

TERMS OF REFERENCE

Hiring Office:	UNFPA Country Office, Nepal
Title:	Census Website Developer/Content Manager
Purpose of consultancy:	To support CBS for development and management of webpage for the 2021 Population and Housing Census of Nepal.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The Central Bureau of Statistics (CBS), under the aegis of the National Planning Commission/Government of Nepal, is preparing for the National Population and Housing Census (NPHC) in June 2021. This will be the 12th in the series and the first census to be conducted since Nepal adopted the SDGs and transitioned to a federal state. Therefore, it will be undertaken in an entirely new socio-political context where the demand for data and the expectations of the census results, at sub-national level, are high. Further, awareness of the significance of the census is very high among all stakeholders. Advocacy, publicity and effective communications at all stages of census operations is vital.</p> <p>In this context, CBS is planning to establish a permanent webpage for the 2021 NPHC within the CBS website and CBS is committed to ensuring its smooth operation and management as well. The webpage will include history of Nepal population census from 1911, all the reports, procedural history, census operation guidelines, questionnaires and manuals among others. In addition to this, the page will act as a gateway for making the census operations digitally accessible to all the stakeholders. CBS intends to utilize the digital platform for various census activities, like, facilitating census awareness and education, promoting census ownership and engagement, as well as for recruitment, training, field mobilization, monitoring and supervision to name a few. CBS, therefore, requires to have the services of a national expert to construct the NPHC website.</p> <p>The following are the tasks and expected deliveries from the Consultant.</p> <p>Major tasks and responsibilities</p> <p>The duties of the Consultant will cover all aspects of creating and managing a user-friendly website and associated applications devoted to the 2021 Population and Housing Census of Nepal. Major tasks include:</p> <ul style="list-style-type: none"> • Consult relevant CBS officials and key stakeholders to assess the information and communication needs for the census. Based on needs assessment, s/he will be responsible for writing and editing content, updating the website with relevant information, and creating back-up files as necessary; • Facilitate/undertake designing webpage layout and determining technical requirements, using the industry best practices in web and internet technology, content management and usability; and propose improvements to the website accordingly; • Update the census website with all required information related to the history of Nepal's population census from 1911 onwards, including all the reports, procedural history, census operation guidelines, questionnaires and manuals among others; • Repurpose and format content received from content experts and publishes the materials on-line as needed;

	<ul style="list-style-type: none"> • Ensure the webpage acts as a gateway for making the census operations and data digitally accessible to all the stakeholders and citizens and the content and design attracts maximum audience; • Function in a help-desk capacity by addressing user requests and troubleshooting users’ technical web-related problems; • Analyze the usage of the website and assess website impact on users and users’ needs; • Orient relevant CBS staff on website updates and maintenance for smooth functioning and ensuring the website content is up-to-date; • Liaise with CBS and UNFPA staff to ensure clarity on the scope of work and specific tasks to be accomplished; • Create social-media accounts, blogs pages for census; • Prepare necessary platforms for recruitment, training, field mobilization, monitoring and supervision, and others key tasks, to facilitate the census operations digitally as needed; • Extend the reach of on-line resources through various media tools and making those widely available to users; • Design census advocacy and publicity material in digital form as directed by Population Section, CBS; • Undertake other tasks as required by CBS and UNFPA related to the census website design and management. <p>Expected deliverables:</p> <ul style="list-style-type: none"> • Needs assessment report for the website design, content and management; • Draft of the website content (including editing content); • Design of the webpage layout and technical requirements; • Plan for preparing back-up files and solving code problems and maintenance; • User-friendly and updated website with relevant information and available; • Workable social-media accounts, blogs pages for census; • Relevant CBS staff oriented on the use, update and maintenance of the census website; • Digital copy of census advocacy and publicity material.
Duration and working schedule:	<p>Effective from 3 February to 2 December 2020 (11 months)</p> <p>UNFPA will keep it as a retainer contract as CBS may use Consultant’s services as and when necessary. Time sheet for the actual number of days worked will be maintained. Payment will be made in every three-month’s period based on the total number of days worked during the period.</p>
Place where services are to be delivered:	<p>Central Bureau of Statistics, Thapathali, Kathmandu.</p>
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<ul style="list-style-type: none"> • Census needs assessment conducted by 15 February 2020; • A draft of website contents and webpage layout by end of February 2020; • Final website site launched by mid-March 2020; • Census website updated as and when necessary. <p>The outputs/deliverables and reports will be delivered both in electronic and hard copies to CBS and UNFPA.</p>

Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<ul style="list-style-type: none"> • The Consultant will jointly report to Director, Population Section/Central Bureau of Statistics and UNFPA Assistant Representative-Population and Development (P&D); • S/he will work closely with relevant CBS and UNFPA officials; • The Consultant's work performance will be jointly assessed by relevant CBS and UNFPA officials.
Supervisory arrangements:	The Consultant will work under the direct supervision of Director, Population Section/Central Bureau of Statistics and UNFPA Assistant Representative-P&D.
Expected travel:	At least field visits within the contract period anticipated.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • Bachelor's Degree in ICT/Computer Engineering or equivalent required, Master's Degree in ICT or relevant area desirable; • At least 5 years of working experience in website content management, webpage scripting and programming, digital imaging, multimedia, graphic design and web application development; • ICT background and/or webpage design, information architecture and usability, website usability experience is essential; • Familiarity with a wide range of relevant tools and software (Illustrator, HTLM, Dreamweaver, Photoshop or similar program); • Ability to write HTML/CSS essential; • Strong interpersonal and communication skills; • Ability to work with diverse teams, time management skills, problem solving skills and quality of work skills; • Excellent command in Nepali and English (writing and editing).
Other relevant information or special conditions, if any:	The Consultant should be available as per the time-sheet agreed by CBS and UNFPA Nepal.
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