

Sphere Handbook Revision Terms of Reference Digital Platforms Architect (up to 12 months' consultancy, starting June 2016)



Contribute to making universal humanitarian standards accessible to the digital community through adapted platforms and architecture with Sphere!

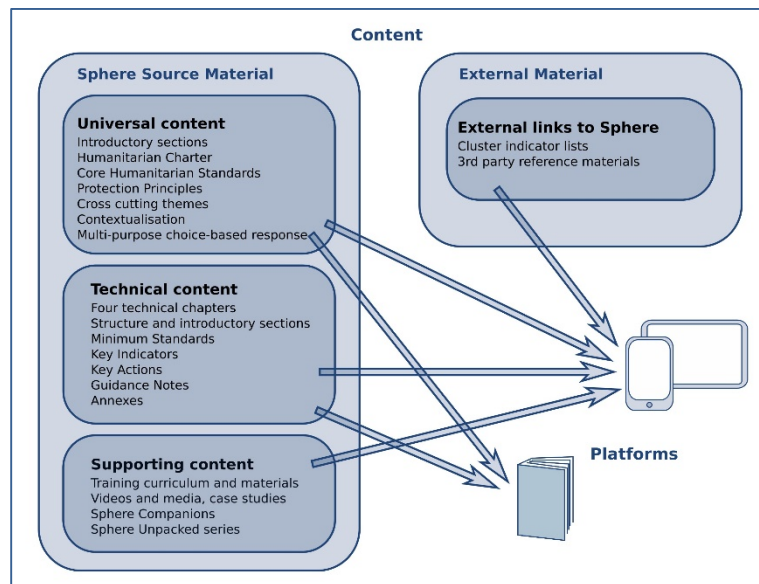
Established in 1997, Sphere is based on two core beliefs: that all possible steps should be taken to alleviate human suffering arising out of crisis, and that those affected by crisis have a right to life with dignity. The Sphere Handbook was developed to contribute to the professionalization of the humanitarian sector, built on a common foundation of humanitarian principles, quality, and accountability. Increasingly, the Handbook is being used by a diverse range of people and organizations who want to see access to the Handbook and tools through enhanced digital formats. Those working in humanitarian action need optimized and adapted access to this foundational reference to use it as a common operational language which allows for better and more effective response globally.

The Sphere Handbook, first issued as a pilot in 1998 and with periodic revisions in 2000, 2004, and 2011, is now under revision to reflect learning and evidence from a world of changing operational environments. The fourth edition will be published on the 20th anniversary of the Handbook in 2018, with a new digital architecture to support its use and application.

Digital Publishing Platforms

One of the drivers of the current Handbook revision is the need to ensure access to the Handbook and related tools across multiple platforms. While the paper Handbook remains a valued resource, a growing number of users are accessing it in electronic format, across all languages. The printed Handbook should be as lean and sharp as possible with much of the supporting information (e.g. additional resources, guidance materials) transferred to online digital platforms.

These cloud-based platforms will complement the paper Handbook, hosting source materials, updated guidance and learning materials, along with tools for smartphone applications, assessment, monitoring, and others to serve today's and tomorrow's users. The well-designed electronic platforms will provide the opportunity to improve both the visibility and ease of access to the Handbook and its wealth of supporting content.



For the updated information to reach the broadest range of users in multiple languages, several interrelated output platforms will be developed to provide static and live content simultaneously.

To meet these diverse needs while keeping costs low, it is necessary to develop a database of source content that can support the production of each of the various outputs across platforms. Such a structured and organised set of data should also be the source material for translations.

Digital Platforms Architect (DPA)

A Digital Platforms Architect (DPA) will be recruited for an initial period equivalent of up to four months of full-time work over 12 calendar months. The DPA will be responsible for the design, implementation and quality assurance of a comprehensive strategy for delivering the revised Sphere Handbook and related supporting content through an integrated architecture of online platforms and mobile applications. The DPA will work closely with the Revision team to ensure that all content is appropriately structured to ensure maximum accessibility. In consultation with the Revision Coordination team, the DPA will be required to perform the following roles and carry out the following tasks:

As an **architect**, the DPA will:

- Develop a comprehensive and integrated strategy for the delivery of the revised Handbook and related tools and applications through appropriate online and offline mechanisms, combining both new and existing platforms/tools where appropriate.
- Define the technical requirements (specifications) of the unified content storage structure as well as online and offline platforms and tools to support the implementation of the strategy.
- Define guidance to separate content into Handbook content and supporting documents content, as well as guidance to ensure proper content formatting for multi-platform delivery.

As a **project manager**, the DPA will lead the development of tools/applications identified in the strategy, and to that effect will:

- Develop calls for proposals, evaluate offers, assess potential suppliers and draft contracts.
- Oversee the development of the devised products/platforms by external suppliers, ensuring that products are delivered within budget and deadlines are met.

As **quality assurance** specialist, the DPA will:

- Carry out all tests needed to ensure that all products/platforms in all its language versions work according to specifications.

Required skills and qualifications

- Proven expertise in digital content architecture.
- Ability to rapidly analyse and integrate diverse information from varied sources.
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Ability to work under tight deadlines.
- Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; adapts language, tone, style and format to match audience.
- Excellent oral and written English skills.

Qualifications:

Experience: At minimum of five years' experience as digital architect is required. Good knowledge of humanitarian response and of the Sphere Handbook. Humanitarian field experience is an advantage.

Education: Advanced university degree (Master's degree or equivalent) in communication, information technology or related fields. A first-level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Supervision

The digital architect is a member of the Revision Coordination team, reporting directly to the Sphere Executive Director and works closely with the Sphere Communications officer (overseeing development of new organizational website), as well as the Revision Coordinator and Editor.

Recruitment process

The consultancy will be recruited for an initial period of up to four months of full-time work to take place over 12 calendar months (June 2017-May 2018). Individuals and groups of individuals (organisations, consortia, or consultants) are encouraged to apply.

Please provide a CV (for each member in the application), cover letter, and brief overview of any technical/technological approach proposed along with associated proposed budget. Application materials should be sent to recruitment@sphereproject.org

Application deadline: 10 June 2017, with applications considered as they are received.

Only shortlisted applicants will be contacted.

Please note that this may be recruited worldwide. However, applicants wishing to work in Switzerland must be registered as independent consultants or be Swiss nationals or holders of a valid Swiss work permit.

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