

TERMS OF REFERENCE FOR A NATIONAL CONSULTANT

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| Country: | Arab Republic of Egypt |
| Project Title: | Egyptian Italian Environmental Cooperation Project (EIECP III) |
| Post Title: | Web-Portal Consultant |
| Duty Station: | Cairo - Office |
| Duration: | 4 months |
| Expected Starting Date: | October, 1 st 2017 |

A. Project Description

EIECP III is a three-year project implemented as the third phase of the Italian Egyptian Environmental Cooperation Program (EIECP), which first phase started in the late 90s, while its second phase came to an end in 2010. The current third phase of EIECP aims at further developing Egypt's protected areas (PAs) system, mainly with the view of establishing income-generating mechanism and, thus, facilitate the process for mobilizing resources toward the financial sustainability of the Egypt's PAs system and, in this way, its conservation and sustainable development endeavours. EIECP III will also tackle other PAs management needs of the Nature Conservation Sector (NCS) of the Egyptian Environmental Affairs Agency EEAA), such as that of information gathering/generation management and analysis.

Community Based Natural Resources Management (CBNRM) schemes will be developed and implemented to promote sustainable development in a number of project Intervention Areas (IAs), identified as those spatial domains where the services provided by the ecosystem safeguarded by the PAs focused by EIECP II are used. In this way, local communities are engaged in the management of PAs with the view of enhancing the efficacy in preserving natural ecosystems and cultural heritages. The sustainable use of Egypt's PAs natural resources can hardly generate adequate income for local communities if not built around tourism, which is a significant engine of growth for both the national economy and the development of local communities. For this reason, EIECP III will also tackle the promotion of responsible and sustainable eco-tourism activities and, in so doing, will also pursue the integration of all other potential local economic activities, such as agriculture, ranging and fishing in the CBNRM schemes in and around PAs. The said CBNRM schemes will thus be critically analysed to highlight PAs management best practices and, on this basis, prepare guidelines and methodological tools for their replication in other contexts.

B. Purpose of the Consultancy

The objective of the assignment is to develop, maintain and admin a web-portal for the EIECP III project that highlights achievement of activities, which reflect the project outputs. In addition, maintain and link the bridge phase www.SEPA-NCS.org of the Italian project to the new web-portal.

To achieve this objective, it will be necessary to:

- Collect and input relevant information, data and resources.
- Design and develop an internet based information platform which can accommodate the related outputs and activities.
- Train designated personnel in the EIECP III project, which will have long term responsibility for the web-portal.

C. Scope of work

The web-portal must be fully cross-compatible web-portal application therefore; there must be consistency in standards for metadata, indexing, searching and other critical components.

1. The EIECP III should allow the user to:

- Obtain up-to-date information about biodiversity and protected areas.
- Find information about EEAA and partner institutions etc.
- Link directly to the sites of related EEAA, giving access to information on their activities and resources available online.
- Provide comments and feedback.

2. Tasks

Working in close collaboration with the PMU of EIECP III, the selected consultant will:

Task 1: Create Information Platform Outline

Prepare an outline of the functionality of the proposed platform, demonstration of searchability, and initial design ideas. This must take into account the budget allocated, making provisions for trade-offs, prioritisation of functionality and/or phased implementation. It should also take into consideration the findings of the needs assessment conducted in Task 1.

Task 2: Prepare a Detailed Information Platform Specification

On approval of the information platform and based on a requirement analysis facilitated by the PMU of EIECP III, develop a detailed specification for the information platform including:

- Overall structure, field definition and design
- Logical framework and user interface
- List of hardware and software needs to enable development and implementation.

Task 3: Information Platform Development

On approval of the detailed specification by the PMU of EIECP III, undertake the information platform architecture, functionality and user interface development.

Task 4: Beta Testing

Upload a beta-version of the information platform to facilitate input of real project data and facilitate limited user access to identify outstanding issues with functionality and “usability”. Where issues are identified, undertake bug fixes and system revisions. An incremental version of the beta system may be required depending on the degree of bug fixes and system revisions required.

Task 5: Domain Registration

Provide domain name registrar services and webhosting, including email and data storage, for a period of 2 years.

Task 6: System Release

On acceptance by the PMU of EIECPHII of the rectified beta version, upload the full working system to open access (on a server to be specified by the EIECPHII) to allow data input and access by external users.

Task 7: Training in use and maintenance of the system

Provide training in use and maintenance of the system to persons to be named by the PMU of EIECPHII. This would follow the allocation of responsibilities related to maintenance of the web-portal. The consultant would also prepare a manual, documenting procedures to be followed, for continued population and maintenance of the web-portal.

D. Deliverables

The consultant will deliver the following:

- Output 1: Information Platform Outline
- Output 2: Detailed Information Platform Specification, including recommended hardware and software needs.
- Output 3: Beta-version of full system (and any incremental beta versions required by the EIECPHII).
- Output 4: Fully deployed online version of the EIECPHII web-portal application integrated with Content Management System (CMS).
- Output 5: The web-portal application source code with any other related files that are used in the designing phase (e.g. flv flash file, psd adobe Photoshop, databases, UML Diagrams, DFD, Database schema, Database ERD, ...etc).
- Output 6: A complete user guide document or manual.
- Output 7: A complete developer guide with all its related work (e.g. a complete list of all programs and software with their versions that are used in the designing and implementation phases, database design, flow diagrams, ...etc).
- Output 8: Training for web-portal maintenance and updating.

Please note that:

The PMU of EIECPHII project will be responsible for reviewing the outputs and for giving feedback in a timely manner.

E. Evaluation Criteria

Proposals will be evaluated based on price/cost effectiveness, suggested approach and experience.

F. Submission Requirements

Proposal submissions are to include:

- A technical proposal (not more than 10 pages).
- A schedule for delivery of outputs.
- A financial proposal.
- Detailed CVs with information on the experience and competence of the person(s) who will undertake the assignment as well as evidence of working on similar projects.

G. Provision of monitoring and progress controls

The consultant will be supervised by Project Director and Project Manager, and the UNDP Programme Officer. A team of national consultants and EEAA working group will cooperate with the consultant in the process of EIECPIII web-portal development/finalization.

H. Required Experiences and qualifications

Technical Skills and Expertise

- Expert knowledge of modern web-portal technologies and graphic design.
- Expert knowledge of Photoshop, illustrator, acrobat, Word and other graphics applications.
- Expert knowledge of HTML, CSS, DHML, VB Script, Java Script, Java, C#, Perl, PHP, ActionScript, Ajax, XML.
- Strong knowledge of Microsoft Visual Studio and Expression Studio and Silverlight applications.
- An understanding of SQL, MySQL, PostgreSQL, Microsoft Access 2013 databases, and application frameworks such as ASP.NET may also be required.
- Strong knowledge of web mapping and PostGIS extensions.

Core Competencies

- Professionalism: Strong expertise in the development of web-based applications and on-line services with good analytical skills and ability to solve problems.
- User Orientation: ability to understand user needs in order to provide user-friendly and ergonomic solutions that effectively meet user requirements.
- Planning and Organizing: Ability to plan projects and organize activities, work to tight deadlines, handle concurrent requests, and manage conflicting priorities. Moreover, strong organizational skills and ability to handle multiple tasks under tight deadlines is essential.
- Commitment to Continuous Learning: willingness to keep abreast of new developments in the field of information and communication technology.
- Communication: Good spoken and written communication skills, including the ability to explain technical information and prepare written documentation in a clear, concise style.
- Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- Language: Full proficiency in English is required.
- Experience: Must have experience in similar previous assignments

Candidates meeting the above requirements are requested to submit: (1) A technical proposal including company profile and detailed CVs; (2) financial proposal including a schedule for delivery outputs and the required budget;

Offers to be sent in sealed envelopes to the following address:

28 Military Tower, 4th floor, flat 42, Misr Helwan Al Zeraii Street, Maadi, Cairo

For enquiries please contact hamedyousria@yahoo.co.uk amany.nakhla@undp.org specifying in the subject line “*EIECP III Web-Portal Consultant*”

Deadline: September 27th, 2017.