Regional Program “Improving Forest Law Enforcement and Governance (FLEG) in the European Neighbourhood Policy East Countries and Russia”

TERMS OF REFERENCE

for the Services of

WEB-SITE SUPPORT AND MANAGEMENT CONSULTANT

TA-P111139-TAS-TF096876

BACKGROUND

The regional program “Improving Forest Law Enforcement and Governance in the European Neighbourhood Policy East Countries and Russia” (the “Program”) is aimed at putting in place improved forest governance arrangements through the effective implementation of the main priorities set out in the St. Petersburg Ministerial Declaration and Indicative Plan of Actions for the Europe and North Asia Forest Law Enforcement and Governance (ENA-FLEG) process.

The Program will be carried out over a four-year period, from July 2008 through June 2012. It will specifically cover seven countries of the ENA Region, including six members of the European Neighbourhood Policy Initiative (ENPI) – Armenia, Azerbaijan, Belarus, Georgia, Republic of Moldova, Ukraine – and the Russian Federation. The Program will support selected pilot activities to be implemented with the active involvement of governments, civil society and the private sector. Most activities will be at a country level, complemented by strategically targeted sub-regional and regional actions. It is also envisaged that the Program will facilitate preparation of the 2nd ENA-FLEG Ministerial Conference.

The Program is supported by the European Commission and other donors contributing to a special multi-donor trust fund administered by the World Bank (WB). Implementation of the Program is led by the World Bank, working in partnership with the International Union for Conservation of Nature and Natural Resources (IUCN) and the World Wide Fund for Nature (WWF) (all three collectively referred to as the “Implementing Organizations” or “IO’s”) and in close coordination with governmental and nongovernmental stakeholders of the participating countries.

Implementation of the program will depend on synchronization of Program activities between the IO’s, and their ability to communicate the agreed Program objectives with stakeholders. To this end, the IO’s have agreed to establish a Program Management Team (PMT) consisting of three Program Managers (PMs), one from each IO.

1 Representatives of the five Central Asian countries – Kazakhstan, Kyrgyz Republic, Tajikistan, Turkmenistan, and Uzbekistan – may also be invited to participate in the Program’s subregional and regional activities.
TASKS

The purpose of the assignment is to provide technological support to the program activities aiming at rising of public awareness and improved access to information and better public participation in the FLEG-related field. Specifically, the Consultant will be responsible for the fulfilment of the following tasks:

- Provide technical support for maintaining the ENPI /FLEG country web-site;
- Update information on the web-site regularly and as needed;
- In collaboration with the Publication Consultant identify target audience, moderate the serve list of users/subscribers; maintain website’s user-friendly interface and convenience for use by wide range of stakeholders and focus groups;
- Manage special links on Youtube, Twitter and Facebook
- Cooperate with counterparts from other countries of program implementation;
- Maintaining database, graphics and diagrams on the web;
- As instructed by the Program Coordinator, carry out any other appropriate associated work that may be requested to effectively perform the program activities.

In implementation of the tasks above, the Consultant will work together with the Public Awareness, Media and Publication Consultants.

TIMING

The total duration of the assignment is 10 months, starting September 2011.

QUALIFICATIONS

The following specific qualifications shall be met:

- Master degree, Associates or Bachelors degree in IT, Journalism or related field (preferably high education);
- Previous experience in management of the electronic information web resources and design;
- Websites management, maintenance and qualitative update experience;
- A strong knowledge in computer application programs (Microsoft Office, Visual Basic, Visual C, and ASP);
- Professional communication skills, both verbal and written;
- Solid technical background and understanding with a variety of platforms;
- Work effectively within a team as well as independently;
- Manage multiple tasks in an efficient manner;
- Capable of understanding issues in the field of natural resource management;
- Good knowledge of English, fluent in Russian and Azerbaijani.

Technical understanding of the following:

- Email Servers (Exchange 2000 / 2003 / 2007, Kerio)
- Backup Solutions (Windows Backup Tools, Various Backup Tools)
- Database Servers (MySQL, SQL Server 2000 / 2005)
• Directory Services (Active Directory, Group Policy)
• Web Services (IIS, ASP)
• Internet Protocols (DNS, SMTP, POP, IMAP, FTP, TCP/IP)
• Domain registration, DNS hosting, Email flow and Spam filtering technologies