



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

EXTENDED: CALL FOR CVS: CONSULTANCY FOR THE UPGRADE OF NELEX WEBSITE

CFCV No.	CFCV2019.55
Agency:	International Organization for Migration (IOM)
Duty Station:	Abuja, Nigeria
Duration:	2 months
Tentative start date:	As soon as possible
Closing Date:	18 June 2019

TERMS OF REFERENCE

1. NATURE OF THE CONSULTANCY:

To Upgrade/Modify the NELEX Website.

2. IOM Project To Which the Consultancy Is Contributing:

Working under the overall supervision of the Programme Manager (MM/AVRR) Lagos, under the direct supervision of the National Programme Officer (MM) and in close coordination with the Labour Migration and Diaspora unit, and the International Labour Migration Desk of the Federal Ministry of Labour and Employment, the successful candidate will be expected to upgrade/modify the National Electronic Labour Exchange (NELEX) website and Integrate Short Message Service (SMS) portal on the website.

3. TASKS TO BE PERFORMED UNDER THIS CONSULTANCY:

- i. Assess the current NELEX website (<https://www.nelexnigeria.com>) structure and more specifically the ease of accessibility, user- friendliness, contents, ease of maintenance / update;
- ii. Make proposal addressing the needs and required functionality of the web site to improve the current NELEX/MRC website structure based on gaps and weaknesses identified, and improve the website structure and contents accordingly;
- iii. Make recommendations for backup / restore plan;
- iv. Upgrade the NELEX web portal Content Management System to the latest Drupal core;
- v. Design an easy to access user friendly page, with drop-down boxes to facilitate ease of entry of information from menu options selection considering the requirement of IOM and FMLE;
- vi. Design a database for the NELEX sub-domain (mrc.nelexnigeria.com) which provides comprehensive set of client's data from which filters attributes can be set to generate reports, service provided to individual

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- client's and tables on a wide range of themes and ensure that data can be exported in formats that are readily editable with Microsoft Office Application packages;
- vii. Make proposal for the design of the webpage based on FMLE's and IOM's corporate guidelines and technical inputs;
 - viii. Gather web contents (text, documents, pictures etc.) from FMLE and IOM;
 - ix. Integrate and harmonize data backup and recovery plans with existing structures;
 - x. Additional features determined necessary by FMLE and IOM may be included;
 - xi. Enable administrator privileges for content update, delete and edit;
 - xii. Train FMLE and IOM staff on knowledge of how to improve the existing web-site based on the Drupal Programming manual; and knowledge on website maintenance and content update web contents update and site maintenance;
 - xiii. Recommend secure web hosting option for the NELEX web portal.
 - xiv. Create a feedback mechanism, especially for candidates who have obtained job placement through the portal.
 - xv. Link the website with the Google Mail server.
 - xvi. Develop API that would enable interaction with other functional sites
 - xvii. Upgrade the NELEX website such that it would be ready and flexible enough to integrate easily into a larger Regional Electronic Labour Employment Exchange website in future
 - xviii. Enable unique identification by linking up with the National Identity Management Commission Database.
 - xix. Ensure that site Administrator is able to assign responsibilities to State Labour Officers, with an accompanying feedback mechanism
 - xx. Ensure that the Database within the existing NELEX website is successfully migrated to the updated website, without loss of data
 - xxi. The consultant must be willing to work alongside the staff of the NELEX/MRC Job Centres, to ensure that required utilities and functionalities are well embedded in the web portal

4. EXPERTISE

The Expert will be expected to have the following minimum competencies and expertise:

- i. Degree or equivalent in Communication, IT, Web Design Programs, Multi Media or related field Ability to produce written products to a very high standard in English;
- ii. More than 5 years relevant experience in developing, managing and troubleshooting websites, especially those with interactive features;
- iii. Proficient in the use of the internet and PCs, including Website designing software;

- iv. Extensive experience in creating web-based content management systems and proven track record in database-enabled web applications development; system analysis, design, integration and customizing websites in Drupal CMS;
- v. Extensive knowledge of the concepts of user experience, user interface design principles and conceptual design;
- vi. Expert knowledge in HTML, CSS and JavaScript;
- vii. Extensive experience with Ubuntu /Linux server and relational database management systems using MySQL;
- viii. Extensive programming knowledge and experience in web and SQL database applications;
- ix. Experience working with international development organizations and government agencies is desirable;
- x. Excellent knowledge of relevant website design programs, database system design, and graphic design;
- xi. Excellent communications skills – verbal and written; Fluency in English is essential;
- xii. Experience in training on website maintenance and content update

5. TANGIBLE AND MEASURABLE OUTPUT OF THE WORK ASSIGNMENT:

Consultant will be expected to deliver, at the minimum, the following outputs:

- i. A detailed work plan of the activities to be submitted (one week after the commencement of the consultancy) stating specific timelines and outputs in line with the key objectives;
- ii. NELEX web system development documentation including softcopies, containing the workflow processes, users and system administrator manuals, back-up and recovery manuals;
- iii. Complete installation package including the source codes and database scripts or stored procedures (CD format) for the front and back ends;
- iv. Installed and running web portal integrated with SMS portal and Migrant Resource Centre;
- v. Conduct capacity building for relevant FMLE and IOM staff on administration, database back-up and maintenance of the NELEX webpage;
- vi. A training report;
- vii. On-going technical support for one year after the completion of the assignment;
- viii. An updated “management/maintenance website manual” on the improvement made on the NELEX website and staff capacity;
- ix. A redesigned website with revised architecture with latest information.

6. DURATION OF THE CONTRACT AND PAYMENT

- i. 45 working days commencing from, 27th June to 25th August 2019.
- ii. Candidates are expected to propose a daily rate for consultancy fee which should be verifiable. The agreed consultancy Fee under this contract will be paid based on Attendance and completion of tasks, and will be

paid as below:

- iii. 30% of consultancy fees will be paid after the submission of inception report; and
- iv. 70% of consultancy fees will be paid after presentation and acceptance of the final version of the website.

HOW TO APPLY

- Interested candidates are invited to submit the following:
- A budget for the consultancy (including proposed daily rate, flights, incidentals, accommodation in field etc.)
- CV (include language fluency)
- Cover letter
- Consultants should indicate their available start date for the consultancy

Interested candidates are invited to submit their applications via email to HRNIGERIA@iom.int indicating position applied on subject line by **Tuesday 18th June 2019**

All applications should include a functional e-mail address and mobile number

Please note that only applications sent by email will be accepted and only shortlisted candidates will be contacted.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Women with the above qualifications are encouraged to apply.

Posting period: From 04.06.2019 to 18.06.2019
