TERMS OF REFERENCE
Web Design Consultancy

Background

About the Convention on Biological Diversity (CBD)

The UN Convention on Biological Diversity (CBD), adopted at the 1992 Earth Summit in Rio de Janeiro, is one of the key agreements on a comprehensive strategy for sustainable development. The Convention has 193 Parties and three main goals: the conservation of biological diversity, the sustainable use of its components, and the fair and equitable sharing of the benefits from the use of genetic resources. The overarching implementation framework is the Strategic Plan for Biodiversity 2011-2020 adopted at the tenth meeting of the Conference of the Parties (COP 10) in October 2010 in Nagoya, Japan. Additional information on the Convention can be found on the CBD website at www.cbd.int.

About the CBD Secretariat

The CBD Secretariat, administered by the United Nations Environment Programme (UNEP), is located in Montreal, Canada. Its main tasks are to service meetings of the Conference of the Parties and its subsidiary bodies, to liaise and coordinate with Parties and relevant institutions for the effective implementation of the Convention. The CBD Secretariat is also responsible for the CBD website and its related web-based information services, including the central node of the Clearing-House Mechanism (CHM), the Biosafety Clearing-House (BCH), the Access and Benefit-sharing Clearing-House (ABSCH), as well as several other web portals dedicated to certain initiatives or audiences.

Responsibilities

Overview

The work will be undertaken under the supervision of the Programme Officer in charge of Knowledge Management and Information Technology team and in close collaboration with relevant team members. The web designer's main tasks will be to propose, develop and implement all elements of the front-end user interface for several web-based initiatives. The website platform will be the Kentico Content Management System (www.kentico.com).

Tasks and Deliverables

The web designer's work and deliverables will include:
- Liaise with relevant programme officers and team members to understand users' needs and identify corresponding user interface requirements, workflows, and functionalities.
- Create wireframes, storyboards and prototypes to propose options for implementation.
- Develop corresponding user interface components (web templates, style sheets, scripts, images, etc,) as needed.

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- Integrate components in the Kentico CMS to allow review and testing, and make corresponding adjustments based on feedback received.
- Gradually develop guidelines for consistent web design on the CBD website, in collaboration with relevant team members, taking into account existing guidelines and best practices.
- Maintain an inventory of deliverables, and always deliver all source elements to allow the CBD Secretariat to maintain them.
- Carry out other relevant web-related tasks as requested.

Qualifications

Education and Work Experience

Candidates should demonstrate their qualifications and proven experience in the graphic design and technical implementation of user interfaces in a web-based environment. Candidates should provide a portfolio containing examples of their achievements.

Technical Skills and Expertise

- Solid understanding of the concepts of user experience, user interface design principles and conceptual design.
- Expert knowledge in HTML, CSS and JavaScript.
- Knowledge of Bootstrap, jQuery and AngularJS.
- Knowledge of industry-standard design tools such as Adobe Photoshop, Illustrator and Dreamweaver.
- Knowledge of the Kentico Content Management System, particularly with respect to page template design, will be considered an asset.
- Eye for design and attention to details are essential.

Core Competencies

- **Professionalism** - Strong knowledge of the field of expertise with good analytical skills, ability to understand complex problems and to deliver appropriate solutions.
- **Communication** – Good spoken and written communication skills, including the ability to liaise with technical staff and present information in a clear and concise style.
- **Teamwork** – Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Planning and Organizing** – Ability to plan projects and activities, work to tight deadlines, and manage conflicting priorities.
- **User Orientation** – Ability to understand users' needs and to customize services and products accordingly, in order to provide user-friendly and ergonomic solutions that meet user requirements.
- **Technological Awareness** – Expert knowledge in the field of web design and user experience.
- **Commitment to Continuous Learning** – Willingness to keep abreast of new developments in the field of expertise.

Languages

- Fluency in English is essential.
- Working knowledge of French or other UN languages is an asset.

Modalities for Contract and Payments

A contract will be issued until 31 December 2013 for web design consultancy services upon demand at a specified hourly rate. The work is expected to be done on a part-time basis but there may be peak periods of high demand. An initial payment covering 100 hours will be made upon signature. Payments for additional slices of 100 hours will be considered based on successful cost-effective delivery and further demand.

Application

Applications should contain an expression of interest, curriculum vitae, design portfolio stating relevant achievements and capacity to undertake the work. Applications should also specify the hourly rate.

Please send all applications electronically to <u>secretariat@cbd.int</u> before 24 February 2013