Terms of Reference

Additional Development and Provision of Security and Maintenance Services for the UN "World Oceans Day" Online Portal

<u>Background and Objectives</u>

Background

The Intergovernmental Oceanographic Commission of UNESCO, the UN Division of Oceans and the Law of the Sea, and the World Ocean Network developed in 2017 a web portal to service their needs and the needs of other stakeholders involved in organizing World Oceans Day activities.

The portal is accessible via http://unworldoceansday.org

This universal, multi-stakeholder online portal serves as a visibility and awareness tool for the networks, organizations, communities and individuals taking part in the celebration of the World Oceans Day, a festive day celebrated by countries around the world since 1992, following the UN Conference on Environment and Development.

The World Oceans Day portal:
- Provides a multi-cultural, multi-lingual platform for interaction and information sharing among all those interested or involved in the World Oceans Day
- Shares information and resources – both logistical (event-planning) and educational
- Gives visibility and legitimacy to World Oceans Day activities worldwide
- Mobilizes the general public toward protecting the ocean and sustainably using its important resources.

Additional information about the World Oceans Day is available on the following web sites:
http://www.un.org/en/events/oceansday/

<u>Scope of Work</u>

In order to better serve World Oceans Day stakeholders, we are seeking a contractor that can perform additional technical upgrades, in particular to improve the user experience around the website's dynamic map, integrating it to the events database more seamlessly.

The contractor will also be required to perform routine security checks, updates, and to maintain the website until December 2020.

Specifically, the contractor will be asked to:

- For the period March 2019-December 2020, ensure maintenance and monthly security updates to the website, or as frequently as needed to ensure highest security standards;
- Combine the current "Map" and "Events" pages into a single page, effectively integrating the events database into the interactive map.
- Conduct an effectiveness review of the Portal, based on google analytics data and desk research, and present a written report to the IOC Secretariat on whether the Portal is fulfilling its objectives, possible shortcomings, and propose solutions, including new developments, if needed. These developments, should the IOC wish to carry them out, will be the object of an amended or separate contract.

Qualifications/selecting criteria

- Contractor may be either a legal entity or individual consultant
- Contractor must be a reputable with prior rich experience in the field of institutional website design and development
- Proven and solid knowledge and experience in providing similar service to international organizations
- Able to provide user training and all documents in English
- Solid knowledge on website security
- The Contractor should provide a proposal including an implementation plan
- The Contractor should provide the quotation including below information:
    - Website design and setup
    - Database design and setup
    - Related software license
    - Quotation of maintenance service, with 3 years' Service Level Agreement

Duration / Timeframe

This is a long-running contract lasting 2**2 months from the signing of contract [by end of February]**, based on a mutually agreed contractual timeframe arrangement for delivering specific additional developments.

Provider qualifications and experience

One of the major requirements for this assignment is to have thorough understanding of web design and development in an intergovernmental institution context. Providers having proven experience working for large intergovernmental organizations will be given preference.

The provider should have a team with strong experience on web design and development, as per requirements set out below:
- Practical experience in governmental/intergovernmental sector and experience with undertaking communication activities.
- Experience in design, production and dissemination of knowledge products;

- Positive track record in engaging with institutional clients in broad, inclusive dialogue at all stages of the project;
- Effective report writing/publication of reports and communication skill.

Budget

Total proposed remuneration requirements are expected to fall within a **USD 9,000-15,000** budget bracket.

Procedure for submission of expression of interest

Interested providers should submit a proposal containing the following by **22 February 2019 (23:59, Central European Time)**:
- Remuneration requirements (daily rates) and contact information,
- Examples of/references to prior work. *For independent consultants, only*: also include an updated CV.
- A detailed draft implementation plan and timeframe describing how the activities will be conducted.

Only complete and timely applications will be reviewed. *Only short listed proposals will be contacted.*

Please submit your proposals to the IOC Communication electronic mailbox (ioc.communication@unesco.org).

Should you have any questions about this call for proposals, please direct them to Mr Vinicius Lindoso (v.lindoso@unesco.org).