



ASEAN REGIONAL MINE ACTION CENTER

Terms of Reference

Project:	Enhance Awareness Programs on the Dangers of Mine/Explosive Remnants of War (ERW) among ASEAN Member States
Title:	Web Design and Development Specialist
Contract Type:	Independent Consultant
Duty Station:	Home-based
Duration of Assignment:	44 days over a duration of 2 months

Background

The ASEAN Regional Mine Action Center (ARMAC) was established by the ASEAN Leaders at the 21st ASEAN Summit in 2012. The ASEAN Leaders envisioned ARMAC to serve as a center of excellence to encourage the efforts to address the problems of explosive remnants of war (ERW) for interested ASEAN Member States (AMS) with the following mandate and functions:

- Enhance awareness programs on the dangers of ERW among affected communities;
- Facilitate appropriate medical and rehabilitation assistance for victims of ERW, upon request from the affected ASEAN Member States; and
- Assist interested ASEAN Member States in research and knowledge sharing on the effects of ERW and efforts to address them, including through writing proposals for technical assistance projects and funding, at their specific and individual request.

Responding to the 2 mandates above, the ARMAC requested Japan-ASEAN Integration Fund (JAIF) through the project entitled, *Enhance Awareness Programs on the Dangers of Mine/ERW among ASEAN Member States* to support the revising and updating of ARMAC's website and social media platforms. The upgraded website and social media pages will ensure accessibility to all materials related to the work of the ARMAC, ASEAN member states, donors and partners. The current website has been running for three years now providing key information on mine action sector work in the region, but still lacking in coherence, linking with other institutions and capturing knowledge. To further enhance the new site and ensure the best experience to users, the Programmes Team is planning to conduct a series upgrades on the website. The primary users of the website will be ASEAN member states, donors and partners, and the general public.

Scope of Work

The assignment requires a Web Design and Development Specialist who will develop a new interface of ARMAC's website and social media platforms such as Facebook, Twitter and other pages that may be identified during the duration of the assignment; provide a coherent and logical sequencing of how knowledge and information should appear online; and add features/ functionalities that are not currently present in the existing website/social media pages in order to streamline presentation of information, improve design, enhance intuitive capability, and increase online traffic. Likewise, the new web sections and other webpages proposed in this TOR will help further promote interaction and collaboration among key users of the site.

The Consultant shall carry out the tasks under the supervision of the Senior Technical Officer, Mine Action, at first instance, and the Executive Director, as the case may be.

In particular, the Consultant shall provide the following services without limitation: (i) manage website operations, design, content updates and archiving, security, technical upgrades, and ASEAN standards compliance; (ii) maintain, update, and secure website, social media pages; (iii) develop, manage, and secure pages in coordination with ARMAC's Programmes team; (iv) track, analyze, and report ARMAC website, satellite site, and ARMAC e-Learning user data and provide guidance on strengthening ARMAC's web impact; (v) drive the technical operations and optimization of the ARMAC's knowledge product repository; (vi) oversee ARMAC's MailChimp email marketing system, subscriber lists, and data analysis; (vii) inform new automated content dissemination efforts; (viii) provide web-related training and advisory; and (ix) perform other duties as assigned by the ARMAC Executive Director and Senior Technical Officer, Mine Action.

Expected Outputs and Deliverables

The Consultant is expected to deliver an updated and enhanced website with a new look and feel, functionalities, and sections. S/he will also Develop a user manual and deliver a webinar for the support staff and system administrators to perform content upload, system maintenance and administration. S/he will also provide technical and maintenance support and quality control up to a period of 6 months.

Full source code including developed libraries shall be handed over to ARMAC by the end of the assignment.

Qualifications and Experience

The Consultant should have at least 10 years of prior experience designing visually appealing and navigation friendly web sites; Familiarity and relevant experience in using different Content Management Systems (CMS), particularly WordPress; have a broad knowledge of current web development technologies and design tools in the field, and new software and other web programming languages and programs including use of HTML, XHTML, CSS, XML, XSLT, Macromedia Flash, Java; have excellent knowledge of recent trends in graphic design, web sites, including online video publishing, and social media networking. The Consultant should demonstrate the ability to create innovative and visually appealing design.

The Consultant should also have extensive experience (at least 7 years) in programming and CMS development, including versioning of which at least 5 years are specific to Word Press CMS. The Consultant should be an expert in the below scripting and coding languages and standards: PHP, AJAX, Java Script, HTML (including version 5), CSS (including version 3). S/he should be an expert in the use and configuration of the following applications: Word Press CMS, MySQL Database, Apache web server, Experience with other related applications is an advantage. S/he should be an expert in the use and configuration of the following products and techniques: Search engine optimization, Google Webmaster tools, Google analytics, Google developer tools, Mobile device adaptation.

The Consultant should have a Bachelors Degree in Computer Science and/or related IT discipline.

Submitting Applications

Please send your application together with the following documents to recruitment@aseanmineaction.org with the subject “ARMAC and Workplan Evaluation Review” not later than 22 October 2021.

- Proposal letter describing the previous work done in the area;
- Portfolio of previous work of webpages with similar functionalities;
- Latest CV showing assignments in the last 5 years; and
- Financial proposal for the assignment

Incomplete applications will not be considered. Only shortlisted candidates will be notified. For more information about the ARMAC, please visit www.aseanmineaction.org