



## TERMS OF REFERENCE

**Job Title:** National Consultant to provide web programming services  
**Project Reference:** UN Coordination  
**Type of Contract:** Individual Contract (IC)  
**Duration of Assignment:** up to 40 working days during June-August 2013

### Background:

UN Agencies in Moldova are actively engaged in supporting national development efforts of the country. Given the increased cooperation between UN agencies within the UN Team, a clearly structured, well-designed and well-illustrated public website is needed that is easy to navigate and to use. The current UN website is not supported by a Content Management System and lacks a clear internal structure. Also, each entry of data into the website requires not only inputs regarding the content but also regarding the design aspects. Updating the information therefore requires too much time. The new solution will help focus on content, and offer a well-structured and unified image for the entire site.

Using new corporate templates, especially designed for websites of UN Country Teams who are adopting the Delivering as One approach, the UN in Moldova website could transform into a more effective communication tool, providing information to a wide range of target audiences, including the general public, the Government, international and local media, development partners, civil society, academia and other partners.

### Objective:

The main objective is to create a clearly structured, professional, well-designed and well-illustrated UN Moldova public website, based on existing templates. The site needs to be supported by an effective and easy-to-manage content management system based on Django framework.

### Scope of work and expected output:

Under the overall supervision of ICT Associate, Coordination Unit and Communications Unit the qualified individual contractor will be tasked to accomplish the following expected

deliverables:

- Assistance in developing of a Content Management System based on Django framework that meets the external web communication needs of the UN in Moldova.
- The System must have multi-language support for: English, Romanian, and Russian.
- Ensure compatibility of the website with different browsers and mobile devices: Microsoft Internet Explorer version 7 and later, Mozilla Firefox version 3 and later, Google Chrome version 16 and later, Android and IOS based tablets.
- Assist in adjusting and resolving of all identified problems, in order to eliminate and fix the bugs and defects that might occur as a result of programming and designing errors.

#### Stage 1: Design and programming

- Attend and participate in a meeting with UN Coordination Unit, Communications Unit and IT Associate to understand various needs.
- Create Content Management System modules in Django framework based on existing data models and business logic, including a news application, UN publications application, donor coordination application, banners and special initiatives application and a general application.
- Design of public interface for the above-mentioned modules in line to the UN corporate templates using existing CSS and HTML layout
- The design of public interface should be based on jQuery library
- Ensure design and content makes all pages “print-friendly”

#### Stage 2: Test

- Check bugs and problems, diagnose and fix them
- Check W3C compatibility and scripts of the entire site
- The web site should have the functionalities of W3C compliant and CMS based -to allow content updates by non-technical users.

#### **Deliverables**

1. View functions (in Django web-framework terms) for graphic user interface (GUI) developed by 31 July 2013 the latest.
2. View functions (in Django web-framework terms) for public presentation part developed by 31 July 2013 the latest.

#### **Organizational Setting:**

The Web Designer will be required to comply with standard UN rules and regulations. The design of the website should be based on UN corporate templates. He/ She will work under the technical supervision of the IT Associate. Services shall be paid upon written approval of the UN Coordination Officer.

#### **Qualifications:**

##### *Education:*

- University degree in the fields of computer science;

### *Experience and Skills:*

- At least 4 years of experience in developing websites and/or web applications;
- Experience and advanced knowledge in web software, languages and systems: Django web framework, JavaScript, jQuery library, CSS, HTML, MySQL is required;
- Experience and advanced knowledge in open source CMS (Content Management System) installation and management is an asset;
- Knowledge of online social networking desirable but not required;
- Prior experience with International Organizations and/or international NGOs is an asset;
- Knowledge of English, Romanian and Russian.

### **Competencies**

- Demonstrates integrity by modeling the UN values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensibility and adaptability;
- Consistently approaches work with energy and a positive, constructive attitude;
- Ability to work independently;
- Strong ability to demonstrate high quality final products under short deadlines.
- Ability to communicate issues and facilitate resolution in a timely manner.