CCP Seeks Consultant: User Interface Design and Excel Expert

Johns Hopkins Center for Communication Programs (CCP) is seeking a consultant with an expertise in User Interface Design (UI)/Human Computer Interaction (HCI) with strong skills in customizing Excel UI and dashboards to help us transform a complex Excel-based tool into a more user-friendly platform. Specifically, this consultant will be hired for a USAID-funded-project, VectorWorks, which developed an Excel-based modeling tool called NetCalc, designed to model different mosquito net distribution scenarios using country-specific data. A more user-friendly version of this tool may mean a simple user interface on the front-end that allows users to input key information, with back end processing largely hidden from view. It may mean additional guidance that could be in the form of pop-up windows, or a more accessible visual dashboard to allow users to experiment with different scenarios through easily understandable graphs. These are just some examples of what the expected output might be.

We expect the consultant to take a human-computer interaction approach and begin with empathy, then work toward a resolution. The challenge will be to make something easy, useful and visually interesting. The VectorWorks team is currently interviewing a variety of NetCalc users to glean more information on challenges and benefits they derive from the tool, results of which will be shared with the consultant. It is important to note that while we require strong Excel skills, we do not expect the consultant to make adjustments to the tool’s formulas, only to make the tool more user-friendly.

**Requirements**

Consultant will have the following:

- Minimum 5 years of UI design experience with extensive training or experience in user experience and information architecture.
- Bachelor’s degree or higher is required. Degree in Human Computer Interaction (HCI), Information Design, Visual Communications or related field is a plus.
- Strong skills in Excel and customizing Excel UIs and dashboards.
- Deep understanding of the relationship between people and technology.
- Excellent verbal and written communication skills
- Strong organizational, problem-solving, and analytical skills

**Deliverables**

- Detailed usability testing methodology and survey tools. CCP aims to conduct small-scale usability testing early next year. Travel may be required.
- Analysis of usability testing findings and interviews, with recommendations for a prototype[s].
- Prototype[s] of a more user-friendly NetCalc tool. We expect this to be Excel-based, but this may depend on findings from interviews/usability testing.
• Pretest methodology and survey tools for pretest.
• Analysis of pretest findings, with recommendations on final design.
• Final NetCalc UI product.

CCP will provide:

• Findings from CCP’s initial interviews on NetCalc challenges and benefits.
• NetCalc tool. (See http://www.vector-works.org/new-version-of-netcalc-now-available/)
• Linkages to users and original developer.

Selection Criteria

Respondents will be evaluated based on the following criteria:

• Deep understanding and expertise in UI design and interaction design
• Strong Excel experience and experience working with Excel UI and dashboards
• Experience with user interface design patterns and standard Human Computer Interface methodologies a plus
• Experience in rapid prototyping, user testing and iteration
• Past performance in general
• Price

Proposal Requirements

To be considered for this consultancy, please submit the following:

• CV: Include a recent CV that illustrates mastery in a similar type of work.
• Approach and Project Management Plan: Include a brief description of your general approach to the task, including descriptions of HCI processes or other relevant ideas. Include an estimated timeline with proposed steps to complete the deliverables described above, with estimated number of days to complete each one. CCP expects this project to start in January 2018, with small-scale usability testing (approximately 6 to 8 users) to be conducted shortly thereafter.
• Rates: Daily rates in $USD should be included with the proposed approach above.
• References: Three references with reference name and contact information is required. Include samples or links to samples, if available.

Deadlines

All required documents are due Monday, December 15, 2017 to Kathryn Bertram at kbertram@jhu.edu.