

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title	Funding Code	Type of engagement	Duty Station:
Consultancy to Design a Website with GIS Capabilities for the Nutrition Partners Forum	WBS200/001/005 Non-grant	<input checked="" type="checkbox"/> Consultant	Maputo

Purpose of Activity/Assignment: Design a Website with GIS Capabilities

1. Background

The United Nations Children's Fund (UNICEF) is currently co-chairing the Nutrition Partners Forum (NPF) and the Scaling-Up-Nutrition (SUN) UN and Donor Network together with the and the European Delegation in Mozambique (EUD) since January 2024, for a period of two (2) years. The NPF is a multi-partner and multisector working group established in May 2011 to address the need for coordinated and collaborative efforts to support the Government of Mozambique (GoM) in prioritizing nutrition in the development agenda of the country. The NPF was established soon after Mozambique's commitment to the SUN Movement agenda in 2011. The Forum's objective is to foster coordination and harmonization among partners contributing to food and nutrition security in Mozambique, whilst also enhancing alignment with the Government of Mozambique's (GoM) priority plans, policies and strategies in these areas.

As part of the role of the co-chairs to improve coordination and harmonization and information sharing on food and nutrition security activities supported by partners in Mozambique, UNICEF, as co-chair, is seeking for a consultant to provide support in developing a website for the NPF to effectively manage and share knowledge on support and contributions of partners to the food security and nutrition in the country provided. The website will streamline content management, user management, GIS capabilities for displaying maps of different levels, and hosting functionalities, ensuring efficient knowledge dissemination and collaboration.

2. Objective

The objective of this consultancy is to design a website that includes:

1. User Management (Access, Groups, and Permissions)
2. Content Management (Input, Dashboards, etc.)
3. GIS Capabilities (Geographic Information System for map displays)
4. Hosting and Deployment

Scope of Work:

The consultant will be responsible for the following tasks:

3.1 User Management

- **Access Control:** Design and implement role-based access control (RBAC) to ensure that users have appropriate access to system resources with 3 levels: i) data management access; ii) full access for NPF members; and iii) limited access to general public.
- **Group Management:** Enable creation and management of user groups with specific permissions and roles.
- **Permission Management:** Define and manage permissions for various user roles and groups, ensuring secure and efficient access to the system's features and content.

3.2 Content Management

- **Content Input:** Develop an intuitive interface for users to input and manage content, including documents, articles, and multimedia.
- **Dashboards:** Create customizable dashboards that display relevant content and analytics for users based on their roles and permissions.

- **Search and Retrieval:** Implement a robust search functionality to enable users to easily find and retrieve content.
- **Content Organization:** Design a system for categorizing and tagging content to facilitate efficient organization and retrieval.

3.3 GIS Capabilities

- **Map Integration:** Integrate GIS functionalities to display maps at different levels (e.g., local, regional, national) within the website.
- **Spatial Data Management:** Develop features for managing spatial data, including uploading, editing, and visualizing geographic information.
- **Interactive Maps:** Enable interactive map features such as zooming, panning, and layer toggling to enhance user experience.
- **Geospatial Analysis:** Implement basic geospatial analysis tools to support data-driven decision-making and advocacy.

3.4 Hosting and Deployment

- **Hosting:** Provide recommendations for hosting solutions (cloud-based or on-premises) that ensure scalability, security, and reliability.
- **Deployment:** Design and implement the deployment strategy for the website, ensuring smooth transition from development to production.
- **Maintenance:** Outline a plan for ongoing maintenance and support, including updates, backups, and troubleshooting

Selection criteria

- University degree or equivalent in computer science information technology or related areas.
- Demonstrated proficiency in web development technologies including but not limited to MySQL, PHP, HTML, Java, and JavaScript.
- Proven experience of web design, and proven expertise in server and hosting management of ICT systems.
- Strong experience in developing in well-known and widely used open-source platforms.
- Understanding of End Users needs to match with adequate technical solutions.
- Experience with database design, data management and analysis.
- Demonstrated experience in developing information systems and databases and map production, including in the use of innovative technology, including of Kobo and PowerBI.
- Proven expertise and experience in designing interactive data visualization dashboards, KPI scorecards, and data models, implementing low-level security, and developing, publishing, and scheduling Power BI reports as per business requirements.
- Demonstrated experience with office software programs including email, Microsoft Office (Word, Excel, PowerPoint) and experience with database and mapping tools (i.e. Excel-based).
- Proactivity and good collaboration skills to work well with people.
- Fluency in Portuguese and working knowledge of English is required.

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

Budget Year: 2024	Requesting Section/Issuing Office: CAN	Reasons why consultancy cannot be done by staff: More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates
-----------------------------	--	---

Included in Annual/Rolling Workplan: Yes No, please justify:




Yes – under 200/001/005

<p>Consultant sourcing:</p> <p><input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both</p> <p>Competitive Selection:</p> <p><input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Desk Review <input type="checkbox"/> Roster</p> <p>Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)</p>	<p>Request for:</p> <p><input checked="" type="checkbox"/> New SSA – Individual Contract</p> <p><input type="checkbox"/> Extension/ Amendment</p>
---	--

If Extension, Justification for extension:

Supervisor: Lara C. Machuama Nutrition Specialist	Start Date: October 2024	End Date: October 2025	Number of working Days 30
--	--	--------------------------------------	---

Work Assignments Overview	Deliverables/Outputs	Timeline	Estimate Budget
Requirement Gathering and Analysis	Inception report	5 days (week 1)	20%
System Design and Prototyping	Prototype presented, reviewed/ tested	10 days (week 2-3)	40%
Stakeholder Review and Feedback		5 days (week 4)	
Final Design and Implementation Planning	Final website and implementation plans	10 days (week 5-6)	40%

Estimated Consultancy fee	USD10,000		
Travel International (if applicable)	NA		
Travel Local (please include travel plan)	NA		
DSA (if applicable)	NA		
Total estimated consultancy costsⁱ			
<p>Minimum Qualifications required:</p> <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: University degree or equivalent in computer science information technology or related areas.</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> ▪ Demonstrated proficiency in web development technologies including but not limited to MySQL, PHP, HTML, Java, and JavaScript. ▪ Proven 5 years experience of web design and proven expertise in server and hosting management of ICT systems. ▪ Strong experience in developing in well-known and widely used open-source platforms. ▪ Understanding of End Users needs to match with adequate technical solutions. ▪ Proactivity and good collaboration skills to work well with people. ▪ Fluency in Portuguese and working knowledge of English is required. 		
<p>Competitive Selection Criteria (for clarification see Guidance)</p> <p>A) Technical Evaluation (maximum 75 Points) B) Financial Proposal (maximum of 25 Points)</p>			
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>		
<p>Request Authorised by Section Head</p> <p>Maureen L. Gallagher  16-10-2024</p>	<p>Request Verified by HR:</p> <p>Emely Bere, OIC-HR Manager  16-10-2024</p>		
<p><i>Approval of Deputy Rep Operations (if Operations):</i></p> <p>_____</p>	<p><i>Approval of Deputy Representative (if Programme)</i></p> <p>Lenay Alexandra Blason  17-10-2024</p>		
<p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p>			



¹ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. **Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.**

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Text to be added to all TORs:

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.
