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# Food and Agriculture organization of the United Nations

### **Terms of Reference for Consultant/PSA**

| **Job Title:** | Website Designer Developer | | | | | |
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| **Division/Department:** | | Forestry Department (FOMD) | | | | |
| **Programme/Project Number:** | | GCP /GLO/194/MUL – Outcome 1 (Baby 01) | | | | |
| **Location:** | | Dar es Salaam | | | | |
| **Expected Start Date of Assignment:**  **NTE:** | | | 13.01.2013 12.03.2014 | **Duration:** | 2 months full time | |
| **Reports to:** | Soren Dalsgaard | | | **Title:** | Chief Technical Advisor | |
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| General Description of task(s) and objectives to be achieved | | | | | | |
| The Ministry of Natural Resources and Tourism (MNRT) with the support by the Development Partners, has identified the need for national forest assessment designed to generate knowledge about the full range of social, economic and environmental benefits of the forest and trees outside forest resources. A national forestry resources monitoring and assessment (NAFORMA) was designed with the technical support from FAO for implementation by the Government of Tanzania with funding by the Government of Finland. The practical implementation of NAFORMA was conducted during 2009-12.  During 2012 the SWAP Steering Committee requested an 18 months extension phase to allow for in depth analysis of the NAFORMA dataset and on institutionalizing NAFORMA in the TFS structure for post project continuity and for disseminating the finding of NAFORMA in a free and transparent manner. To ensure this dissemination the NAFORMA datasharing guidelines and communication strategy were developed in September 2013. An important element in the Communications Strategy is the establishment of a NAFORMA website / portal for accessing the findings and documents.  Under the same programme substantial work has been done on laying the foundation for an integrated approach to Wildfire Management and on the review and revision of the National Forest Programme. The intention is also to make documents from these sources available via the MNRT website and to make use of the consultancy to establish the necessary websites to allow for this.  **Duties and responsibilities.** The Website Developer will conduct his/her duties under the direct supervision of the Chief Technical Advisor of NAFORMA and the National Consultant Communication, the FAO Representative in Dar es Salaam as budget holder and in close collaboration with MNRT ICT division and the webmaster of the MNRT website as well as the National Project Coordinator (NPC) of NAFORMA.  During 2013 The main tasks of the Website Developer will be to:   * Develop the plan and structure of the initial websites for NAFORMA, Fire management and National Forest Programme for approval by CTA and NPC/Head FRMA Section and the NFP Coordinator. * Establish the mentioned 3 Websites under the TFS website, to provide access to relevant documents of NAFORMA, Integrated Fire Management and ongoing work on the revision of the National Forest Programme. * Ensure that all relevant documents and links (to be provided by NC Communication and CTA) are uploaded and functioning * The NAFORMA websites will provide access for users to the processed data (via the OpenForis portal). A sign up module must be developed for the Openforis users so MNRT can keep track on what information is accessed for what purposes (broad groups). * The websites layout must be compliant with the layout of the main MNRT/TFS website, as this is where the activities are anchored. * Ensure that the websites are attractive and well worked through and is user friendly and be connected to social-media and mobile application compliant * Provide technical support to users of the websites and collect feedback for communication with FAO-HQ | | | | | | |
| During 2014 The main tasks of the Website Developer will be to related main to updating and building out the websites:   * Develop the Plan and Structure for the next updates of the websites for approval by CTA and NPC/Head FRMA Section and the NFP Coordinator * Update NAFORMA website with the results of the final report (due February 2013) * Update NAFORMA website with links to NAFORMA Multisource Products (Initial version of the Geo Spatial portal expected ready by late January) * Update the NFP website as needed to allow for showcasing the progress on the ongoing review and revision * Update the websites as needed based on user feedback   Throughout the consultancy the Website Developer will:   * Ensure involvement of national counterparts/MNRT staff and strengthen institutional memory, so as to facilitate maximum ownership, sustainability and future follow up while building capacities, * Ensure that all parts of the websites are produced both in English and in Kiswahili * Maintain active dialogue with all counterparts * Undertake any other duties as instructed by the CTA * Collect feedback from users and ensure that this feedback is used to continually improve and adjust the website . | | | | | | |
| key performance indicators | | | | | | |
| Plan for the website design and development construction developed and approved.  Plans for prototype developed.  First version of the NFP, Fire and NAFORMA websites operational, containing all relevant documents and links that are ready (NAFORMA linked to the OpenForisCalc query tool)  Plan for next steps in the websites development developed and approved Websites updated according to the approved plan and updated to include the final report and links to the multisource portal + updated info from the ongoing NFP Review  Websites adjusted based on the comments received from the daily users. | | | | | | Required Completion Date:  31.01.2014  28.02.2014  12.03.2014 |
| Required Competencies | | | | | | |
| The Website Developer must:   * have relevant experience in the field of website development * be conversant with system development and information management. * have a proven track record for successful development of websites * be fluent in English and in Kiswahili (written and spoken). * have excellent analytical abilities and written communication skills; * be a good teamplayer a good networker with a wide range of relevant contacts and be able to solve tasks within limited timespan. | | | | | | |