



**PROJECT: FOOD SYSTEMS RESILIENCE PROGRAM FOR
EASTERN AND SOUTHERN AFRICA PHASE 1**

Grant No.: IDA-E0820

Project ID: (P178566)

Terms of Reference

For

**Design/Develop an FSRP online platform (Web portal) that can
be a repository for food systems knowledge products and
best practices at regional level**

Introduction

Intergovernmental Authority on Development (IGAD) is a regional economic community of the African Union with a mission of promoting regional cooperation and integration, to add value to Member States' efforts for achieving peace, security, and prosperity. IGAD has eight member states of Djibouti, Ethiopia, Eritrea, Kenya, Somalia, South Sudan, Sudan and Uganda.

IGAD developed Vision 2050 that is clustered into a three-phased transformative program. Each of the 10 years' phase focuses on a specific goal. The first phase looks at the application of science, technology, and innovation (STI) in a natural resource-based economy; the second and third phases are anchored on industrialization and knowledge-driven diversification of regional economies, respectively. The broad key intervention areas are food security, social economic development, sustainable management of transboundary resources in support of development and Climate change management, and Peace and Security.

Each ten-year phase is implemented through two five-year strategic frameworks like the current IGAD Regional Strategy and Implementation Plan 2021–2025 which plays the important role of translating the IGAD Vision 2050 by leveraging areas of excellence and implementing priorities aimed at achieving sustainable and inclusive socio-economic development. IGAD Secretariat plays a key role of implementing IGAD development policies with member states through its Divisions and specialized institutions.

IGAD, through the Agriculture and Environment Division (AED), is leading the coordination of the region's response to key challenges at the intersection of climate resilience, water resources and fragility. IGAD has been developing the capacities of Member States within its institutional framework, for regional and country-level coordination and implementation of programs on several important themes, including resilience, food security, climate prediction, livestock/pastoral support, platforms for groundwater management and transboundary pest management. One of the flagship projects under AED carrying out such activities is the Food Systems Resilience Program (FSRP).

1. Project overview

IGAD, with funding from the World Bank, signed a grant agreement in June 2022, to implement a seven-year program on Food Systems Resilience for Eastern and Southern Africa (FSRP). The Program Development Objective (PDO) is to increase the resilience of food systems and preparedness for food insecurity in participating countries. The Program is built on four pillars of (re-)building resilient agricultural production capacity, supporting the sustainable development of natural resources for resilient agricultural landscapes, getting to the market and promoting a greater focus on food systems resilience in national and regional policymaking.

Under component four on Promoting Food Systems Resilience in National and Regional Policymaking, IGAD is building its capacity to implement resilience-focused policies in the region through a number of interventions.

With that background, FSRP will design/develop an FSRP online platform that can be a depository for food systems knowledge products and best practices at regional level. This will contribute to the project development objective indicator three on knowledge mechanism and all the knowledge networks established by FSRP will be used to generate and validate the knowledge products before they are uploaded on the platform.

2. Overall Objective of the Assignment

The overall objective of the assignment is to design/develop an FSRP online platform (Web portal) that can be a depository for food systems knowledge products and best practices at regional level. The web portal will also offer functionality to users such as information sharing and dissemination.

2.1. Specific Objectives of the Assignment

The specific objectives of the assignment are;

- i. Provide a platform to provide information of FSRP Programs from member states.
- ii. Be an online repository for the Food systems and IGAD Support Platform for documentations, reports, and other relevant resources accessible to the public for reference on Food Systems Resilience.
- iii. This platform should be able to provide linkages to other IGAD food security initiatives like IGAD Food Security and Resilience Hub (IFRAH).
- iv. Act as a platform for interaction and receiving feedback from key stakeholders on the knowledge products generated over the life of the program with linkage to social media platforms.

3. Scope of the consulting services and specific tasks

The Scope of work revolves on the following below tasks and will take four months from the time of signing the contract.

The specific tasks will include;

- i. Design the web portal (Online platform on the IGAD website under the Agriculture and Environmental Division.
- ii. Design and develop an interactive web portal based on a flexible web content management system of Food Systems.
- iii. Ensure that the portal is linked to Other IGAD Food Security websites like IFRAH.
- iv. Ensure that the web portal follow the established IGAD Corporate identity and branding guidelines.

- v. Periodic support to IGAD Staff in FSRP and communication on web portal administration, maintenance, including applying security patches, clearing out log files, acquiring the necessary plugins, sorting security certificates and fixing bugs in the code (where necessary).
- vi. Train designated staff on how to manage the web portal and uploading knowledge products.

4. Deliverables (features of the web portal)

The consultant is expected to design and develop a web portal (Online Platform) that contains the following elements:

- An attractive graphic layout that embodies the program character and meets its branding specifications;
- Interactive, user-friendly, mobile friendly and responsive design;
- A design that is accessible across most popular browsers and is testable with validation tools;
- A design that allows regular improvements on look and features;
- The web portal should be dynamic and allow information to be easily updated by administrative staff without specialized web development skills;
- Ability to incorporate all the project's social media platforms (including Facebook, Twitter, YouTube, Google+, WordPress blogs, RSS feed etc.) with live update options.
- An integrated and effective search function;
- Social bookmarking to allow users to organize their favorite content and share it on their social media accounts through social media shortcuts;
- Search Engine optimization and ability to work well with search engines;
- Incorporated Google analytics to keep track of internal and external usage;
- An e-newsletter function with an emailing option;
- Ability to host subscription options and document and cloud archival policies;
- A calendar where stakeholders and visitors can track the project's events;
- Ability to hold embedded .pdf formats and other data formats as thumbnails in posts;
- Bulletin boards and discussion forums or chat rooms;
- In addition, the website should be able to hold knowledge products that will be generated through research initiatives and studies undertaken by the FSRP IGAD Program.
- The website user manual both in soft and hard copy

5. Specific demands

- **Data protection:** the web portal must be GDPR data protection compliant and the content will draw information from IGAD servers. Protection of this data must be ensured and will be reviewed by the IGAD IT team;

- Accessibility of web portal content on mobile devices and access to interactive maps will be a key feature of the site;
- The content should be accessible on various internet bandwidths;
- **Graphic design:** while the core visual appearance/design of the website will be produced by the web designers, it should follow the Communication guidelines of IGAD;
- The Content Management System should be user friendly, allowing for easy front-end editing; WordPress most preferably.

6. Qualification, Technical Expertise and Experience

- Previous demonstrated experienced in areas of Website development; Web based Content Management Systems in at least three assignments of similar type and scope.
- Master's degree in Computer Science, IT technology or any related discipline and at least 5 years of progressive experience in web design proven through a portfolio of designed products.
- A solid understanding of user experience, user-interface design principles and conceptual design.
- Expert knowledge of HTML, Java script, PHP and CSS etc.
- Expertise is Adobe Photoshop, Illustrator, InDesign and Dreamweaver.
- Proven experience in developing interactive websites that allow for thorough user engagement especially using WordPress and Drupal;
- Experience in designing websites for large development organizations.
- A solid understanding of brand development and brand positioning.
- Experience in secure programming practices with vast knowledge in security at the host and CMS levels especially SSL certificate.
- Experience in website server hosting setup and management i.e. (Blue host servers).

7. Linkages/Consultations

The consultant will be expected to work with the a select IGAD FSRP and communication and IT staff in the execution of this assignment.

8. Duration of Contract

The assignment is expected to be completed within 120 (One Hundred and twenty) days from the contract commencement date.

9. Reporting Requirements and Time Schedule for Deliverables

The selected consultant will be reporting to the FSRP Coordinator with technical guidance from the communication and IT Experts of IGAD secretariat.

10. Remuneration/Payment arrangements

The successful consultant will be compensated as per IGAD's terms and conditions for the relevant contract modality.

Payment will be made against according to the schedule outlined in the contract and based on receipt of clearly defined deliverables with a specific timeline as follows;

- 10% payment on submission of an acceptable inception report,
- 50% upon submission of the approved online platform/web portal and a report/manual on the Content Management System.
- 40% upon completion of training of staff on use of the web portal including how to upload the materials.

11. Application process

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

- An expression of interest, curriculum vitae, design portfolio stating relevant achievements and capacity to undertake the work.