a fully featured yammer-style, moderated teachers' space, which will allow teachers to exchange materials, discuss climate change issues and post questions. • Exchange of materials & activities developed by teachers - moderated. • Search engine for materials. • Teachers can register/create an account & upload documents. • A moderator organizes thematic discussions and consolidates input on different topics. • The system builds upon "Solution Exchange", an UN service (example here). • Teachers can ask question, moderator will respond directly in discussion space, or publish the Q & A or start a consolidated answer to produce a page with complex answer to a question. • Consolidated answers can be published in the form of Q&A or in a form of articles/blogs. The system will allow to define, whether answers are public or limited to registered users.	English & Russian	Registered users only [*Teacher can submit input via a mailing list or the like*]
3 – VIDEO LESSONS & WEBINARS	Climate Box will contain a collection of video lessons and other video content. Videos will primarily be hosted at YouTube. This section will serve as an entry point to those videos. Administrators will be able to add a link, thumbnail and short description of a video to a video library.	English & subtitles	Public
4 – SCHOOL CONTEST *A section on projects from schools and individuals. Students can*	Climate Box organizes national and international school competitions for best climate projects. This space is for international school competition of climate projects. School projects that won national competitions can be submitted to international round. Using this space, Moderators will be able to publish (announce) and manage competitions. Teachers from schools will be able to submit projects on behalf of their students to the competition via online form.	Russian and English	UNDP [*participants can submit project via an online form, jury can access submitted projects*]

submit their projects.	Competition jury will review projects and announce winners. Each competition will have a mini-site composing of: • Cover page – describing the competition, status of competition, dates, deadlines, rules, prizes, etc. Once the winners are selected, cover page will also display winners with their projects. • Page with successful projects – a page listing all the submitted projects, with names of students and project details. The school contest module will: • Announcements of school competitions (+ information about the contest, rules and procedures, the jury etc.); • School projects that won in the national competitions are submitted for an international round through the web site/online form; • Jury members access and evaluate projects; • Announcement of winners + winner projects are posted on the web site. Administration part will allow to: • delete/hide submission; • edit submission; • Mark winners (order) and publish selected or all projects. **Data structures** **Competition:** Title, description, link to a page, start date, end date. **Project submission:** Project title, description, project category, country, school, student name(s), files (documents, PPTs, photos, videos), cover photo, custom questions.		
5 – COMMUNICATION: **news, stories, blogs, links to social media***.*	• Moderated by Climate Box project team – UNDP team can upload news/stories directly; • Announcements of Climate Box events; • News regarding new versions, new program countries etc.; • Any sort of communication materials: stories, photo-stories, blogs, articles on climate education, updates on school projects. Sample: Communication section on the UNDP IRH web (news/stories/blogs/publications):	English, Russian, Spanish, French (with the possibility of adding other UN languages later)	UNDP *[one-way communication]*

	https://www.eurasia.undp.org/content/rbec/en/home/climate-and-disaster-reslience/climate-change.html		
6 – ABOUT US	Simple static page editable via CMS		
7 – CONTACT US	Simple static page editable via CMS		
8 – ADMINISTRATION SECTION	Administration section will serve to manage content of the Climate Box and will provide space for moderators to maintain communication with the audience. Key components of the Administration section: • Content Management System (CMS) to update content of static pages. • Tool to manage menus at the homepage of the portal • All the above in multiple language versions. • Translation module to translate system fields to other languages. • Management of users /roles • Management of competitions: publishing new competitions, management of received submissions (deleting, editing, ranking, etc.) • Management of Teachers's space: management of discussions, upload of documents, managements of Q&A section, creation of articles/blogs. • Management of video section: adding new videos, editing deleting		

4. Duration of assignment and duty station

Duration: The Contractor is expected to provide the specified services from July to October 2020, for the core work (design, development, and coding)
Duty station: home based

5. DELIVERABLES
The Contractor is expected to deliver the following:

Output	Deliverable	Indicative Schedule
1	The approved structure, outline design and prototype of the web-site in English language	September 2020
2	A clean, user-friendly, and fully operational multilingual web-portal. All the coding will be handed over to UNDP. The website is fully operational with all proposed technical functions outlined in Section 3 of the TORs.	October 2020
3	Manual, training in English, and O&M services provided to the web managers to manage, upgrade, and maintain the website, including 24/7 O&M services from November 2020.	31 December 2020

6. Required expertise and qualifications
A successful service provider is expected to meet the following requirements:
- At least five years of practical experience in web design and development;
- Experience in development and delivering animated learning content targeting children and youth
- Experience in development of multilanguage online portals. Experience in creating websites with content in Arabic is an asset.
- Demonstrable previous experience in developing user-friendly, visually attractive, highly interactive, simple but elegant, and clean websites for different organizations;
- Experience with similar previous assignments with development partners or UNDP is an asset.

Vendor's team assigned for the task should demonstrate the following qualifications (CVs of core team members to be provided):

- Proven experience in developing educational and learning products for children
- Fluency in English
- Expert knowledge of modern multimedia and interactive website design techniques, including graphic design and web-based application platforms;
- Experience in the development of knowledge and learning products/ resources on environment and climate is an asset;
- Demonstrable experience in developing web-based applications involving data illustration;

7. Payment terms

UNDP IRH will affect payments to the successful Service Contractor upon satisfaction with the stated deliverables. Payments shall be made in phases by outputs:

Phase	Output	Indicative Payment Schedule	Condition for Payment Release
1	The approved structure, outline design and prototype of the web-site in English language	30%	Within thirty (30) days from the date of meeting the following conditions:
2	A clean, user-friendly, and fully operational multilingual web-portal. All the coding will be handed over to UNDP. The website is fully operational with all proposed technical functions outlined in Section 3 of the TORs.	40%	
3	Manual, training in English, and O&M services provided to the web managers to manage, upgrade, and maintain the website, including 24/7 O&M services from November 2020.	30% of the total contract value	1. UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and 2. Receipt of invoice from the Service Provider.

EVALUATION CRITERIA

The evaluation of technical proposal shall be conducted using scoring method (700 points), as follows:

Summary of Technical Proposal Evaluation Forms	Max Points Obtainable
1. Bidder's qualification, capacity and experience	250
2. Proposed Methodology, Approach and Implementation Plan	200
3. Management Structure and Key Personnel	250
Total	**700**

Section 1. Bidder's qualification, capacity and experience		Max Points obtainable
1.1	At least five (05) years of practical experience in web design and development;	75
1.2	Demonstrable previous experience in developing user-friendly, visually attractive, highly interactive websites for different organizations;	75
1.3	Demonstrated previous experience in development and delivering animated learning content targeting children and youth	75
1.4	Experience with development partners, especially UN Agencies working on climate change, environment protection or education projects	25
Total Section 1		**250**

Section 2. Proposed Methodology, Approach and Implementation Plan		Max Points obtainable
2.1	Clear workplan and suitable manpower allocation for the assignment	50
2.2	Prototype graphical design template to describe the proposed visualization and structure of the website (including a Homepage and a landing page) and a technical proposal for the website	150
Total Section 2		**200**

Section 3. Management Structure and Key Personnel		Max Points obtainable
3.1	The team leader;	
3.1. a	has professional qualifications in Information Technology with exposure to multimedia applications, following web design standards and making use of Web 2.0 or later;	50
3.1. b	has knowledge of modern multimedia and interactive website design techniques (Web 2.0 or later), including graphic design and web-based application platforms;	50
3.1.c	ability to communicate in English is an asset;	20
3.2	Team members;	
3.2. a	have demonstrable experience in developing web-based applications involving data illustration	40

3.2. b	have proven experience in developing educational and learning products for children	50
3.2.c	have experience in the development of knowledge and learning products/ resources on environment and climate change	40
Total Section 3		**250**