Terms of Reference
Field Operations Sharepoint Design & Development

**GOAL:** Support the development of the Field Operations Department’s Sharepoint site through review of current site, best practice and existing structure; and develop up to three specific sites and/or pages for Field Operations.

**Time Commitment:** 10 hours a week

**GENERAL SCOPE:**
Improve quality of Field Operations Sharepoint site e.g., increase user friendliness and traffic to Field Operations essential tools, standards, guidelines and training materials.

**SPECIFIC ACTIVITIES:**
- Review Field Operations Sharepoint site; provide architecture/design recommendations to Field Operations VP and Directors; and implement modifications as relevant.
- Review International Program Manual (IPM) ‘mock up’; recommend and set design standards
- Develop IPM Sharepoint site, upload content, link tools to Technical Team Reference Library, Humanitarian Response Team and Global Program sites
- Copy edit IPM narrative (as relevant)
- Review FY22 Town Hall sessions (April – September); trim and upload Core Humanitarian Commitments to existing CHS Sharepoint page

**DELIVERABLES:**
- Field Operations Sharepoint design revision recommendations
- Draft IPM Sharepoint site with comprehensive organization wide linkages
- CHS Sharepoint site updated with Town Hall presentations