



ANTIGUA AND BARBUDA
Department of Environment

Invitation to Apply

Title	Terms of Reference for Web Developer – to improve the ability of the Department of Environment to interact with all its publics via a user-friendly web platform and to enhance its functions as the NDA of the Green Climate fund.
Submission Date	12 th August, 2016
Duration of Contract	The contract will be for 6 months.
To Apply	<p>Please email the Project Manager at antiguaenvironmentdivision@gmail.com copied to dcblack11@gmail.com the following separate documents:</p> <ol style="list-style-type: none"> 1. Technical Proposal: description of the plan of work and the outcomes of the consultation; 2. CV(s) for the individual(s) that will be working on the consultancy; 3. Contact information for two (2) previous clients to serve as references; and 4. Financial Proposal

1. Background and context

The Department of Environment is a Government agency within the Ministry of Health and the Environment is Government by the Environmental Management Act 2015 and several other pieces of legislation. The Department is also the national focal point for climate change and several other important international Conventions. The Main focus of the Department is coordinating the national response to the impacts of environmental management in Antigua and Barbuda. This coordination role involves over 40 agencies, the NGOs and the private

sector. The Department is also developing and responsible for a National SIRF Fund to assist the Department and relevant agencies to meet the provisions of the Act. And finally and the Government of Antigua and Barbuda has designated the Department of Environment as the National Designated Authority (NDA) to the Green Climate Fund (GCF), the Focal Point of the GEF and the Adaptation Fund.

The Government of Antigua and Barbuda has worked to create an enabling environment for the country to strategically access climate finance to support low-emissions climate resilient development for the country. To this end, the Department legislated and is in the process of operationalizing a Sustainable Island Resource Framework Fund (SIRF Fund), a financing mechanism for adaptation, mitigation and environmental management.

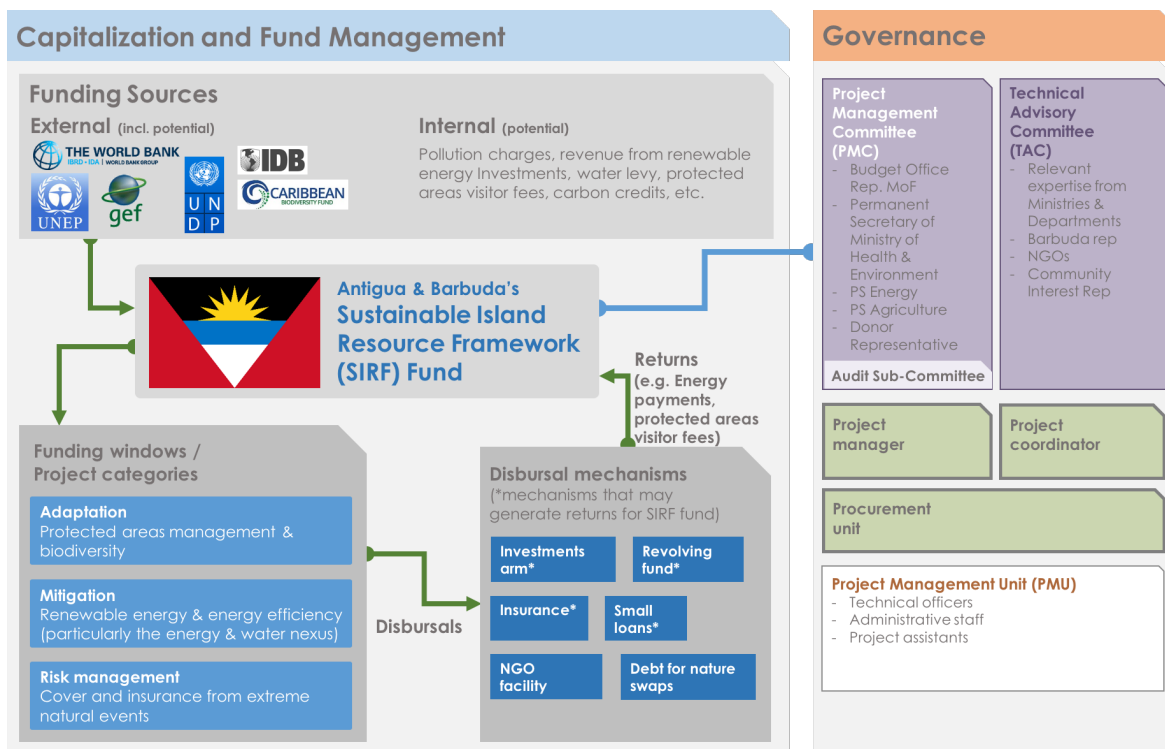


Figure 1. Design of Antigua and Barbuda's SIRF Fund

In October 2015, Antigua and Barbuda was awarded a readiness grant by the GCF. The GCF readiness grant program will enhance country ownership and climate finance access during the early stages of the operationalization of the Green Climate Fund. In Antigua and Barbuda, the grant aims to develop the capacity of the National Designated Authority (NDA) through operational enhancement, knowledge management and public awareness, and to support coordination across government, civil society, and private sector stakeholders. Furthermore, the project will develop a strategic country programme that includes an investment framework and priorities building on existing policies and plans (including the National Environmental Management Strategy, INDC, national poverty reduction strategy) and the Fund's results management framework, as Antigua and Barbuda begins to develop pipeline GCF projects.

2. Goals and Objectives

The goal of this consultancy is to re-engineer the Department of Environment's website <http://www.environmentdivision.info>

The objectives of the contract are to undertake work to:

- Redesign the Department of Environment's website to provide an intuitive and accessible electronic portal for all of the Department's work
- Design feedback mechanisms within the website to allow persons to submit complaints online anonymously, and to provide feedback and comments on the programs and plans of the DoE
- Design online payment services for *inter alia* memorabilia, "Green Card" passes, CITES forms and payments, and ABS protocols. This function should be designed so that it reduces administrative interaction from the DoE
- Serve as a searchable repository "clearinghouse" of environmental information
- Easily manage, maintain and update the website in-house

This consultancy will also serve to strengthen the Antigua and Barbuda's National Designated Authority (NDA) capacity to carry out its functions in an effective and timely manner by boosting staff capacity, raising awareness of the opportunities the GCF presents for the country, and ensuring effective engagement and broad buy-in of relevant stakeholders.

3. Recipient

The recipient is the NDA – the Department of Environment. The contracted individual or firm will work closely with, and train in a learning-by-doing approach, both the Communications Officer and the Knowledge Information Manager, and other staff and consultants implementing the GCF Readiness project, as appropriate.

The Director of the Department is the authority responsible for giving final approval of the outputs/deliverables.

4. Scope

Broadly, the consultant will need to review the current website and expectations for the new site within the scope of work of the Department, as defined in the Environmental Protection and Management Act of 2015, and to review the requirements of the GCF on data management that will meet its Accreditation Standards. The successful consultant will provide on-going

training with the public awareness and communication team as the new website, with its processes and procedures, is developed and approved by the Department.

Working along with the Environment Education Officer within the Department, key **specific detailed tasks** will include:

- i) Recreate visuals of the website using the Department's new logo.
- ii) Set easy to use tiles and icons for navigation online
- iii) Set up feedback loop for:
 - a. Persons wishing to submit complaints to the Department;
 - b. Persons desirous of purchasing the Green Card or other memorabilia; and
 - c. Persons wishing to make inquiries about any given issue
- iv) Working along with the Knowledge Management specialist to establish a search function on the website along with appropriate tags for all documents and photos
- v) Working along with the Knowledge Management specialist establish an online library
- vi) Produce user manual and provide training sessions for back-end NDA users of the site.
- vii) Create links to social media sites
- viii) Ensure that all uploads are linked to a backup system or a scheduled and easily accessible by the team
- ix) Work with the Communications officer to build a web-based platform for consultant registration to support procurement procedures (e.g. <http://www.oecs.org/our-work/procurement/bidders-registration-form>) and a registry for NGOs and community-based organizations in Antigua and Barbuda
- x) Provide orientation, training and regular briefings to NDA staff, in order to transfer the necessary knowledge and expertise required by the NDA to effectively perform its functions
- xi) Integrating lessons learned from other institutions in the efficient management of data resources

5. Deliverables

Within one week of contract, the consultant will present a work plan (maximum 5 pages) in a technical inception report outlining the proposed approach and work plan. The contract duration for the candidate is for a maximum of 6 months. Responsibilities and tasks will be further elaborated by the candidate in the technical inception report in agreement with the NDA team, guided by the GCF Readiness project documents, including timelines for the following deliverables:

- Design outline of the Department of Environment's website
- Operationalization of the website, through manuals and training;
- Making final website viewable online;
- Final report, including reports of seminars and other meetings attended;

The Consultant will be expected to provide monthly progress reports to the NDA and designated oversight committees or individuals. A brief mid-term report will be expected

within three months to ensure the consultant is on target, and a final report with noting outputs and follow-up recommendations for further strengthening of the website.

The NDA will provide the following documents to the consultant before starting the assignment:

- GCF guiding documents, the Environment Act, National Environmental Strategy INDC and other reports
- Concept of website format and details on required functionalities for the website
- Documentation to be placed on website
- Access to old website back-end services

6. Qualifications and Experience

- Advanced university degree in Information Management, Information Technology, or similar area of study;
- Proven track record of website development, design and implementation of at least 3 years;
- Ability to work with senior government officials, research institutes, non-governmental organizations (NGOs), and local communities;
- Fluency in written and spoken English and strong analytical and communication skills

7. Base of Operation:

The consultant will work remotely for the Department of Environment, but will be required to meet frequently with the DoE team in St. John’s, Antigua, to provide updates and to deliver training.

8. Evaluation Criteria

The evaluation criteria and weightings that will be applied to these terms of reference are as follows:

Category	Description		Max. Score
1	Qualifications of consultant: <ul style="list-style-type: none"> • Advanced university degree in Information Management, Information Technology, or similar area of study; 	Associates Degree in Related - Field - 5	20

		Bachelors Degree in Related Field and/or above - 10	
		MSc / PhD in Related Field and/or above - 20	
2	Experience with similar technical work and track record of success	At least 3 years of experience in website development, design and implementation; - 10	40
		Experience in training and development of operations manual - 10	
		Experience in design of a user friendly website - 5	
		Experience in design of online payment services - 10	
		Experience in design of feedback mechanisms within the website - 5	
3	Experience in other areas:	Ability to work with senior government officials, research institutes, non-governmental organizations (NGOs), and local communities - 5	10
		Fluency in written and spoken English and strong analytical and communication skills - 5	
4	Adherence to TOR specifications and related requirements: Clear understanding of required deliverables	Technical Proposal: Rationale - 5	30
		Technical Proposal: Strategy - 10	
		Technical Proposal: Back-up function - 5	
		Technical Proposal: Timetable of activities - 10	
		Total	100