



TERMS OF REFERENCE

Website Support Consultant

1. Background

UNFPA Swaziland country office has recently finalized its Communications Strategy which seeks to increase the efficiency of UNFPA Swaziland CO to deliver accurate, consistent, clear, well-coordinated, and effectively managed internal and external communication that is responsive to the diverse information needs of the CO. The specific objectives of the strategy are to:

- Increase the visibility of UNFPA Swaziland CO mandate and delivery on its mandate.
- Strengthen the capacity of UNFPA Swaziland CO to speak with one voice, internally and externally, through coherent messaging and improved technologies.
- Mobilize and rally support of strategic partners including UN agencies, government institutions, civil society organizations, the private sector and communities to intensify advocacy for the ICPD agenda and the SDG Agenda 2030, and in support of the 6th Country Programme (2016-2020) and in promotion of the Delivery as One (DaO) mechanism.

As part of the implementation of the Country Office Communication Strategy & Action Plan, UNFPA Swaziland has recently launched its country office website. The office now seeks to engage a short-term Consultant to provide technical support in the migration and organization of content into the country website, guided by a standardized system hosted and managed by UNFPA Headquarters.

2. Objective of the consultancy

To provide technical support in the migration and organization of content and completion of the Swaziland UNFPA website managed through a standardized system provided at UNFP headquarters level.

3. Specific Task

In order to accomplish the above objective, the consultant should be experienced in web design and development, to carry out these specific tasks:

- (a) Migration and population of content (text, pictures and videos) to the UNFPA country office website;

- (b) Provide any required technical support to facilitate the uploading of content and completion of the UNFPA country office website.

4. Expected output

Completion and uploading of all required content into the UNFPA Country office website.

5. Qualifications and experience

- The prospective consultant must possess a post graduate degree preferably in Computer Sciences, Web design and management, Systems Engineering and Management.
- Expert knowledge of Adobe Experience Manager/CQ5 system particularly with respect to page template design, will be considered an asset.
- Demonstrated experience in web design, development and management.
- Solid understanding of the concepts of user experience, user interface design principles and conceptual design.
- Eye for design and attention to details are essential.
- Demonstrated experience in graphic design software is of an added advantage.

6. Reporting mechanisms

The Consultant will work directly with the Program Analyst – Communications & Resource Mobilization, in consultation with the Assistant Representative and Operations Manager as members of the Senior Management Team, with the overall oversight of the Representative.

7. Professional fees

UN consultancy rate.

8. Duration

10 working days.

9. Submission of Applications

Submit your CV showing traceable and relevant experience to the TOR, in a sealed envelope marked: “**CONSULTANCY: WEBSITE SUPPORT CONSULTANT**” to:

Ms. Sally Mlotsa
HR Focal Person. UNFPA Swaziland. 2nd Floor, Lilunga House. MBABANE

OR

Emailed to mlotsa@unfpa.org copied to pdlamini@unfpa.org

Deadline for submission: Friday, 30th September, 2016 at 17h00. No late submissions will be accepted.