Standard Format for Terms of Reference (ToR)
AMENDMENT 1

Request for: Consultant | x | Individual contractor | |

Organizational Unit: UN-REDD Programme Secretariat

1. Purpose (justification for request)

1.1 Explain the requirement for a consultant / individual

A consultant is required to provide full and continuous maintenance to the UN-REDD Programme website and to provide support to other communications related activities of the Programme. The consultant will be based in Nairobi.

1.2 Qualifications / special skills or knowledge

1. University degree in Information Technology or Computer Science.
2. At least four years of progressively responsible professional experience in information technology, administration and maintenance of web-enabled applications, web development and content management systems.
3. Proficiency with various graphic design software, familiarity and proficiency with all social medial tools and knowledge of video and photo editing software.
4. Excellent verbal and written skills
5. Ability to work quickly and accurately while under pressure and with short deadlines
6. Fluency in oral and written English is required. Knowledge of other official UN languages would be an asset.
7. Strong interpersonal skills and oral communication skills.

1.3 Title and identification number of programme / project

UNREDD Secretariat Project

1.3 Duration

   25 May - 24 August 2013

   Amended for additional four months from:

   25 August - 24 December 2013

   Total duration: 7 months

2. Funding

2.1 Source of Funds   Regular Budget ☐   Extra-budgetary ☒

2.1 Allotment Account / Budget Line: 2013-RED-5060-2F68-1111-120100

2.2 Remuneration:

US$3,000 payable monthly and commensurate with UNON Salary Scale for General Service Staff at level G6/7

Total for initial three months is **US$9,000**

Total for additional four months is **US$12,000**

Total contract value US$21,000

3. Travel involved
Some travel may be required

Travel will be organized by   Substantive Office   ☒   Selected candidate   ☐

4. Workplan

4.1 Tasks and Responsibilities:
Under the direct supervision of the Senior Officer, Global Programme, the consultant will:

- Design and develop web enabled applications, implement content management systems (CMS), and programming in HTML, ASP, ASP.NET, XML, SQL, JavaScript.
- Daily content updates and improvements of www.un-redd.org
- Write, edit and summarize content for web publishing.
- Update of UN-REDD social media websites.
- Monitor and report on new UN-REDD, REDD, REDD+ news and web content.
- Create new (or re-design existing) sections of the website.
- Monthly layout, improvements and distribution of the UN-REDD Newsletter.
- Design and layout of promotional materials.
- Weekly updating of the UN-REDD workspace to ensure consistency between the website and the workspace.
- Monitor and report on website traffic and statistics.
- Suggest improvements and additions to the UN-REDD website on an ongoing basis.

- Edit video & audio material for web content.
- Develop pages on the site for translated content in French and Spanish.
- Contribute content to communications products.
- Perform any other duties assigned.

4.2 **Deliverables:**
   a. Full technical maintenance and design improvements provided for the UN-REDD Programme website.
   b. Full technical maintenance and updates provided for UN-REDD's social media platforms
   c. Successful set up and running of UN-REDD public dissemination tools (online subscriptions/RSS feeds, etc.)

4.3 Specific tasks and responsibilities
   (See activities and outputs above)
4.4 Reporting lines

The Consultant(s) will report to the Senior Officer, Global Programme based in the UN-REDD Programme Secretariat, Geneva.