

## CONSULTANT SERVICES PROCUREMENT NOTICE

Date: 8 August 2016

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant to provide Web Management Services

**Project name:** UN Women Moldova

**Period of assignment/services:** 5 September 2016 – 28 February 2017

**Technical proposal** and **financial proposal** should be submitted **on-line** no later than **16 August 2016, 23:59 local time**.

Requests for clarification only must be sent by standard electronic communication to the following e-mail [marina.vatav@unwomen.org](mailto:marina.vatav@unwomen.org).

Please notice that this address is for information requests only, please do not send or copy your application package to this address.

UN Women staff will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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### 1. BACKGROUND

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

UN Women is operational in Moldova on the basis of former UNIFEM projects, which were active in the country from 2007. Starting with 2014, a UN Women Country office has been established in the Republic of Moldova to provide continuous support for the Government, UN and Civil Society to promote gender equality and women's empowerment based on the four key strategic areas in Moldova: (i) Women lead and participate in decision-making at all levels, (ii) Women, especially the poorest and most excluded, are economically empowered and benefit from development, (iii) Women and girls live a life free of violence and (iv) Governance and national planning fully reflect accountability for GE commitments and priorities.

Moldova Country Office is currently implementing its strategic plan covering the period 2014-2017. This entails number of key momentums, including the completion of current and starting of new programs, raising funds for the new areas of engagement and focus, and implementing programs, including Women in Leadership and Violence against Women, Gender Responsive Budgeting, Romani Women, work in Transnistria, Women Labor Migration, as well as capacity building of CSOs, including in the framework of the Civil Society Advisory Group (CSAG).

UN Women places an important emphasis on communicating with beneficiaries and partners on development assistance results. For this purpose, UN Women Country Office seeks to embark on a series of targeted communications interventions that would showcase the results of programmatic activities and their ultimate impact on beneficiaries, facilitate the engagement of partners and the Moldovan public with its key messages and activities, and support its advocacy efforts.

In this context, the UN Women Country Office plans to develop and launch its official country website in English, Romanian and Russian languages.

The country website will adhere to UN Women branding guidelines and design approaches. The website is expected to be user-friendly, using the design template and content management system (Sitecore) provided by UN Women headquarters, adopting a smooth user experience and easy shareability of content on social media platforms, serving as a working tool for UN Women Moldova and as an information resource for its partners and the general public.

To this end, UN Women Moldova Country Office would like to hire a Web Management Consultant.

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK**

### **Duties and Responsibilities**

Under the overall guidance of the National Programme Officer and direct supervision of UN Women Communications Associate the national consultant is expected to develop a website structure (sitemap), in consultation with both UN Women Moldova Country office and the global technical team; collect relevant content; adapt the meta data to Romanian language, set-up and test the website ensuring its full functionality including interactive features and seamless integration with social media channels; and train the UN Women Communications Officer and other relevant staff on the use of the WCMS and website content adding/editing.

***For detailed information, please refer to Annex 1- Terms of Reference.***

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### Education:

- University degree in the field of Science/Technology/Engineering or Mathematics or other relevant field. Additional training in web design, and web-based content management is a strong asset.

### Experience:

- At least 3 years' experience with managing websites using web-based content management systems, preferably Sitecore, and in coding HTML and CSS according to the latest web standards, including a solid understanding of mobile responsive design and web accessibility
- Proven experience with web taxonomies to categorize and tag web content, preferably with an understanding of gender-related issues
- Proven experience providing training and technical support to WCMS users
- Solid knowledge on website security and website hosting service
- Portfolio of at least 5 web-sites of moderate to high complexity developed for different organizations in the past 3 years, including at least one in the past 6 months.

### Language skills:

- Fluency in Romanian, Russian and English

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested candidates must submit via online submission system the following documents/ information to demonstrate their qualification:

- Letter of Intent with 1-2 pages brief technical proposal describing actions to undertake the assignment (justification of being the most suitable for the work, vision and working approach) as well as attaching relevant reports and deliverables produced in the past;
- Duly filled Personal History Form (PHF11)/CV, including records on past experience in similar projects/assignments and specific outputs obtained; Personal History Form P11 that can be downloaded from <http://www.unwomen.org/en/about-us/employment>
- Portfolio with links to previously developed websites;
- Financial proposal (in MDL) - specifying a lump sum amount and the number of anticipated working days. The financial offer should include all costs related to completion of the task under the current Terms of Reference.

## **5. FINANCIAL PROPOSAL**

The financial proposal shall be structured around the specific tasks and key deliverables described in the Terms of Reference. Interested individual consultants must specify a daily fee. Payments are made to the Individual Consultant based on the number of days worked.

## **6. TRAVEL**

No travels are envisaged under the current assignment.

## **7. EVALUATION**

For detailed evaluation procedures please refer to Annex 1- Terms of Reference

## **ANNEX**

### **ANNEX 1 – TERMS OF REFERENCES (TOR)**

### **ANNEX 2 – CONDITIONS OF SERVICE - CONSULTANT**