TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Egypt Country Office
Purpose of consultancy:	**INTRODUCTION AND BACKGROUND** UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA Egypt Country Office is looking to hire a software developer with google background experience, to establish an automation workflow for all the operation areas for UNFPA CO. The main idea of the workflow is to orchestrate the repeatable pattern of activity, especially the operations side, to enable systematic organization of resources and transform it into processes that transform materials, services, provide up-to-date information and process UNFPA information. UNFPA already adopts google G-suite enterprise technology that provides strong tools to connect, create, access and control. UNFPA uses AODOCS Document Management Platform that integrates with google drive. Allowing UNFPA organization in all sectors to easily implement their business-critical processes, control their documents, and meet compliance requirements without burdening users.
Scope of work: *(Description of services, activities, or outputs)*	**OBJECTIVES** 1. Developer should support project operations team in workflow Automation to be integrated with AODOCS Document Management Platform and google G-Suite services (e.g. online registration, Filed Visit matrix approval, Travel plans approval, Hospitality Matrix approvals, Leave plan approval, etc…..). 2. The development of any automation should be utilized using UNFPA resources (Google cloud platform, G suite services, AODOCS document management system). 3. Provide essential information and documentation for any development (e.g. Forums, agenda, calendar, maps, other useful information). 4. Content of the development has to be in line with UNFPA ICT standards. 5. The developer will work closely with the ICT manager. **PROGRAMMER MAIN DUTIES AND RESPONSIBILITIES** Within this framework a software developer, will be recruited to perform the following tasks: a) Designing user friendly and easily accessible workflow system that integrates with Google G-Suite applications and AODocs document management system that fulfills all requirements to automate all the operation services. b) Provide helpful information for the workflow, background information and other appropriate information to the staff and the management. c) Apply workflow solutions for all the manual services used by UNFPA staff. d) Application programming interface, or API, to be a part of the library code that is exposed to the internal and the public. e) To coach UNFPA staff to update the workflow in order to be able to easily provide information for the management and the public interested in it. f) Suggesting regular upgrading possibilities to both the workflow schema and the content in terms of topics, style of presentation, designs…etc. **g) The developer will provide the source code with the documentation after delivery of the project.**

Duration and working schedule:	**TASKS DEADLINES**
	The Developer should complete all required tasks as stated above within the following timeline (starting from 1 December 2019 and by no later than 31 December 2019):
	– Design, development and set up of automation
	    o Phase 1 - Initiation & Governance
	    o Phase 2 - Assessment
	    o Phase 3 - Library Build
	    o Phase 4 - Validation

	o Phase 5 - Training o Phase 6 - Go Live & Support – Constant update of the workflow automation in close collaboration with the assigned counterpart – Maintenance until the end of December 2020
Place where services are to be delivered:	UNFPA Egypt CO Premises
Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.):	Delivery Date will be by end of December 2019 The developer will provide the source code with the documentation after delivery of the project. Maintenance will be for one year after the delivery
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will work closely UNFPA ICT Associate and Operations Team and will provide weekly report on the progress of work and will fully adhere to UNFPA requirements
Supervisory arrangements:	The consultant will report directly to the ICT Associate and Operation Manager
Expected travel:	None
Required expertise, qualifications and competencies, including language requirements:	**Qualifications:** ▪ Certification in google software design or similar. ▪ Previous experience in similar projects. ▪ Excellent knowledge of mastering websites operation and management. ▪ Excellent knowledge and use of computers and of office applications. ▪ Experience in Google developer tools and API. ▪ Experience in G Suite (Gmail, Google Drive, Docs, Sheets, Slides, Forms, calendar, Hangouts Meet, etc...), and create other integrations with Google and external services. ▪ Experience using AODOCS (Workflow / Advanced Search / Document Validation / Records Management / Retention / Metadata / Tagging / Check-in / Check-out / Version control). ▪ Experience in the following roles: Web Development, ASP Web Development, VB.Net Web Development, Junior Web Development, Dot Net Web Development, ASP.Net Web Development, and Web Application Development. ▪ Preferably commercial experience with ASP or ASP.Net / VB.NET, strong HTML, JavaScript/VBScript skills, strong MS SQL Server skills. **Language requirements:** ▪ **Excellent** knowledge of spoken and written **Arabic** and **English**. **Other qualifications:** ▪ Good organizational and communicational skills. ▪ Creativity and innovation. ▪ A team player ▪ Strong interpersonal skills
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	**Services to be provided:** ▪ Office Space will be provided, to report to the office for the entire consulting period. ▪ ICT Equipment if needed will be provided.
Other relevant information or special conditions, if any:	N/A

Signature of Requesting Officer in Hiring Office:

Date: