

UNICEF in Belarus

Terms of Reference

For Consultant Recruitment

Relocation Website Consultant

Type of contract: National individual consultancy

Duration: 3 months, 1.09.2022 – 30.11.2022, full-time with flexible working arrangements

1. BACKGROUND AND JUSTIFICATION:

The United Nations General Assembly mandates UNICEF to advocate for protecting children's rights, help meet their basic needs, and expand their opportunities to reach their full potential. Across 190 countries and territories, UNICEF works for every child daily to build a better world.

UNICEF is committed to transparency and accountability and has been pursuing a series of measures to report in the public domain on progress towards development, humanitarian results, and expenditures. Great help in this regard, providing the country office website www.unicef.by that allows reaching communities, partners, and donors across Belarus and beyond.

While the current UNICEF in Belarus website www.unicef.by was well received and served for many years, there are increasing demands for a more technologically sufficient and up-to-date platform with greater functionality. The current portal falls short in some key technical and design aspects restricting the office's communication, advocacy, and fundraising goals. There is a need to relocate to a new platform with extended functionality and allow it to be fully integrated into global UNICEF's external-facing website unicef.org (CMS Drupal).

2. PURPOSE/ OBJECTIVE:

UNICEF is looking for a consultant to organize the transition of key information, articles, and subpages from the old website to the new website, making it ready for public launch. The backend development and content creation activities do not require support within the current contract. The vendor shall provide the following services:

- Complete 3-days long Drupal CMS training in English with the following granting of access to the backend of the new website.
- Download the library of documents stored at the old website. Upload downloaded materials on the cloud in a structured manner.
- Upload the most popular files to the new website.
- Create several landing pages upon request on the new website and prepare them for the content developed.
- Fix the bugs following the guidance from the HQ support team.
- Communicate in English with the HQ support team on all issues related to the website launch.

3. KEY TASKS AND DELIVERABLES:

UNICEF suggests the following phases and deliverables.

Tasks	Deliverables	Timeframe
Undergo Drupal training	Received access to backend of the website	3 days
Downloading library of documents and organizing them on internal cloud	Created virtual folders in organized manner with uploaded information in them	20 days
Transfer part of files to the new website	Working links on the pages	14 days
Create landing pages on the new website	Pages ready to be published	30 days
Fix the bags	Launch approval from the support team after comprehensive check of the website received	14 days

4. SUPERVISION, WORK RELATIONS & OVERSIGHT

The consultant will report to the Communication Specialist for direct supervision. They will work in close cooperation with the Digital Communication Officer and Content Creation Consultant.

5. TRAVEL

Not expected.

6. PAYMENT CONDITIONS

The remuneration amount will be based on the consultant's qualification and paid monthly per daily rate upon certification of deliverables.

Payments will be made based on monthly invoices upon submission of deliverables.

7. UNSATISFACTORY PERFORMANCE

Payment of fees to the Contractor under this contract, including each installment or periodic payment (if any), is subject to the Contractor's complete performance of his or her obligations under this contract about such payment to UNICEF's satisfaction and UNICEF's certification to that effect.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, work/outputs are incomplete, not delivered, or fails to meet deadlines. All materials developed will remain the copyright of UNICEF, and UNICEF will be free to adapt and modify them. This ToR is an integral part of the contract (SSA) signed with the consultant.

8. QUALIFICATIONS OR SPECIALIZED KNOWLEDGE/ EXPERIENCE REQUIRED

- Current students or graduates
- At least 1 year of experience in managing websites
- Willingness to learn website management on Drupal CMS
- Understanding English at least on the B2 level
- Experience of using Sharepoint, Outlook

9. PROCESS FOR APPLICATION

Proposal from candidates should include:

- 1) A completed UN P-11 form;
- 2) Financial Proposal, indicating desired monthly rate.

Criteria for selection of proposals:

- 1) Previous experience and qualifications – 90%
- 2) Financial proposal – 10%