TERMS OF REFERENCE
FOR INDIVIDUAL CONTRACT

POST TITLE:	Online course web development consultant (International Consultant)
AGENCY/PROJECT NAME:	Promoting a Fair Business Environment in ASEAN
COUNTRY OF ASSIGNMENT:	Home-based (with no travel required)
DURATION OF CONTRACT:	16 November 2020 – 15 May 2021
	6 months **max 80 working days**

A.   Project Title

In 2018, BRH has launched a regional project on "Promoting a fair business environment in ASEAN" (2018-2021) targeting 6 countries: Indonesia, Malaysia, Myanmar, the Philippines, Thailand and Viet Nam. The multi-year regional project- Promoting a fair business environment in ASEAN is carried out by UNDP in cooperation with the British government and aims to promote fair, transparent and predictable business environments by working with both governments and the private sector in a collaborative manner.

B.   Project Description

UNDP's 'Promoting a Fair Business Environment in ASEAN' project

In Asia and the Pacific, UNDP is increasingly requested to provide support services to governments and private sector on developing transparent and accountable solutions that contribute to sustainable development in the region. These services are part of UNDP's Bangkok Regional Hub's signature solutions on good governance and partnerships with the private sector to achieve the Sustainable Development Goals.

The UNDP Bangkok Regional Hub (BRH) is responsible for the implementation of regional projects, knowledge management activities and the provision of advisory services to the 24 UNDP Country Offices in Asia and the Pacific. BRH has recently launched a flagship project on "Promoting a fair business environment in ASEAN" (2018-2021) that aims to promote an enabling environment for the private sector by promoting good governance, transparency public procurement, anti-corruption and the rule of law, as well as by encouraging companies to adopt sustainable business practices. This is in line with the UNDP Strategic Plan (2018-2021), while highlights the need for UNDP to become a catalytic organization that helps governments to create an enabling environment for the private sector to align its business with the SDGs.

The regional "FairBiz" project is coordinated and managed by BRH, while being implemented in at least six target countries: Viet Nam, Myanmar, Thailand, Malaysia, the Philippines and Indonesia.

As part of its deliverables, the FairBiz project is collaborating with the **Anti-Corruption for Peaceful and Inclusive Societies (ACPIS) project** managed by the UNDP Global Anti-corruption team based in Singapore to develop a self-paced online course on public procurement, which the consultant will be supporting. Thus, the consultant will be in close communication with both teams for this assignment.

The ACPIS global programme is UNDP's main vehicle for supporting and coordinating UNDP's anti-corruption work both internally through UNDP regional hubs and country offices and externally with other relevant partners. In addition to producing knowledge products on relevant anti-corruption topics, UNDP also coordinates the interagency anti-corruption web-portal "www.anti-corruption.org", which provides information by various thematic areas and also online courses on anti-corruption.

C. Scope of Work

The consultant will provide support in online course development, web development, web design, IT and knowledge management, as part of UNDP's Promoting a Fair Business Environment in ASEAN project and UNDP's Anti-Corruption for Peaceful and Inclusive Societies (ACPIS) Global Project.

Working with the FairBiz team and global ACPIS team, the consultant will package learning materials to develop online learning modules, provide web development support in maintaining and managing the web-portal and is operations, revise website content and draft webpages, provide web development and design support for advocacy, communications and knowledge management, as needed.

D. Expected Outputs and Deliverables

The consultant will support the online course development and other web-management tasks, including:
- Packaging learning materials into interactive, self-paced online modules in collaboration with Knowledge Management and Coordination Specialist, in consultation with the wider teams,
- Maintaining and managing the web-portal and its operations (WordPress-based),
- Developing and maintaining web platforms/applications for online courses,
- Reviewing and revising website content,
- Drafting webpages,
- Supporting advocacy and communications through social media, etc.,
- Other web portal related tasks, as assigned by the team.

Deliverables:

- Development of the 1st online course – up to 25 working days
- Development of the 2nd online course – 25 working days
- Maintaining and managing the web-portal – up to 15 working days
- Support advocacy and communications – up to 15 working days

E.   Institutional Arrangement

The consultant will work under the direct supervision of the Project Specialist in Bangkok and UNDP Global Anti-Corruption team's Programme Manager. The consultant will also consult with the communications focal point to ensure the deliverables are in line with UNDP Branding guidelines.

F.   Duration of the Work

Duration: The initial contract duration will be six months (16 November 2020 – 15 May 2021) with maximum of 80 working days.

Duty Station: Home-based with no travel required

G.   Qualifications of the Successful Individual Contractor

The consultant should possess the following expertise and qualifications:
Education:

- Master's degree or equivalent in information and technology, computer science and engineering, economics, political science, development studies or international affairs, public administration/policy, and journalism/communications.

Experience:

- Minimum of 3 years of professional experience in front-end web development and website design, including expert knowledge in HTML, CSS and JavaScript;
- Proven experience in the graphic design and technical implementation of user interfaces in a web-based environment.
- Proven experience in using or creating Learning Management Systems and interactive, self-paced online courses;
- Proven experience in working with Content Management Systems (WordPress preferred);
- Experience in working with SQL Databases is desirable;
- Knowledge in web application programming in PHP and Python is desirable;
- Experience in ensuring operational functioning of websites and drafting of different communication materials;
- Computer literacy in standard office software applications;
- Experience in development, governance or anti-corruption is desirable.

Languages:

- Excellent English language skills;
- Knowledge of other UN official language is an asset.

Competencies

Functional competencies:

- Knowledge and experience of using tools and platforms to develop and maintain website and online courses;
- Excellent writing and communication skills;
- Knowledge of MS office, internet-based applications, including Learning Management Systems, and development of websites and web content for WordPress-based sites.

Corporate Competencies:
- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity.

H. Scope of Price Proposal and Schedule of Payments

The consultant must send a financial proposal based on an **all-inclusive Daily Fee** in USD for the contract period. The term "all-inclusive" implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the consultant in completing the assignment are already factored into the total fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC's duty station) should be identified separately.

The Project Specialist (BRH) and the Programme Manager (ACPIS) will review the progress and quality of agreement upon outputs prior to issuance of payment. Payments shall be done monthly based on actual days worked, upon verification of completion of deliverables and approval of a Time Sheet indicating the days worked in the period.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel. Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates.

I. Recommended Presentation of Offer

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:
- **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- **Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC**, including **Financial Proposal Template;**
- **Three Samples of previous work on developing online courses and/or web development.**

Incomplete proposals may not be considered. The shortlisted candidates may be contacted and the successful candidate will be notified.

J. Criteria for Selection of the Best Offer

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%), and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)
- Criteria 1:   Relevance of Education –Max 10 points
- Criteria 2:   Experience in creating online courses and using/creating Learning Management Systems – Max 25 points
- Criteria 3:   Experience in website development and knowledge management or communications (Adobe and WordPress-based preferred) for the global anti-corruption web-portal www.anti-corruption.org – Max 25 points
- Criteria 4:   Experience working in UNDP and/or UN system or other International organizations – Max 10 points

Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.

K. Annexes to the TOR

N/A