



CONSULTANT: WEBSITE DESIGN, TRAINING AND MAINTENANCE

Terms of Reference for website Design and Maintenance

Background

The Organisation for Public Health Interventions and Development (OPHID) is a local Non-Governmental Organisation, which develops and implements innovative approaches and strategies to strengthen Maternal and New-Born Child Health, Prevention of Mother to Child Transmission of HIV (PMTCT), HIV and TB Care and Treatment services in Zimbabwe. OPHID collaborates closely with the Ministry of Health and Child Care in 22 high HIV burdened districts of Zimbabwe.

OPHID seeks the services of a consultant to develop a new innovative and user friendly website. The organisation currently has a functional website. However, given the changes in reach and scope of work, OPHID now intends to develop a new website that reflects its current program focus.

KEY DELIVERABLES

1) Website Design

- Provide a visually appealing website design which is easy to maintain and update and compatible with PCs, MAC, mobiles and tablets. The client (OPHID) may provide examples of visually appealing websites for guidance.
- Create pages and templates for the specific sections of the website (Home page, projects, News/Events, Knowledge Management, Strategic Information) among others. OPHID will provide content to upload on the specific pages.
- Create sections to manage and publish the searchable research material, event reports, publications, annual reports, beneficiaries (quotes, pictures), photo gallery, video gallery.
- Design and create online moderated Blog. The proposed basic “blog” function should integrate Facebook and Twitter platforms (OPHID currently has active Facebook)
- Website should facilitate streaming of information between these different platforms.
- Incorporate Flash player to support uploading and streaming of the videos. (Flash player should accommodate slide share presentations).
- Create an ePortal for OPHID staff to gain access to internal information, documents, policies used by the organisation.
- Design a system of monitoring the website logins/number of visits and downloads and to generate regular reports.
- Incorporate “donate” function for OPHID to receive donations from interested organisations, companies and individuals.

2). Web configuration and hosting

- Web development agency/consultant is expected to configure the website on a webhosting platform which is approved by OPHID.
- Provide the documentation stating the configuration, customization of the Content Management System in form of a training manual (with snap shots) for updating each section/page of the website.
- **Browser compatibility:** The site must be compatible with the current versions of the following browsers (Firefox, Internet Explorer, Safari, and Chrome), as well as Internet Explorer version 6 onwards.
- The website development consultant will take all reasonable and necessary measures to ensure integrity of the content against malware and/or hacking activities. In case of Open Source, the consultant will ensure that the site infrastructure is patched with latest security patches and updates.

3) Website ongoing updates, maintenance

- The website development consultant will be required to offer maintenance service for a specified period.
- Expectations will include initial maintenance for the first month, and thereafter periodic (quarterly) maintenance support as required, include adding/changing/removing content on the website as requested by OPHID for the duration of the contract.
- The Consultant will maintain a file backup with database of the web site throughout the duration of the contract. The backup needs to be done on a fortnightly basis. The website backup, code, and source files will be delivered in full to the client at the end of the contract.
- Any web design, animation etc., carried out will be handed over to OPHID, in high resolution /PSD format / editable files.

4) Staff training on basic site management

- Provide onsite support and training of appointed OPHID staff for both the administrator interface as well as basic maintenance of the site architecture and design along with uploads/ postings etc. of content to the website and its associated platforms (blog, ePortal).
- Consultant should provide a dedicated officer for the client to address website related queries as well as content updates, particularly for urgent matters.

5). Duration:

- Assignment is expected to run for a period of 8 weeks:
- 6 weeks for redesigning and launching of new website
- 2 weeks of maintenance, including training OPHID staff on the new site.

6). Deadline and application procedures

Submit a concept note and financial proposal via e-mail to: recruitments@ophid.co.zw or at 20 Cork Road, Belgravia, Harare. Email applications must not be larger than 1MB. **Deadline for all applications is Friday 30 December, 2016.** Only short listed candidates will be notified.