

**Terms of Reference**  
**Development of Rio Conventions Project Website**

*Duration:* 1 year  
*Estimated start date:* 01 Mar. 2007

**I. Background information**

The Project “*Integrating Global Environmental Issues into Bulgaria’s Regional Development Process*” (short title - *RIO Conventions*) is funded by the Global Environment Facility (GEF) and managed through the United Nations Development Programme (UNDP). The project aims at promoting a proactive integration of global environmental issues into the very process of regional and local development, as well as spatial planning, both of which are managed by Ministry of Regional Development and Public Works (MRDPW). The project goals would be achieved by developing the capacity of MRDPW and Ministry of Environment and Water (MOEW) to integrate global environmental objectives into the regional and local development policies and practices, as well as into spatial planning documents.

In order to use to the full extend all the available resources up to date for the success of the project, a Project Website is to be developed. Containing wide range of information it would support the achievement of the project’s goals. It is in relation to this that the project is now about to undertake the current assignment.

**II. Objective**

The objective of the assignment is to ensure the design, development and maintenance for one year of a website of the RIO Conventions Project. The site would be updated for content by the Project Management Unit (PMU) and maintained by the contractor.

**III. Scope of work**

The contracted company is to design, develop and maintain a website of the RIO Conventions Project. More specifically, the tasks will be the following:

- Hold internal meetings with PMU staff in order to clarify all the requirements and details, regarding the development of the RIO Conventions Project website.
- Provide to the RIO Conventions Project in a timely manner with 3 draft designs and finalize the website design according to the PMU requirements.
- Provide to the RIO Conventions Project, in a timely manner, draft website structure and finalize it according to the PMU requirements and any comments from the UNDP Sofia Communications Unit.
- Provide the purchase/rent of the domain name, set up of the domain and 5 e-mail boxes under the same domain.

- Provide maintenance of the website for 1 year, ensuring the required website functionality (including administration, information posting, problem solving, etc.)
- Provide adequate option for additional technical maintenance for the web site after the initial one year period.
- Provide training for website operation (information posting and removal, updates, etc. – text, links, pictures and media) for 1 person from the PMU staff.
- Develop the website in a timely manner, according the technical specifications and deadline provided in the TOR.

#### **IV. Output**

Fully developed and functioning RIO Conventions Project website with the following technical specifications:

1. Hosting:

The website should be hosted on the selected company's server. Option for the export of the web site to a third party server (hosting provider or other) should be implemented.

2. Structure:

The website should be structured hierarchically. The main navigation menu should consist of 8 modules which could be updated by PMU staff members (through an appropriate, user-friendly interface). The modules, represented by links/active buttons on the main menu should be the following:

1. Home page containing main navigation menu, short project introduction, logos, and search feature, etc;
2. Project information – containing text information about the project history, goals, objectives, activities, etc;
3. About the RIO Conventions - containing text information about the RIO Conventions - brief info, separately and how they affect each other; links to the official sites.
4. News and events - an active module (containing recent information and history of the project activities) to be maintained and updated by PMU staff;
5. Publications – containing information about project publications and downloads (doc, PDF, graphic images);
6. Assignments - an active module containing actual information on current project assignments (text, files and downloads) to be maintained and updated by PMU staff;
7. Links – containing active links to other relevant websites;
8. Contact us – contact information of the RIO Conventions PMU.

3. Site search and navigation:

The information posted on the website should be accessible through the main navigation menu and a search system. The search system should provide opportunities for searching the website by key words. It should also be updatable with the adding of new information on the website. Global Web search should also be integrated (powered by Google or other

international search engine). Clear indication of the visitor's location within the site should be available.

4. Languages:

The website should be identically developed in 2 languages – Bulgarian and English.

5. In general the site should:

- be easy to read;
- be easy to find;
- be easy to navigate;
- have good traffic speed.
- be accessible for people with disabilities.

## **V. Deliveries and deadlines**

*01 March 2007*

Submission of draft website designs and structure to PMU and UNDP Communications Unit for clearance and coordination purposes.

*09 March 2007*

Submission of the finalized website design and structure, reflecting PMU requirements and any comments of the UNDP Sofia Communications Unit.

*30 March 2007*

Finalized website, uploaded with basic information and ready for operation.

01 March 2008

End of the webpage maintenance period

## **VI. Terms for provision of the services and reporting**

1. The subcontracted company will design and maintain the RIO Conventions Project website. It will receive from the RIO Conventions PMU any new information to be posted on the website, or any required changes to be made, if necessary and will duly update the website content.
2. The subcontracted company will correspond with and report to RIO Conventions PMU, Sofia.
3. The subcontracted company will work according to the deadlines provided in the current TOR.

4. The contracted company shall conduct itself in a professional and ethical manner, and will ensure that none of its actions have an adverse effect on the RIO Conventions Project or respectively on the UNDP.

## **VII. Remuneration for the services provided**

The subcontracted company will receive 15 % of the payment upon approved website design, 75% upon successful completion of the website and the rest 10% upon completion of the period for website maintenance.