

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

(Ref: MDV-ToR/2015/22)

TERMS OF REFERENCE	
Hiring Office:	UNFPA Maldives Country Office
Purpose of consultancy:	<p>Under the joint UN Programme on Low Emission Climate Resilience Development (LECReD), UNFPA supports the Atoll and Island Councils of Laamu Atoll to strengthen their data and knowledge systems for evidence-based local level planning. To this end we work closely with the Councils, National Bureau of Statistics, other Partner UN Organizations and sectorial ministries.</p> <p>We are seeking a consultant to develop an Atoll level dashboard for easy access to information and knowledge available for Laamu Atoll. This page shall be linked to the Atoll Council website www.laamu.gov.mv.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>UNFPA is seeking a local contractor to develop the afore-described page with the following functionalities:</p> <ol style="list-style-type: none"> 1. Atoll level dashboard, including integration into GIS map 2. Data repository with ability to upload documents directly and link to external websites. 3. Ability to filter/ search documents on different subject areas. 4. Ability to add and delete information/ documents by the administrator <p>Specific deliverables and timeframe:</p> <ol style="list-style-type: none"> 1. Draft design ideas for the page- by 3rd day 2. First draft of the page- by 12th day 3. Link the page to Laamu Atoll Website (the website is in a static format at the moment)- by 16th day 4. An administrative manual in English – by 20th day <ol style="list-style-type: none"> a) The fully commented source code of the developed website, with intellectual property ownership to Laamu Atoll Council b) How to add, update data and retrieve information 5. Presentation and training on managing the page to Laamu Atoll Council secretariat staff- by 25th day
Duration and working schedule:	November- December 2015
Place where services are to be delivered:	Male', Maldives and Laamu Atoll Fonadhoo, Maldives
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Electronic format
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Work will be monitored by UNFPA and daily updates in the first two weeks is required.
Supervisory arrangements:	Supervision not required: However, UNFPA Programme Associate will closely monitor progress
Expected travel:	<p>It is envisaged that the contractor will need to travel to Laamu Atoll at least once during the duration of this assignment in order to complete deliverable (5)</p> <p>The duration of any such trip is estimated to be around 1-2 working days. The travels will be arranged and the per diems will be covered by UNFPA according to the prevailing UN rates.</p>
Required expertise, qualifications and competencies, including language requirements:	<p>Educational background: Degree in Computer Science/ IT or any other equivalent qualification.</p> <p>(b) Work experience: at least 5 years of experience in developing similar products</p> <p>(c) Language: Excellent English and Dhivehi writing skills, proficiency in spoken Dhivehi is</p>

	<p>required.</p> <p>(d) Ability to work in teams</p> <p>(e) The Consultant should be proficient in computer skills including use of internet, web design applications, GIS and databases.</p> <p>(d) The Consultant must be reachable by UNFPA any time during working hours for the duration of the assignment</p>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<ul style="list-style-type: none"> ● Background information needed for the assignment ● Documents and other products to be uploaded on the website ● Meeting arrangement with required stakeholders ● Travel arrangements and per diems for Laamu when required ● Provide timely feedback on deliverables
<p>Other relevant information or special conditions, if any:</p>	<p>(a) <u>Basis of payment</u>: Progress payments associated to outputs and based on acceptance of the deliverables</p> <p>(b) <u>Language of reports/publications and other documentations</u>: English</p> <p>(c) <u>Ownership of output</u>: The work produced under this assignment will be owned by Laamu Atoll Council</p> <p>(d) <u>Conditions of payments</u>: upon completion and acceptance of specific deliverable referred in clause 2 “specific deliverables” of the ToR. Proposed payment installments as follows:</p> <ol style="list-style-type: none"> 1) 40% of the agreed fee (Lump sum all inclusive) for deliverable (1) and (2) 2) 30% of the agreed fee (Lump sum all inclusive) for deliverable (3) 3) 15% of the agreed fee (Lump sum all inclusive) for deliverable (4) 4) 15% of the agreed fee (Lump sum all inclusive) for deliverable (5)
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date:</p>	