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|   | **Implementation of Nigeria Climate Change Response Programme (NCCRP)****Contract N°: ENV/2019/409-995** |  |



**Terms of Reference (ToR)**

**NATIONAL SHORT-TERM EXPERT (JUNIOR)**

**Website Coordinator**

**Provision of Technical Support for the Implementation of the**

**NCCRP Communications & Visibility Plan**

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| **Reference No. of the Mission** | **S334/STE/2022/ToR/2-5** |
| **Date of Transmission** | **31/082022** |
| Category of Expert | National Junior Short-Term Expert  |
| Key Experts Responsible | Mr Todd NGARA, Team LeaderMr Kayode EGBELEYE, Capacity Building & Communications Expert  |
| Title of the Mission | **Provision of Technical Support to regularly update and manage** **the content of the NCCRP web pages while ensuring their usability and accuracy** |
| No. of Working Days (WD) | **70** Working Days  |
| Indicative Dates | **10/2022** | **06/2024** |
| Duty Station | Abuja (FCT)  |
| Mission outside of Duty Station |  |

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| **Title of the Mission** |
| **Name of Project** | Implementation of Nigeria Climate Change Response Programme (NCCRP), EuropeAid/140100/DH/SER/NG |
| **Contract No.** | ENV/2019/409-995 |
| **Reference No. of the Mission** | **S334/STE/202/ToR/02-5** |
| **Context and Justification** | A National Consultant (Website Coordinator) is being recruited as a resource person and advisor to provide technical support for the management and coordination of maintenance of the NCCRP website. This is a key activity and an integral part of the Nigerian Climate Change Response (*NCCRP) Task 2.*The dissemination of climate change knowledge and raising awareness of climate change issues among diverse Nigerian audiences constitute the essential core of the NCCRP task.Scheduled for execution in collaboration with Working Groups, subject-matter specialists, officials of the Department of Climate Change and other external stakeholders. The activity, in line with the approved NCCRP Communications and Visibility Plan and under the supervision of Key Expert, Capacity Building & Communications is intended to promote the awareness of climate change issues among both internal and external NCCRP audiences. Following the ratification of the Paris Agreement in 2017, Nigeria committed itself to reducing its Greenhouse Gas (GHGs) emissions unconditionally by 20% and conditionally by 45% by 2030 in line with its Nationally Determined Contributions (NDC) pledge. To support Nigeria’s efforts towards the fulfilment of its conditional NDC target, the Federal Government of Nigeria is being supported by the European Union (EUD) through the provision of technical assistance for the implementation of the Nigerian Climate Change Response Programme (NCCRP) with the following objectives:* Implement appropriate mitigation measures;
* Enhance the national capacity to adapt to climate change;
* Raise the profile of Climate Change Science, technology, research, and development;
* Increase public awareness and encourage private sector participation in combating climate change;
* Strengthen national institutions and mechanisms for effective climate change governance.

Operational since January 2020, the NCCRP in a bid to support the dissemination of climate change knowledge and raise awareness through campaigns finds it necessary to endow itself with a website as a tool to reach out to external audiences.The programme therefore intends to digitise, catalogue and display on its website, initiatives that speak to Nigeria´s efforts of living up to its pledge on Nationally Determined Contributions, along with other pertinent programme information and allied content. It is hoped that the NCCRP´s move towards a more robust web presence will make it more accessible to key stakeholders and the public. Additionally, the website will position the programme as a readily accessible source of credible information on climate change across Nigeria and beyond. Largely mitigation focused, the technical assistance for the implementation of the NCCRP is being provided by the Conseil Santé Consortium (French consulting company) with the Department of Climate Change (DCC), Federal Ministry of Environment, as the main beneficiary. A participatory approach is adopted by the Conseil Santé Consortium (see annex) involving consultations between a Technical Assistance Team (TAT), the staff of DCC and sectoral stakeholders brought together in technical Working Groups during the NCCRP inception phase workshop.The Working Groups are instrumental to the smooth preparation and execution of technical aspects of the NCCRP. In this process, based on their expertise and knowledge of the Nigerian situation, they shall identify task-related priorities, potential problems, options for solutions, action plans, and recommendations for a smooth implementation of action plans, etc. It is expected that TAT members with the support of Non-Key Experts and National Short-Term Experts will facilitate the day-to-day execution of planned activities.  |
| **Objectives of the Mission** | The goal of the consultancy is to provide technical support to and facilitate the redesign, production of content, management, and maintenance of the NCCRP website, which is the programme’s window to prioritised audiences as emphasised in the NCCRP Communication and Visibility Plan.  |
| **Specific Objectives of the Mission** | The main objectives of this consultancy are outlined as follows:* If necessary, redesign the website to augment its ability to disseminate informative and engaging content.
* Provide technical support (assistance, guidance, analytical tools, concepts, etc.) to the provision of a strong design sense, including modern web design trends and best practices and execution of compelling visual user experiences.
* Highlight the impact of climate change, sectoral contributions, and efforts of both the Nigerian Government as well as the private sector to mitigate the impact of climate change.

Amplify the voices of residents from different communities on climate change issues affecting them. |
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| **Tasks to be Carried Out** | **No. of WDs** |
| The Mission will be carried out in **three steps**, according to the provisional Work Schedule found below. * If necessary, make propositions to the Key Expert for the improvement of the methodology suggested by Conseil Santé Consortium to achieve the objective of the Mission;
* In coordination with the Key Expert, organise meetings with the Working Group and external stakeholders as required to perform stipulated tasks;
* Participate in other organised meetings and consultations taking place during the Mission;
* Undertake other tasks as required to achieve the Mission´s objectives.

The duration of the **70-day mission** will be spread over **24 months,** and the consultant will be expected to carry out the mission in consultation with the Key Experts and the Conseil Santé / SOFRECO information technology team in France. Note however that during the mission, and beyond key tasks, the Consultant will be required to carry out the following: Indicative Commencement Date: 10/2022 |
| **Specific objective 1: Provide technical support to overhaul the architecture and design of the website** **through the execution of compelling visual user experiences under the supervision of the KE4** |
| **Sub-objective 1.1:**  **Facilitate the production of high-quality content and** **assuring accessibility**  |
| **Intervention A 2.2: NCCRP architecture and design are overhauled.**  |
| **A 2.2.1** Review of the current NCCRP website architecture and navigability including the listing of propositions for an upgrade or redesign of the website (**10** days).  |
| The total duration of this segment of the Mission is estimated at **10** Working Days. The Mission will be carried out in **different** steps, according to the schedule outlined below. The duration of the first step of the Mission will be **10 Working Days** spread over a period of 1 month during which a new and revamped website design architecture will be presented to Conseil Sante for approval.The subsequent steps will last **60 Working days** spread over a period of **24 months** during which web pages will be updated, new content solicited and uploaded, and website maintenance performed. **Website Coordination-Specific Tasks**1. Implement the proposed revisions and redesign of the website, as approved by Conseil Santé. This website should be in WordPress format;
2. Create artwork with Photoshop and InDesign for awareness and sensitisation campaigns/mailers/pitches;
3. Manage the movement of communication product samples among programme implementing partners;
4. Coordinate content creation;
5. Solicit and aggregate missing required communication product information from the Technical Assistance Team (TAT);
6. Create all web content and site updates, e-newsletters, landing pages, and online campaigns;
7. Research, inventory, and analyse existing content;
8. Procure existing content and edit/adapt the information for public audiences;
9. Responsible for assuring content quality and accessibility of digital assets;
10. Responsible for content-driven website analytics.
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The total duration of this segment of the Mission is estimated at **70** Working Days. The Mission will be carried out in **three** steps, according to the provisional Work Schedule found below. The duration of the first step of this segment will be **10** Working Days spread over a period of 1 month, while the second step will last **60** Working Days spread over a period of 23 months (content upload and maintenance at a minimum rhythm of 2 days per month).  |
| **Expected Outcomes and Deliverable(s)** | The expected outcomes are as follows:* **Result 1:** NCCRP website architecture and design reviewed and revamped.
* **Result 2:** Content solicited and uploaded to the NCCRP website fortnightly.
* **Result 3:** NCCRP website maintenance is assured once a month.

The Mission deliverables are the following: * Deliverable 1: A new and revamped NCCRP website (Result 1).
* Deliverable 2: A repository of visual assets of the NCCRP (Result 2).
* Deliverable 3: Quarterly website maintenance reports.
* Deliverable 4: Mission report. (Results 1, 2, 3 and 4).

The Mission report is a detailed technical report of all the activities implemented.  |
| **Date of Submission of Deliverable(s)** | The deadline dates for the submission of deliverables to the Team Leader are as follows:* Deliverable 0: before the signing of the contract.
* Deliverable 1: 10/2022
* Deliverable 2: 11/2022
* Deliverable 3: 02/2023, 05/2023, 08/2023, 11/2023, 02/2024, 05/2024 (5 Quarters)
* Deliverable 4: 05/2024
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| **Modalities for Submission of Deliverable(s)** | * To be submitted electronically (External Hard Drive) to the Team Leader and the Project Director.
* Conseil Santé to submit electronically to the Project Officer at the EUD.
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| **Structures / Actors / Stakeholders involved** | * DCC
* EUD
* CENRAD (Centre for Environment, Renewable Natural Resources Management, Research and Development) Consulting Limited Ltd and NEST (Nigerian Environmental Study Action Team: sub-contractors of the Consortium, specialised in environment and Climate change, will support the consortium in specific tasks including the provision of local operational and technical support to the TAT, putting at the disposal of the TAT existing networks in relevant fields of the Project, etc.

Members of the two Working Groups (see the list in the Annex).  |
| **Title of the Position(s)** | One expert will be mobilised to carry out this mission: The Website Coordinator.  |
| **Expert(s)’ Profile(s)** | **Education & Training**:* Minimum Bachelor's degree in Communications, Journalism, English, Computer Science, Graphic Design, Information Technology Management. Qualification. A Master's degree or a postgraduate diploma in Communications, Journalism, Webmaster Multimedia Management Communications or Computer Science will be a distinct advantage.
* **General Experience** At least five years’ experience or more of working on creating, designing, upgrading, and maintaining websites may be considered in place of an academic degree.
* **Experience in the field**: Application development experience including the delivery of standards, templates, and training to assist content providers in their day-to-day production of materials for upload.
* Knowledge/familiarity with digital video/audio production equipment as well as the ability to identify and resolve technical issues within tight deadlines in conformity with emerging and ongoing needs of the Nigerian Climate Change Response Programme.
* **Specific Experience**: **Knowledge** of using HTML, Photoshop,

Adobe In-Design, Fireworks, Illustrator software packages and Web Content Management Systems (CMS).* **Familiarity** with Nigeria's environmental/climate laws and ability to proactively engage radio production crew members. Understanding of print and web design theory as well as how copy translates to code.

**Desirable Skills & Attributes*** Excellent written and oral communication skills.
* The ability to work as a part of a team and independently.
* Ability to work in a fast-paced environment necessitating the management of multiple work streams and deadlines.
* Good organisational skills and an ability to cope under pressure.
* Cross-platform and cross-browser compatibility so that website is accessible from a variety of different environments.
* Knowledge of emerging technologies.
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| **Provisional Date and Duration of the Mission** | * The duration of the Mission is estimated at **70** Working Days. The Mission will be carried out in four different steps, according to the provisional Work Schedule outlined below.
* Deliverable 0: Schedule of Work
* Deliverable 1: 10/2022
* Deliverable 2: 11/2022
* Deliverable 3: 02/2023, 05/2023, 08/2023, 11/2023, 02/2024
* Deliverable 4: 05/2024

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| **#** | **Activities** | **Deliverables** | **Deadline (Weeks)** |
| 1A | Submission of the Inception report detailing the understanding/ interpretation of the ToR, and the proposed improvements and redesigns of the NCCRP website. (Contract signature.) | Deliverable 0 | T0 |
| 1B | Review of the NCCRP website and finalisation of improved features and redesign. | Deliverable 1 | T0 + 2 |
| **Step 1** |
| 2 | Constitution of a repository of NCCRP digital assets for regular website content updates.  | Deliverable 2 | T0 +5 (including a mission of 1 week in Abuja, as relevant)  |
| **Step 2** |
| 3A | Refreshment of web pages as necessary (bi-weekly) and maintenance of the website. | Deliverable 3A | T0 + (5-22) |
| **Step 3** |
| 3B | Development of the quarterly website maintenance report.  | Deliverable 3B | T0 + (5-22) |
| **Step 4** |
| 4 | Submission of the End of Mission Report. | Deliverable 4 | T0 + 23 |

During the entire mission, the Consultant might be called upon to make propositions to the Key Expert for the improvement of the methodology suggested by Conseil Santé Consortium to achieve the Mission´s objectives and carry out additional tasks as follows: * Participate in other programme production meetings as demanded by the Mission.
* Undertake other tasks as required to achieve the Mission´s objectives.

Indicative Commencement Date: **10/2022***N.B.:* All weekends and public holidays are not considered to be Working Days unless approved by the FMoEnv and the EUD. |
| **Global Provision for Use of Incidental Expenditure for a Mission** | * Should the Mission include activities outside the Duty Station, a description and breakdown of the budget are required for per diem and transport purposes.

If the activity is to be financed by the Incidental Expenditure, a detailed Excel Table is needed indicating the breakdown of the budget details. |
| **Dates of Approval from the FMoEnv and the EUD** |  |

**ANNEXES:**

List of Annexes pertinent to the Mission:

* Communications & Visibility Plan
* NCCRP Digital Project Brief
* Technical Assistance Methodology of the Conseil Santé Consortium for the NCCRP
* Implementation.