

TOR WEBSITE DESIGN, DEVELOPMENT AND MAINTENANCE

Cheshire Services Uganda (CSU) is a nongovernmental organization working in the field of disability and development. CSU works with and for Persons with Disabilities through four thematic programme areas of: Sustainable Livelihoods, Inclusive Education, Advocacy Research and Policy influencing, and Emergency response. As a learning and modern organization, CSU is seeking for an experienced web site developer with expertise to design a comprehensive modern website that offers a viable and accessible web presence for the organization as well as supports reporting, accountability and fundraising.

Scope of work

This assignment is for the web site developer to design, develop a brand-new modern website for CSU as well as to develop and implement technical solutions that improve the sites user friendliness, accessibility and information sharing among others. Also, to provide six months maintenance support.

CSU has a domain name (csuganda.org). The web developer will therefore be required to create (design, develop, test and implement) a brand-new website that meets the following criteria:

- Interactive, appealing, highly usable and responsive web design: The consultant will be expected to show-case their best elements in developing best websites.
- Site load time should be faster or average in cases of slow internet.
- Search engine friendly.
- Easily accessible on any devices (laptops, tablets and smart phones).
- Able to work appropriately on a wide variety of web browsers.
- The design of the site should adhere to security best practices.
- Design and final site should adhere to accessibility and compliance requirements. The Web site should be designed to ensure that everyone, including users who have difficulty seeing, hearing, and making precise movements, can access and use the site.
- Site news/Trending content blocks: The web site will provide content/screen areas containing:
 - - Calendar
 - Upcoming events
 - Latest news/Site news
 - Trending topics
 - Social media updates
 - Donate buttons clearly linking to google forms or other relevant contacts

- Secured and authenticated web access; web site should be secured in accordance with current best practices, for example through the use of an SSL Certificate and appropriate access control methods. Access to web solution to be authenticated.
- Content Management: The website should allow authorized staff (or appointed personnel) to edit and update the website including the ability to create, remove, edit and publish content.
- Spam Control; the site should provide an automated challenge system that reduces the number of spam comments/posts that either need moderation or slip through filtering mechanisms.
- The site should provide users with the ability to search for and locate content based on keywords and key phrases. Search should not be limited to articles, pages or other forms of content-administrator created posts but should also include user-generated content.
- Has plugins for audio/video uploads and management.
- Higher social media integration to increase awareness and impact of CSU work. That is to say the site should be linked to CSU's twitter account, you-tube and facebook.

Key Deliverables

The consultant will be expected to hand over a corporate website that;

- Enables efficient dissemination of information about CSU, initiatives and activities to all stakeholders.
- Facilitates coordination, reporting, accountability and information sharing among stakeholders and users.
- Is comprehensive, interactive, easy to use and navigate, esthetically pleasing and encourages repeat visits.
- Is accessible to Persons with Disabilities such as the Deaf and those with vision problems.
- Supports CSU communications and integrates existing printed publications, electronic communications and other communication mechanisms.
- Supports CSU fundraising initiatives.

In addition to that, the consultant will;

- Train one staff on managing/updating the site.
- Complete handover of the site including admin login details and a manual to CSU on site management.
- Transfer of all user rights to CSU.

Qualifications, Skills and Experience:

The consultant should possess qualifications in Computer Science or a related field. He/she should also possess skills in Programming, Website design and management.

- A minimum of three years' experience in designing and developing websites.
- Past experience of designing and developing websites.

- Good working knowledge of HTML, CSS and search engine optimization among others.
- Conversant with all Content Management Systems.
- Be willing to collaborate and work together with CSU on this task.
- Be responsive to requests for technical support and maintenance from CSU on ongoing basis.

Duration: The maximum duration for the task is One (1) month.

How to Apply:

Interested consultants should develop and submit a Technical and Financial proposal for the work. This will be reviewed by CSU to establish cost effectiveness and value for money. Proposals and supporting documents should be addressed and emailed to the address below;

Executive Director Cheshire Services Uganda

Cheshire Services Uganda
Off Kigobe Road, Kyambogo, Opposite Inter-University Council for East Africa.
P.O. Box 70012, Clock Tower
Kampala. Uganda.

Email: csu@csuganda.org

Copy; Procurement.unit@csuganda.org, communications.unit@csuganda.org

Tel: 0392002140/0392002141

Deadline: Prospective consultants should submit their Technical and Financial proposals by Wednesday 15th 2023 5:00pm.