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**Terms of Reference**

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| **Contract Type** | Website Designer for the National REDD+ ProgrammeUNDP Solomon Islands |
| **Duration** | 30 days b/w April and June for website design, plus 5 days set aside till March 2014 for service and maintenance |
| **Duty Station:** | Honiara, Solomon Islands |

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| **1) GENERAL BACKGROUND** |
| The UN-REDD Programme is the United Nations collaborative initiative on reducing emissions from deforestation and forest degradation in developing countries (REDD+). The Programme was launched in 2008 and builds on the convening role and technical expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP).The Solomon Islands joined the UN-REDD Programme in February 2010, and the Initial National Programme Document (INPD) was signed in May 2011. The Initial National Programme (INP) is designed to support broad-based, multi-stakeholder consultation and engagement, analysis of drivers of deforestation and forest degradation and capacity development for national forest monitoring and measurement, reporting and verification (MRV). While the INP is implemented by the Government of the Solomon Islands, the INP will work closely with all relevant international, national and local development partners.The INP seeks to engage a web designer to help establish a national REDD+ website for the Solomon Islands. The website is to serve as a key medium for information sharing and knowledge management for the national REDD+ process. The website is also intended to raise the overall visibility of the country’s efforts towards REDD+ Readiness among the external audience to promote increased international support for the Solomon Islands. The web designer will work under the direct supervision and guidance of the UN-REDD INP Director and Programme Management Unit (PMU). Additional guidance on technical elements will also be provided by the international advisor to the INP.  |
| **2) SCOPE OF WORK** |
| The web designer will: * Review national REDD+ websites from other countries, including the website of the - <http://www.vietnam-redd.org/Web/Default.aspx?lang=en-US> to develop a basic understanding of objectives and functionality of such a website;
* Identify a preliminary structure and functions of the website in consultation with the INP Director, PMU and international advisor;
* Design the national REDD+ website, using a commonly used content management system – the website must follow the World Wide Web Consortium (W3C) standards for wide accessibility;
* Reflect feedback from the INP Director, PMU and international advisor to fine-tune the design and functionality of the website;
* Publish the website;
* Prepare a simple manual for maintaining, managing and updating web contents;
* Provide training to INP staff on basic operation of the website including document and information upload and
* Provide a periodic maintenance service.
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| **4) FINAL PRODUCTS** |
| Following outputs a) and b) must be reviewed and approved by the INP Director, PMU and international advisor. 1. Architecture and design (including prototypes, wireframes and sitemap) of the Solomon Islands National REDD+ Programme website
2. Implementation of a:
	* Final website published
	* PMU staff trained to maintain, manage and upgrade the website content with clear instruction notes
	* Solomon Islands National REDD+ Programme website operational

The web designer will also allocate a total of 5 days until the end of February, 2014 to provide a periodic maintenance service. The time spent on providing this service will be tracked by the web designer to report to the PMU.  |
| **5) PROVISION OF MONITORING AND PROGRESS CONTROLS** |
| The web designer will report to the UNDP Country Office in Honiara and will be required to have every webpage technically cleared by the INP Director, PMU and international advisor in terms of design, functionality, contents, layout, etc.  |
| **6) DEGREE OF EXPERTISE AND QUALIFICATIONS** |
| The consultant will have:* Education: university degree or proven experience in Computer Science or related field;
* Experience in web design using a commonly used content management system and modules;
* Computer/software skills: Proven experience in IT and web development: DNN, Javascript, HTML, W3C standards such as XHTML, Dreamweaver and Photoshop,.ASP.Net, ASP Classic, .Net Framework and XML Web Services, DNS server, IIS web servers, and Active Directory, SQL Server MySQL and MS Access databases and PHP scripting language;
* Strong communication and interpersonal skills: ability to communicate with non-experts in simple terms about IT processes and train non-experts in website maintenance;
* Background in media and communications are desirable; and
* Language: able to work and communicate proficiently in English.
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| **7) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES**  |
| INTERMITTENT - upon request |
| **8) PROPOSAL REQUIREMENTS** |
|  Service providers are requested to provide a clear proposal of how they will approach the task including an outline workplan indicating time required for each part of the design and development process. Contracting will occur on a lump sum basis including all time and expenses required for the development, publishing and subsequent support of the website. |