



MINISTRY OF ENVIRONMENT AND FORESTRY

Terms of Reference

Consultancy to web development, hosting and maintenance for the Chemicals/Upops project website

The Sound Chemicals Management Mainstreaming and UPOPs reduction in Kenya project intends to protect human health and the environment by managing the risks posed by production, use, import and export of chemicals and reducing or preventing the release of U-POPs and toxic compounds originating from the unsafe management of waste in two key sectors: Health Care Waste and Municipal Waste.

The website will act as a tool to raise awareness of and to promote the *Sound Chemicals Management Mainstreaming and UPOPs reduction in Kenya* project in order to support its success, sustainability and visibility in the region. It will also be used as a tool for communication and collaboration between the stakeholders for the sharing of expertise, knowledge and resources.

1. Objective of assignment

The objective of this consultancy is to design and construct a comprehensive and responsive website that offers a visible web presence for the upops project and also as a tool of awareness on the project. The web development project will also offer functionality to its members such as information sharing and dissemination.

1.1 Specific objectives

- Provide a platform for interaction and information sharing among all those involved in the project.
- Help build understanding of international developments and trends in UPOPs.
- Be an online repository for the projects documentations, reports and other relevant resources.

1.2. Scope of Work

The scope of work includes two main areas of work:-

- Website design and development on an iterative basis in a process involving the upops projects team so as to accommodate any web concept and design changes.

- Website maintenance, which would include applying security patches, clearing out log files, enlarging disk space before it runs out, sorting out security certificates and fixing bugs in the code.

2. Deliverables

The following are key deliverables for the assignment:-

- Provide technical design and development of the functionalities in an interactive user friendly web application .
- Create a content management system for information publishing and updating to the various content areas such as the events, news, gallerys,workshops and other bulletin boards.
- Create wireframes of the website design concepts.
- Install and configure relevent server applications on the website host server for secure,efficient and easy access of the website across all web plaforms.
- Secure and authenticated access to the website using secure https transmission channels.
- A database and a document management system to store, manage and track documents uploaded to the website for downloads and easy access through remote sharing.
- Develop corresponding user accounts and interfaces for the website administrators.
- Administrator and end user training on the various website functionalities.
- Gradually develop guidelines for consistent web design, in collaboration with relevant team members, taking into account existing guidelines and best practices.
- Carry out other relevant web-related tasks such as search engine optimization.

3. Duration of Consultancy

The assignment is expected to take three weeks with one sampling and analysis week.

4. Program of Work

The consultant shall split time to cover the work schedules as follows:

Activity	Timeframe (Days)
Requirement gathering and website specification on functionality.	2
Website Design and wire framing	1
Database design	2
Implementation and programming	3
Security and functionality testing	1
Deployment	1
Total	10 days

5. Qualification and Education Experience

Advanced University degree in software engineering/ web development and other relevant fields. Masters degree in any of these fields will be an added advantage

- **Required professional Skills and Experience**

At least 5 years' experience software development or web designing

- Knowledge of the multilateral environmental agreements such as the Stockholm, Basel, Minamata and other related conventions and agreements is an asset;
- Experience in international project implementation is an asset;

Education

- A master's degree in Software/ web development is an added advantage
- Candidates should demonstrate their qualifications and proficiency in web application development, graphic design and database design.

6. Technical Skills and Expertise

- Solid understanding of the concepts of user experience, user interface design principles and conceptual design.
- Expert knowledge in PHP,HTML, CSS and JavaScript.
- Knowledge of Bootstrap, jQuery and AngularJS.
- Knowledge of industry-standard design tools such as Adobe Photoshop, Illustrator and Dreamweaver.
- Knowledge of the Content Management System, particularly with respect to page template design, will be considered an asset.
- Eye for design and attention to details are essential.

7. Core Competencies

- Strong knowledge of the field of expertise with good analytical skills, ability to understand complex problems and to deliver appropriate solutions.
- Good spoken and written communication skills, including the ability to liaise with technical staff and present information in a clear and concise style.
- Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- Ability to plan projects and activities, work to tight deadlines, and manage conflicting priorities.
- Ability to understand users' needs and to customize services and products accordingly, in order to provide user-friendly and ergonomic solutions that meet user requirements.
- Expert knowledge in the field of web design and user experience.
- Willingness to keep abreast of new developments in the field of expertise.

8. Evaluation Criteria

Only candidates obtaining a minimum of 70 points will be considered

Criteria	Weight	Max. Point
<u>Technical</u>	100%	100
Academic qualifications, experience and relevance	20	20
Experience in web design	25%	25
Knowledge of and experience in database and software design and implementation.	25%	25
Solid understanding of the concepts of user experience, user interface design principles and conceptual design.	20%	20
Knowledge in PHP and Java Script	10%	10

9. Duration of assignment, duty of station and expected places of travel

The assignment is expected to be carried out between March to April 2018 for (10 days).

10. Remuneration

- The successful consultant will be paid GoK terms and condition for the relevant contract modality.
- Payment will be done against a disbursement schedule as will be outlined in the contract and based on receipt of clearly defined deliverables with a specific timeline.
- Transport for field work will be provided by GoK
- DSA will be provided to the consultant

11. Application process

Interested and qualified candidates should submit their applications which should include the following:

- Technical proposal explaining why you are the most suitable for the work .
- Provide a brief methodology on how they will approach and conduct the work.
- Financial proposal indicating break down of activities/ tasks and the the daily rates, total amount per each task and the lump sum amount for the total deliverables.
- An expression of interest, curriculum vitae, design portfolio stating relevant achievements and capacity to undertake the work.
- Applications should also specify the hourly rate.

Please submit your applications to reach us not later than **11am 26th March 2018.**