

Project No: 51783
Project short title: Rio Conventions

Terms of Reference
for
Consultant for the Assignment
Development of a Subsection about Training Courses on Global Environmental Issues
Integration on Sofia University Web Site

Duration: 2 months
Estimated start date: 10th February, 2009

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.

One of the primary tasks under the Rio Conventions Project’s Output 1.4 was the development of a project website dedicated to integration of biodiversity, climate change and land degradation issues into development planning adapted to the needs of MRDPW which secured improved opportunities for information posting, operating, updating and maintenance, as well as guarantee visibility and transparency of project activities and results. At the same time, one of the major recommendations received after the project Midterm Evaluation (MTE) - which took place in Dec, 2008 – was to “to promote the 60-hours training programme within the public sector, the civil society and the private sector and to strengthen the demand for the course in cooperation with Sofia University and IPAIEI”. This assignment is to answer exactly this recommendation by supporting SU to create a subsection on the SU Faculty of Geography and Geology web site specifically devoted to the project developed short and midterm courses and provide for bigger visibility and sustainability of the developed training programs. This subsection will guarantee that courses will be advertised and offered to the general public even after the official project end in June 2010.

II. Objective

The objective of the assignment is to ensure the design, development and joint maintenance for one year (with SU appointed staff member) of a web based subsection on SU Faculty of Geography and Geology web site of the project developed training courses.

III. Scope of work

The Subcontractor is to design, develop and maintain a web page of the web based subsection on SU Faculty of Geography and Geology web site of the project developed training courses. 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 sub section.
- Provide to the RIO Conventions Project in a timely manner with one mock-up and finalize the sub section design according to the PMU requirements.
- Provide to the RIO Conventions Project, in a timely manner, a draft sub section structure in accordance with Annex 1 to this ToR and finalize it according to the PMU requirements and any comments from SU and CEU.
- Provide joint maintenance of the sub section for 2 (two) months with a SU appointed staff member, ensuring the required website functionality (including administration, information posting, problem solving, etc.)
- Develop and integrate a reliable and suitable to the project needs Content Management System (CMS) to the developed sub section
- Provide training to a SU appointed staff member for the update of the site through the CMS, e.g. posting and removal of text, links, pictures, etc. and preparing a short CMS Manual in Word/PDF format for easy reference by SU staff members.
- Develop the web based sub section in a timely manner, according the technical specifications and deadlines set in this ToR.

IV. Output

Fully developed and functioning website dedicated to the Rio Conventions Project developed training courses on SU web server with the following technical specifications:

1. Structure:
The web based sub section should be structured hierarchically. The main navigation menu should consist of up to 10 (ten) sections which could be updated by appointed SU staff members. Sample sections, represented by links/active buttons on the main menu, whose number shall be finalized after consultations between the selected design company and PMU, might include the one attached in Annex 1 to this ToR:
2. Web based sub section search and navigation:
The information posted on the web based sub section should be accessible through the main navigation menu and a search system of SU. 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.
3. Languages:
The website should be developed in 2 languages – Bulgarian and English.
4. 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. Deliverables and indicative deadlines

20 Feb, 2009

Submission of a draft web based sub section design (mock-up) and structure to PMU.

28 Feb, 2009

Submission of the finalized web based sub section design and structure, reflecting PMU requirements and any comments from SU and CEU.

20 March, 2009

Training of SU appointed staff member.

31 March, 2009

Finalized website uploaded on a domain and server provided by PMU and operational.

VI. Terms for provision of the services and reporting

1. The Subcontractor will design and provide technical maintenance of the website dedicated to the Rio Conventions Project developed training courses on SU web server as per the ToR.
2. The Subcontractor will correspond with and report to RIO Conventions PMU on all issues related to the contract's implementation.
3. The Subcontractor will work according to the deadlines provided in the current ToR.
4. The Subcontractor shall conduct him/herself 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. Payment terms for the assignment

The Subcontractor will be paid **1200 BGN** by UNDP according to the following scheme: 100% upon approval of finalized and uploaded on SU server training courses web site.

VIII. Qualifications required

The Subcontractor should have: current technical background, preferably web-related; experience working with content management systems (CMS) including real-world integration into functional websites; understanding of web technologies, systems and architecture; experience working in the FOSS (free and open source software) community; ability to develop training modules, manuals and train and consult people on using ICTs; ability to think strategically about ICT technology in order to assist PMU to make critical, long-term technical decisions regarding the developed course web site. He/she must be able to provide assignment outputs of high quality in Bulgarian and English.

IX. Application

Interested applicants should send a CV in the **required UNDP format (P11 form)** and a short Motivation Letter by **9 February, 2009**, to the attention of Mrs. Natalia Dimitrova, Project Manager at: Natalia@rioconventions.org. Only short-listed candidates shall be contacted.

Annex 1. Proposed Structure of the Subsection on Training Courses on GEI Integration on Sofia University Web Site

In Bulgarian:

Обучителни курсове "Интеграция на глобалните проблеми по околна среда в процеса на регионално развитие и устройство на територията в България"

1. Предистория

2. Интеграция на околната среда

Подсекции:

2.1 Обща информация

2.2 Климат

2.3 Биоразнообразие

2.4 Деградация на почви

2.5 Регионално развитие

3. Краткосрочни курсове

Подсекции:

3.1 Обща информация

3.2. Учебна програма

3.3 Учебни материали

3.4 Галерия

4. Дългосрочни курсове

4.1 Обща информация

4.2. Учебна програма

4.3 Учебни материали

4.4 Галерия

5. Магистърска програма

6. Полезни връзки

7. Контакти

In English:

Training courses on Integration of Global Environmental Issues in the Process of Regional Development and Spatial Planning in Bulgaria

1. Background

2. Environmental Integration

Subsections:

2.1 General Information

2.2 Climate

2.3 Biodiversity

2.4 Land Degradation

2.5 Regional Development

3. Short-term trainings

Subsections:

3.1 General Information

3.2. Curriculum

3.3 Study Materials

3.4 Gallery

4. Long-term trainings

Subsections:

4.1 General Information

4.2. Curriculum

4.3 Study Materials

4.4 Gallery

5. Masters Program

6. Useful Links

7. Contacts