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## TERMS OF REFERENCE

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Job title:	<b>IT Consultant – Web architect</b>
Duty Station:	Chişinău, Moldova
Section/Unit:	EU4Moldova: Focal Regions Programme (EU-funded)
Type of Contract:	Individual Contract
Starting Date:	September 2020
Duration of Assignment:	September– December 2020, up to 25 working days

## Job Content

### I. BACKGROUND

The EU4Moldova: focal regions Programme (further Programme) is based on the European Commission Implementing Decision on the Annual Action Programme 2018 in favour of the Republic of Moldova and is funded by the European Union and implemented by the United Nations Development Programme.

The overall objective of the five-year Programme is to strengthen the economic, territorial and social cohesion in the Republic of Moldova through smart, green, inclusive, sustainable and integrated local socio-economic growth as well as by improving the standards of living of the citizens in the focal regions<sup>1</sup>: Cahul and Ungheni.

To this end, this Programme will address also the urban-rural divide as well as regional disparities, stimulate economic growth and job creation, refurbish and upgrade some social and technical infrastructure in selected areas (smaller towns and villages) while taking into account climate change and a gender perspective in the activities of the Programme.

Specific objectives:

1. To strengthen transparency, accountability of local public authorities and people's participation in local governance processes in the focal regions.
2. To improve citizens' access to quality public services and utilities in the focal regions.
3. To create employment opportunities for men, women and youth in the focal regions and improve the attractiveness of the focal regions for investors and entrepreneurs.

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<sup>1</sup> The term “**Focal region**” is used to define the broader area of Cahul municipality (35 thousand inhabitants) and Ungheni municipality (32 thousand inhabitants), comprising adjacent rural communities (to be further defined).

4. To promote the SMART specialization of the economy of the focal regions through the development of the clustering and value chain approach in key economic sectors.

The Programme objectives will be achieved through measures targeted at: (i) capacity building to support the implementation and monitoring of local economic development plans; (ii) civil society engagement in local planning, governance processes and basic social service delivery; (iii) provision of investment funding in support of the creation and/or development of social and technical infrastructure which, combined with the outcomes from interventions (i) and (ii) above, will have an immediate, visible and tangible impact on employment creation, the standard of living of the population in the focal regions.

## **II. SCOPE OF WORK**

The Programme intends to contract an experienced IT-Consultant – Web architect (further referred as Consultant) to assist the EU4Moldova: Focal Regions Programme to develop Technical Specs for the [www.eu4ungheni.md](http://www.eu4ungheni.md) and [www.eu4cahul.md](http://www.eu4cahul.md) websites upgrade. Both websites were developed at the launch Programme phase and need to be upgraded in order to be more interactive, mobile and user-friendly as well as re-engineering of the data back office.

Both websites will share the same architecture and among others will also serve as:

- i. a communication and visibility tool other than the primary source of information about the Programme activity;
- ii. a tool to engage and provide services to different stakeholders from the target regions and beyond (in different areas, such as touristic, business, social, cultural etc.), and
- iii. an interactive platform to further promote interaction and collaboration among citizens, private sector and civil society organizations (pools, crowdsourcing campaigns).

The new architecture will unlock the potential functionalities of the current software while displaying the content in a more organized and well-structured, attractive, and user-friendly manner.

## **III. EXPECTED DELIVERABLES, TENTATIVE TIMEFRAME AND OTHER ARRANGEMENTS**

The activity of the Consultant will consist in providing expertise to identify solutions to implement a new version of the [www.eu4ungheni.md](http://www.eu4ungheni.md) and [www.eu4cahul.md](http://www.eu4cahul.md).

To achieve the stated objectives, the Consultant will have the following responsibilities:

<b>Tasks, Activities &amp; Deliverables</b> <i>(provision of deliverables of required content and quality is the only criteria for consultant's payment)</i>	<b>Estimated work volume</b> <i>(used at the submission stage)</i>	<b>Tentative timeframe</b> <i>(subject to coordination/adjustment with EU4MD project team)</i>
<b>Task I: Support the process of conducting needs assessment and recommendations provision in the process of developing the new web architecture:</b> <ul style="list-style-type: none"> <li>✓ Assess the current websites structure and contents outline for ease of accessibility, quality of contents, user-friendliness, ease of maintenance/update, information retrieval, etc.;</li> <li>✓ Perform a needs assessment of Programme and donor organization, LPAs from target regions, CSOs, business sector, media and citizens in order to consider those needs in the process of developing of the new websites;</li> <li>✓ Consult a wide range of international best practices of websites and layouts relevant to the present assignment and recommend additional elements to further complete the content of the two websites for Cahul and Ungheni;</li> </ul> <p><u>Note 1.</u> Assessment will be performed in close cooperation and support from the Programme Manager, specifically SMART Development and Digital Transformation Project Officer, and Communications Officer.</p>	up to 3 working days	
<b>Deliverable I: Inception Report</b> <ul style="list-style-type: none"> <li>- Inception Report, with results of the assessment and concrete proposals and solutions, based on the best practices.</li> </ul>		August 20, 2020
<b>II. Support in defining the smart solutions, Technical Specs, migration plan for the <a href="http://www.eu4ungheni.md">www.eu4ungheni.md</a> and <a href="http://www.eu4cahul.md">www.eu4cahul.md</a> websites</b> <ul style="list-style-type: none"> <li>✓ Identify the most suitable smart solutions to be integrated in the new websites with particular focus on mobile optimisation;</li> <li>✓ Develop a detailed budget-efficient, innovative, accurate Technical Specs for the <a href="http://www.eu4ungheni.md">www.eu4ungheni.md</a> and <a href="http://www.eu4cahul.md">www.eu4cahul.md</a> websites in close coordination with the</li> </ul>	up to 7 working days	

<b>Tasks, Activities &amp; Deliverables</b> <i>(provision of deliverables of required content and quality is the only criteria for consultant's payment)</i>	<b>Estimated work volume</b> <i>(used at the submission stage)</i>	<b>Tentative timeframe</b> <i>(subject to coordination/adjustment with EU4MD project team)</i>
SMART Development and Digital Transformation Officer, and Communications Officer; ✓ Consider new sections to be developed and integrated into the <a href="http://www.eu4ungheni.md">www.eu4ungheni.md</a> and <a href="http://www.eu4cahul.md">www.eu4cahul.md</a> websites; ✓ Develop a migration plan for the Programme taking into account the current state of the two web pages presence as a priority for migration.		
<b>Deliverable II: Technical Specs</b> - Technical Specs, including smart solutions and deployment on mobile devices for the <a href="http://www.eu4cahul.md">www.eu4cahul.md</a> and <a href="http://www.eu4ungheni.md">www.eu4ungheni.md</a> development; - Migration plan.		September 20, 2020
<b>Task III: Assist the Programme in drafting tender related documentation</b> ✓ Provide assistance to the Project team in drafting tender related documentation;	up to 2 working days	
<b>Deliverable III: Tender documentation</b> - Tender related documentation to launch the procurement for the company designed to develop the platform and the two websites.		September 31, 2020
<b>Task IV: Support in evaluation technical offers to develop the two webpages</b> ✓ Participate as member of the Evaluation Committee in evaluation of technical offers;	up to 3 working days	
<b>Deliverable IV: Evaluation Report</b> - Input to the Evaluation Report		October 15, 2020
<b>Task V: Support in monitoring and evaluation the quality of services provided by the selected company</b> ✓ Monitor and evaluate the quality of services provided by the selected IT company to develop the new websites; ✓ Provide feedback to the request for clarifications – technical related aspects; ✓ Final Report on the progress and findings.	up to 10 working days	

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<b><u>Deliverable V: Final Progress Report</u></b> - The final progress report and feedback to the technical aspects.		December 20, 2020
<b><u>Total number of working days estimated</u></b>	<b>Up to 25 working days</b>	

**Note:**

The indicated tentative timeframe has been estimated as being sufficient/feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of the assignment. It cannot and shall not be used as unique criteria for completion of work/assignment. The provision of the envisaged deliverables approved by the *EU4Moldova: Focal Regions Programme* shall be the only criteria for Consultant's work being completed and eligible for payment/s.

All deliverables shall be provided in English, in a brief and user-friendly language and require the endorsement by the Programme Manager.

All activities under this assignment shall be performed in a gender-sensitive manner and applying human rights-based approach.

#### IV. INSTITUTIONAL ARRANGEMENTS

The Consultant will work under the direct supervision and guidance of the EU4Moldova: Focal Regions Programme Manager and in close collaboration with the SMART Development and Digital Transformation Officer, and Communications Officer. The Consultant will be provided with the necessary information and materials for the fulfilment of his/her tasks.

It is expected that the Consultant begins the assignment in September 2020 and completes the assignment in December 2020.

**Performance evaluation**

The Consultant's performance will be evaluated against such criteria as timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

**Travel and other logistic arrangements**

No Travel outside duty station is envisaged. If there will be required, the logistical aspects will be arranged with the support of the EU4Moldova: Focal Regions Programme team.

**Financial arrangements**

Payments will be made post factum on a lump-sum basis, upon submission and approval of deliverables,

and certification by the Programme Manager that the services have been satisfactorily performed. The payments shall be processed based on the daily fee and the total number of days worked and reported during the reporting period.

## **V. QUALIFICATIONS AND SKILLS REQUIRED**

### *Academic Qualification:*

- University degree in computer science, engineering or the related field.

### *Experience:*

- At least 5 years experience in system designing process;
- At least 3 years of demonstrated experience in web technologies (PHP, C#, CSS, JSON, JavaScript, XML, MySQL, MVC, SOAP, REST), database development and optimization and programming;
- Experience with CMS tools such as Drupal or Joomla!
- Experience with frameworks such as CodeIgniter, Laravel, Symfony, Expression Engine or MS. Net is an asset;
- Minimum 3 similar assignments of drafting technical specifications for development and/or upgrade of applications, dynamic websites for public authorities and/or international organization;
- Previous experience/participation in carrying out needs' analysis of public institutions (central or local public authorities, at least two similar analysis) and development projects/partners;
- Experience working in/with projects financed by European Union, or other international organizations, including the UN Agencies will be considered an advantage.

### *Competencies:*

- Ability to analyse, plan, manage diversity of views;
- Good understanding of the web technologies and programming, smart development and digital transformation;
- Proven commitment to the core values of the United Nations respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

### *Language requirements:*

- Fluency in Romanian and English are required.

The United Nations in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.