**1.4a Development of Cambodia REDD+ Website**

**Draft ToR for Website Development**

**Objective**

To develop a fully functioning website for the Cambodia REDD+ programme that can be managed by Cambodia REDD Taskforce Secretariat Staff and can be further developed over time.

**Background**

The Cambodia UN-REDD Programme is a significant programme of the Royal Government of Cambodia in its efforts to get ready for REDD+. This programme’s approach and has been specifically designed to support implementation of a REDD+ Roadmap, which was developed by the interim REDD+ Taskforce and stakeholder groups during the period January-September 2010. The UN-REDD programme has four outcomes:

1. National REDD+ Readiness Management arrangements and stakeholder consultation;
2. National capacity-building towards development of the REDD+ strategy and implementation framework; and
3. Sub-National REDD+ capacity-building and demonstration;
4. Support to development of the Monitoring system.

The programme design looks to fully incorporate relevant line ministries and agencies with FA, GDANCP and FiA being fully engaged within the implementing structures, while other ministries are engaged within higher level decision making bodies as well as technical assessment and consultation processes. This approach marks the programme out as one of the most highly integrated UN-REDD programmes globally.

In addition to these Government line agencies the programme needs to be able to communicate effectively with a broad number of stakeholders both within and outside Government and internationally. The same applies to other programmes developing REDD+ readiness in Cambodia supported by multinational and bilateral development partners, NGOs and others. Effective and efficient REDD+ readiness requires open communication of all information related to the process.

In light of this it has been decided that a website is an essential tool to help communicate progress on REDD+ readiness with stakeholders, inform them of events and upcoming developments, and to gain feedback of specific issues.

As such the UN-REDD programme is looking to engage the services of a Website development specialist to lead in the development of an initial Cambodia National REDD+ Programme website.

**Expected Results**

It is anticipated that at the end of the assignment an interim Cambodia REDD+ website will exist, including basic content and functions to ensure easy access to information on the Cambodia REDD+ Programme.

**Specific Requirements**

In order to achieve this it is expected that the service provider will:

1. Develop a website outline for review by the REDD+ Taskforce Secretariat prior to development of the website
2. Develop a website

Provide training to staff within the REDD+ Taskforce Secretariat

The service provider will work closely with the REDD+ Taskforce Secretariat to increase understanding of the websites functionalities and weaknesses. They should also be willing to support the REDD+ Secretariat in developing capacity to manage the site over a period of several months.

**Specific Requirements:**

1. Development of a basic website outline for review by the REDD+ Taskforce Secretariat prior to development of the website

- A clear plan including illustrations of the website and clear description of functionality should be provided in advance

- Information should be provided to accompany this presentation to ensure that REDD+ Taskforce Secretariat are clear about the services to be provided

Expected Result:

REDD+ Taskforce Secretariat Staff should have a clear understanding of what will be provided and can provide initial edits to the structure and format

2. Development of a basic website to include:

* + Home page
  + Introduction to REDD+ and Cambodia REDD+
  + Project/programme center, with information on all REDD+ readiness projects and programmes in Cambodia
  + Document center (from which documents can be downloaded)
  + FAQ’s
  + News and upcoming events (possibly integrated into website)
  + Links – the site should be linked from and link to the relevant government agencies, as well as other initiatives

Navigation should also be facilitated by a menu bar that is available on every screen and a search function

Interaction with the website should be facilitated by – the domain name linking to an e-mail address that can easily be downloaded and used by the Secretariat, options be available to sign up for alerts when changes are made to the web site, and there be functionality for users to leave comments relating to specific documents or information.

The web-site should be bi-lingual – Khmer and English

Expected Result:

Basic website is operational

3. Provision of training to staff within the REDD+ Taskforce Secretariat

- REDD+ Taskforce Secretariat are provided with a clear and accurate training on how to manage the website

- On the site learning is supported to ensure key staff are able to upload and edit information

- A basic guidance manual should be provided to the REDD+ Secretariat staff to facilitate ongoing usage

Expected Result:

REDD+ Secretariat Staff are able to conduct basic content management processes, including adding and removing events/information and linking with e-mail applications

**Qualifications**

The service provider should be an individual or firm with experience of developing and maintaining websites for Government agencies, private sector enterprises or NGOs. They should have experience of providing training to staff with limited IT experience and be willing to provide ongoing support.

**Time Frame**

It is requested that the basic framework of the website be developed within one month of contract signing with further support and training continuing for up to three months after this period.

**Bidding Requirements**

Interested parties should provide a brief – no more than 3 pages – outline of how they would undertake the assignment, including proposed budget and anticipated workplan.