

TERMS OF REFERENCE RECRUITMENT CONSULTANT WEBSITE DEVELOPER

I. Presentation of the project

Resilience for Peace (R4P) is a five-year initiative funded by USAID and implemented by Equal Access International (EAI) to build community resilience and learning, specifically for women and children, to foster the living together between northern border communities of Cote d'Ivoire. In partnership with – NORC at the University of Chicago and Indigo-Cote d'Ivoire, the project will foster an “ecosystem of understanding and value of community assets” by strengthening the structures of community resilience and creating civic and economic empowerment opportunities for at-risk border communities, through improvements in natural resource management and the responsiveness of government services. The other activities will educate citizens and foster networks of dialogue and public meetings to build confidence in the community as a whole, increase positive stories, generate knowledge and learning among local communities on concepts of community resilience and living together, while economic empowerment and positive approaches to youth development will enhance their employability.

As part of the start-up of the activities, the R4P team is recruiting a Website Developer Consultant to design the project website.

II. Objective

The objective of this consultancy is to develop the institutional website for the Resilience for Peace (R4P) project for Equal Access International to enable public visibility of the project and facilitate the sharing of information on research, analysis, and publications.

III. Methodology

The Website Developer will work in close collaboration with the Digital Communications Manager for the R4P project to identify ideas regarding the general design of the website (Tab, functionality, design).

IV. Deliverables

- Detailed planning of activities and schedule of deliverables;
- Graphic design;
- Website layout;
- Fully completed website;
- Website user manual and team training to use the website;
- Support and maintenance: Administrative and technical support, quality control for 24 months;
- Source code: The full source code, including all developed libraries, will be handed over to the EAI/R4P team.

V. Intellectual Property

All information relating to this website remains property of EAI. Except for the purposes of this transaction, the information will not be disclosed to the public or used in any way without written permission from EAI.

EAI shall own the exclusive right to the designed website and all content published on the website.

VI. Services to be provided:

The consultant is responsible for:

- Designing and developing a website in close coordination with the EAI-R4P team
- Ensuring all work related to website development is in accordance with the EAI/R4P quality standards/requirements

- Optimizing the website for low bandwidth users
- Making the website compatible with browsers
- Securing and adhering to best security practices
- Training/orienting EAI-R4P staff on how to manage the new website and update the content
- Developing a clear and accessible user guide and troubleshooting manual for website and CMS
- Making recommendations for the backup/restoration plan

VII. Expertise of the researchers or firm

- Proven relevant skills in website development
- Have experience in the field of IT as a designer/developer of websites and have strong skills in HTML, HTML5, CSS, CSS3, Java Script, jQuery, PHP, etc. (website programming)
- Have a solid understanding of user experience, design and adaptive/responsive design for cross-platforms/devices such as tablets and mobile phones
- Competence in website maintenance and hosting service management
- Proven ability to create and refine graphic designs for websites. You should have strong skills in Photoshop, Illustrator, Fireworks or equivalent applications
- Experience in designing and setting up websites for international organizations/NGOs is considered an asset.

Applications from young, experienced developers are strongly encouraged.

VIII. Duration of the contract

The maximum period of the contract is from February 2022 to May 2022.

IX. How to apply

Firms, consortia, or other interested persons must send their applications by January 26th, 2022, at 17:30 GMT to the following address: r4p_recrutement@equalaccess.org.

Applications submitted before the deadline are strongly encouraged.

For questions, please contact: R4P_Procurement@equalaccess.org by January 25th, 2022.

All nominations must include: “**R4P1-3414-01/Web Developer**”

The application package must include the following:

- Technical Offer
 - Bidders CV and expression of interest describing how he/she meets the criteria and their understanding of the terms of reference, and their particular motivation for this opportunity
 - Proposed approach and detailed schedule with product deliverables; proposed technology
 - Proposed accommodation service
 - Samples or links to examples of previous work
- Detailed financial offer
 - Detailed proforma invoices for the development of the website
 - Human resources

X. Selection Criteria

N°	DESIGNATION	NOTES
01	Financial offer	40 points or 40 %

Technical offer:		
02	Demonstrated knowledge of website development and graphic design.	30 points or 30 %
03	Qualifications and experiences in the field	15 points or 15%
04	Composition of the development team	15 points or 15%