



TERMS OF REFERENCE

Assignment Title	National Web Management Consultant
Unit	Strategic Management Unit, UNDP
Type of Contract	Individual Contract (National Consultant)
Contract Period	1 December 2020 – 31 November 2021 (168 days = 14 days x 12 months)
Supervisor	Communication Analyst
Location	Yangon
Country	Myanmar

BACKGROUND

The UNDP Country Programme (CPD 2018-2022) supports the implementation of the 2030 Agenda and Sustainable Development Goals within the framework of addressing the challenges of multiple transitions in Myanmar. The current Country Programme is built on the achievements of the previous programme but represents a shift towards more integrated programming at the national and sub-national levels and support to United Nations-wide initiatives to better address the interlinkages between peacebuilding and social cohesion, governance, environment and natural resources management, resilience, urbanization and balanced and inclusive growth.

The UNDP Myanmar Strategic Management Unit (SMU) drives new ways of working through partnerships, innovation, communications, design and data visualization; coordinates quality assurance of monitoring and evaluation as well as continuous project monitoring through defined indicators; supports programme teams and CO senior management in planning and management of thematic country programme and project evaluation(s) and follow up in implementation of recommendations; and promotes evaluation standards, quality assurance/control and capacity development in the Country Office by facilitating knowledge building and management. The team strives to bring new methodologies, energy and insights into the work of the entire Country Office.

UNDP uses a range of communication tools and products to portray the impact of the work it does. Key to this is this the UNDP Myanmar website.

Purpose of the assignment

The national web management consultant will be responsible to manage the website. This includes to regularly update it with stories, blogs and other publications forwarded by the communication unit, make it all look up to professional standard and translate articles for a Myanmar version of the website.

DUTIES AND RESPONSIBILITIES

Scope of Work

Be responsible as the day-to-day web master, through:

- Regularly upload new content on UNDP CO website as provided by the Communications Team within a quick turnaround (4 hours);
- Translate content for the Myanmar version of the website with quick turnaround (1 day);
- Ensure a fresh look of the website and regularly rearrange existing content on the entry page;
- Provide web support whenever required, including to create pages or microsites for events;
- Monitor and report on websites' statistics;
- Do Internal Cross posting between pages, project web pages etc;
- Support to SMU teams with graphic design and layouts for media posts, infographics and other communications materials.

Expected Outputs and Deliverables

- Upload the content provided by the Communications team, respecting UNDP guidelines and within a 6-hour turnaround period;
- Cross link the uploaded content on the related pages;
- Integrate social media on the web pages;
- Ensure website and content comply with UNDP corporate standards and transparency requirements;
- When requested, provide on-line support for events and meetings by creating special pages;
- Monitors impact of content and user frequency on the website;
- Design and create dedicated microsites for key events/projects as required
- Uploading videos/photos/content on YouTube, and other social media channels as required;
- Update the website to make them more user-friendly, accessible and interactive;
- Provide solutions for the optimization and enhancement of new and existing digital platforms and web applications in terms of design, user interface, and functionality;
- Train staff on how to use a Content Management System to ensure easy updating of data;

Additional Deliverables

- Testing of UNICODE Burmese font on the website by working closely with HQ team
- Advice on innovative services such as RSS, podcasting, user comments etc.
- Uploading the translated content in the backend
- Do Internal Cross posting between pages, project web pages etc.

Institutional Arrangement

- The web consultant will report to the Communications Analyst.

Duration of the Work

- The assignment will take place from December 2020 to November 2021
- Monthly payment will be paid, based on actual days- up to 14 days

Duty Station

- The assignment is based in Yangon

COMPETENCIES

- Translation skills at a professional level;
- Proven experience of working with AEM/CQ5 platforms;
- Experience in website and content management systems;
- Ability to work under pressure and tight deadlines;
- Knowledge of the UN an advantage; and
- Outstanding communication skills.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Masters degree in Computer Studies, Information Systems or related areas and five years relevant working experience;
- Or Bachelors degree in Computer Studies, Information Systems or related field with seven years relevant experience.

Experience

- Five years of work experience in developing and maintaining websites and microsites.
- Work experience using AEM/CQ5 platform necessary
- Experience in providing web support for the UN an advantage.
- Experience with professional translations

Technical skills

- Ability to navigate content management-based web systems, experience with MS Sharepoint is an asset;
- Ability to trouble shoot website related issues.

Language requirements

- Fluency in written Burmese and English language is required.

Price Proposal and Schedule of Payments

The consultant must send a financial proposal based on the daily rate. He or she has to provide services for 14 days per month (starting from December 2020), until the end of November 2020. The payment will be done monthly. In case of excessive workload, the web consultant has to inform the team in advance and charge with separate invoice.

The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, communication costs and any other applicable cost to be incurred by the consultant in completing the assignment.

Evaluation Method and Criteria

Individual consultants will be evaluated based on **value for money and technically compliant offer**

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as both: a) responsive/compliant/acceptable, and b) offering the best value for money.

Technical Criteria for Evaluation (Maximum 70 points)

- Relevance of education – 15 points
 - Masters degree in Computer Studies, Information Systems or related areas and five years relevant working experience;
 - Or Bachelors degree in Computer Studies, Information Systems or related field with seven years relevant experience.
- Relevant Experience and Technical Skill - 50 Points
 - Five years of work experience in developing and maintaining websites and microsites.
 - Work experience using AEM/CQ5 platform necessary
 - Experience in providing web support for the UN an advantage.
 - Experience with professional translations
 - Ability to navigate content management-based web systems, experience with MS Share-point is an asset;
 - Ability to trouble shoot website related issues.
- Language Skill - 5 points
 - Fluency in written Burmese and English language

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications.

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or [P11](#)**, 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.
- **Links to previous work**

Incomplete proposals may not be considered.

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)