



Job Profile (GJP)

I. Post Information

Post Title: **ICT Senior Associate (Consultant- Website Design and Development)**

Organizational Unit: **AR, KHOH, Philippines**

Supervisor: **Communications Officer, GOJUST**

Duty Station: **Home-based**

Grade: **LICA 7 (to be determined by the classifier)**

Contract Duration: June 15 to July 25

Number of working days: **40 working days,**

Lump Sum Contract

The assignment fee:

II. Organizational Context

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian, and development projects around the world. UNOPS supports partners to build a better future by providing services that increase the efficiency, effectiveness, and sustainability of peacebuilding, humanitarian, and development projects. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement, and infrastructure services to a wide range of governments, donors, and United Nations organizations.

Background Information – Philippines

UNOPS Philippines was established in early 2016 to support, develop and oversee UNOPS' growing portfolio of programs and projects in the Philippines. The office currently provides implementation services to a range of projects where UNOPS works closely with development partners, the Government, and the Supreme Court focusing on the Governance/Justice, health, and the infrastructure sector.

The office is based in Manila, the Philippines with project sites in Manila, Tacloban, and Cotabato.

Project Background Information – GOJUST II

The Justice Sector Reform Programme: Governance in Justice II (GOJUST II) aims to strengthen the Rule of Law through a two-pronged approach by combining improved administration of justice and enhanced promotion and protection of human rights. GOJUST II will build on the experiences and lessons learnt from the work done in the previous GOJUST programme and previous EU-Philippines Justice Support Programmes in the sector.

UNOPS will support the implementation of GOJUST II by providing logistical support (organisation of activities i.e. training, workshops, seminars, study tours, etc.) and procurement of necessary equipment. In order to deliver the project requirements, UNOPS KHOC is establishing a Project Management Support Unit (PMSU) based in Manila, Philippines, that will include both international and local as well as specialist experts within their respective fields.

Background Information – Job Specific

To better raise public awareness of the work of GOJUST, the project will redesign its website to create a more user-friendly, attractive design, as well as interactive features. The website will serve the anchor for all content for GOJUST and will be the primary public facing platform for the project. The GOJUST website is currently hosted and maintained by a contracted vendor and would require revamp, redesign and changes.

The project, therefore, needs the services of a competent and professional Website Design and Development Consultant that will provide technical input and support to the UNOPS Communications Officer so that expected results are achieved. The Website Design and Development Consultant will also work closely with UNOPS staff in the design, requirements, development, testing and implementation, and delivery of the GOJUST II website.

III. Functions / Key Results Expected

Under the overall direction of the UNOPS GOJUST2 Communications Officer, the **Website Design and Development Consultant will perform the following functions:**

- ☐ Set-up of GoJUST II's new website, including:
 - Setting up a new hosting account;
 - Setting up a content management system, including its integration;
 - Setting up security and firewall protections;
 - Managing the migration of content from the old site to the new;
 - And supporting any domain issues (e.g. renewing the domain)
- ☐ Participate in the consultation process with the Communications Officer to finalize the design concept for the Gojust2 website (Initial Concept in Annex A).
- ☐ Provide technical support in pre-testing (beta) and final approval of the website prior to implementation of the live website.
- ☐ Ensure the new website is successfully launched
 - Ensure the production server is secure;
 - Conduct a final checking of the site on the production server;
 - Launch the site;
 - Ensure there is no interruption for the public from the old GOJUST website to the new GOJUST website.
- ☐ Provide substantive inputs in the creation of user-guide for the website and provide input during training of relevant staff on how to manage content on the CMS in particular.

- ☐ Provide one month support of handover of assets.

Intellectual Property

UNOPS will hold exclusive rights to the website designed and all the content that is published on the website.

Monitoring of Progress

The Website Consultant will present the deliverables to the Communications Officer who will assess the quality of the delivery.

Payment terms

The payment for the consultant will be based on the delivery of the following milestones:

1. Submission of three (3) website designs - 25%
2. Development of draft website - 25%
3. Integration of content management system - 25%
4. Delivery of live website - 25%
 - Uploading of website to hosting company
 - Ensuring required plugins
 - Training of staff

V. Required Competencies



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast-paced environment. Effectively adapts its own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

VI. Recruitment Qualifications

Education:

- A minimum of Secondary School certification is required.
- Higher degree (Bachelor's or Master's) in other related fields is considered as an asset and may substitute for some years of relevant work experience.

Experience:

- Minimum of seven (7) years of relevant experience in web design and development;
- Solid professional experience in building websites in the Philippines is an asset;
- Solid experience in UI and UX development is an asset;
- Thorough functional knowledge and experience in coding is desirable;
- Experience in or knowledge of Search Engine Optimization is an asset.
- Experience in working with a range of stakeholders is an asset;
- Excellent creative/design skills, and creative approach to communications is an advantage.
- Excellent communication and coordination; skills and ability to work in a team to achieve objectives is desirable.

Language Requirement:

- Fluency in both written and spoken English is desired.

VII. Signatures- Post Description Certification		
<i>Incumbent</i>		
Name	Signature	Date

Annex: Initial Concept/Requirements for the Website design, lay out and Structure.

- ☐ The new design, layout and structure of the website should capture the latest trends in website design and development:
 - Responsive, compatible, and easily accessible to most common devices and browsers (i.e., desktops, mobile phones and tablet (for both iOS, and Android) and other handheld devices, as well as Google Chrome, Safari, and Firefox browsers);
 - The website should have the following features: An attractive and clean graphic layout, as well as interactive and user-friendly;
 - Written in efficient code;
 - Developed navigation and site map
 - Develop infographics for data points on webpages using JPG or PDF format/s.
 - The homepage should have an integrated Facebook feed
 - Design needs to comply with branding guidelines
 - Average site load-time should be reasonable
 - Public users should be able to search for, view and/or download report and Documents. The files should be stored/saved on a separate “folder/container”.
 - Leverage necessary search engine optimization (SEO), meta tags and descriptions, and analytics codes, such as Google Analytics, Google Tag Manager, etc., to ensure optimal searchability and visibility on search engines.
- ☐ Leverage easy-to-use and easy-to-maintain CMS, ensuring ease-of-use of its content management system for future updates.
- ☐ Quality Assurance Checklist:
 - Check functionality of links; ensure there are no broken links
 - Test accessibility;
 - Test compatibility across platforms (computer, smartphone, tablet, etc.)
 - Test cross-browser compatibility (Firefox, Chrome, Safari, IE)
 - Test usability;
 - Test performance;
 - Test integration;
 - Test security of website;
 - Finished html pages (static sites);
 - Database tables and programming (Queries, procedures, etc.);
 - Finished navigation link structure;
 - Programming is in place and linked to pages, ready for beta testing;
 - All graphic design, illustration, and photos are in place.
 - The layout is flexible and works for all screen resolutions;
 - The site looks good in different browsers;
 - Text is scalable;
 - Content is accessible when JavaScript is disabled;
 - Multimedia download time is acceptable;
 - Pages have proper metadata and page titles;
 - Google Analytics tracking code is included in all pages;