

Terms of Reference

GreenToCompete website developer consultant

Project title:	GreenToCompete
Assignment title:	GreenToCompete website developer consultant
Duty station:	ITC, Geneva
Travel:	No
Contract type:	25 days of work

Background

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization supporting the internationalization of SMEs. Its joint mandate combines a focus on expanding trade opportunities with the aim of fostering sustainable development. The Sustainable and Inclusive Value Chains (SIVC) section in the Division for Enterprises and Institutions (DEI) is hosting ITC's work in relation to gender, voluntary sustainability standards and environmental sustainability.

In relation to the topic of environmental sustainability, GreenToCompete is ITC's new and ambitious strategy aiming to place environmental sustainability at the heart of MSME competitiveness. Its goal is to enable MSMEs from developing countries to become more competitive through green production and trade. The GreenToCompete initiative will drive the implementation of the strategy and serve as an umbrella to ensure coherence among ITC's interventions in relation to the green transition. The work of the initiative is structured in the following areas, namely: (1) mainstreaming of green competitiveness into ITC's work, (2) establishment of a consistent corporate reporting mechanism, (3) development of tools and approaches that can be used by MSMEs and related multipliers, (4) dialogues and inputs for a mutually supportive trade and environment agenda, and (5) partnerships and outreach to achieve scale.

ITC is seeking an International Consultant to develop the website of GreenToCompete. Different visual elements for the website is conducted by a graphic designer, with whom the consultant will closely interact. The website functionalities need to be complete to provide a seamless experience to users. The design will be user friendly and attractive, and easy for support staff to work with and maintain over time. The website will include different subpages, to be detailed together with the graphic designer and the developer (incl. for example: About, projects, GreenToCompete Hubs, Tools/Services, partners, resources, news, contact).

Description of Duties/Responsibilities

The Consultant will work under the direct guidance of the Associate Programme Officer, who is coordinating the implementation of the strategy, and will undertake the following duties:

- Join an alignment and mapping session about what the website should look like with ITC and the visual designer as well as other key stakeholders from GreenToCompete
- Based on the briefing session, develop a concept for the site. The vendor will share a maximum of three proposals.
- Adjust the concept based on feedback and comments by ITC and the designer.
- Set up a staging site and integrate inputs from GreenToCompete team
- Finalize the site development and content upload.
- Test site before going live and ensure it is secure.

- Perform browser compatibility tests
 - Perform responsive design tests
 - Perform integration tests
 - Perform user experience tests
- Deliver a webinar to train ITC to perform content upload, system maintenance and administration.
- Source code handover: Full source code including all developed libraries shall be handed over to ITC.
- Provide maintenance for the website and undertake the necessary updates. The maintenance activities include:
 - Fix problems that may appear against any design or development flaws.
 - Update website graphics supplied by ITC.

Expected Outputs and Timelines

The consultant will have completed the work according to the following timeline:

- End June
 - First GreenToCompete site oncept developed
- Mid July
 - Draft GreenToCompete website developed
- Early August
 - Website developed, launched and handed over
- End December
 - Adhoc maintenance support provided

Travel

No

Payment Schedule

- 1st payment, after 10 working days and on satisfactory progress of duties & on receipt of countersigned contract
- 2nd payment, working days 10 days
- 3rd and final payment after 5 working days and and on satisfactory completion of duties

Skills

- Have excellent knowledge of recent trends in graphic design and websites

Education

- Undergraduate degree (BA/BSC or other)
- Advanced degree (MA/MSc or other)
- Post-graduate degree (PhD or other)
- Secondary school
- Other

Indicate the field of studies:

Degree in website development, software engineering, graphic design or any other relevant qualification.

Experience required (number of years in which area

a) Required

- At least 2 years' work experienced in the field of IT as a website designer/developer and must have strong skills in HTML.

b) Other

- Proven hands-on experience to create innovative and visually appealing design

Language

Fluency in English

Contact

Prospective candidates are invited to submit their application by sending their CV and brief motivation letter to Annegret Brauss (abrauss@intracen.org) and Cherika Hardjakusumah (cHardjakusumah@intracen.org).