



## TERMS OF REFERENCE

# MAINTENANCE AND UPGRADE OF THE CCARDESA WEBSITE & RELATED PLATFORMS

### 1. BACKGROUND AND CONTEXT

The Agricultural Research for Development (AR4D) institutions comprising African Forum for Agricultural Advisory Services (AFAAS), Association for Strengthening Agricultural Research in Eastern and Central Africa (ASARECA), Centre for Coordination of Agricultural Research and Development for Southern Africa (CCARDESA), West and Central African Council for Agricultural Research and Development (CORAF) and Forum for Agricultural Research in Africa (FARA) are currently implementing the Comprehensive Africa Agriculture Development Programme ex-Pillar 4 (CAADP-XP4) Programme. This Agricultural Research and Innovation Programme fall under the European Union's (EU) Development Smart Innovation through Research in Agriculture (DeSIRA) initiative. The CAADP-XP4 Programme is financially supported by the EU and managed by the International Fund for Agricultural Development (IFAD) for a period of 4 years. The CAADP-XP4 Programme supports a science-led and climate-relevant agricultural transformation in Africa. It aims at strengthening the capacities of the above-mentioned organizations to deliver on their AR4D mandate and to collectively support their respective member states and country fora to implement relevant Programme.

The five sub-regional and supra-national agricultural research and development institutions anticipate delivering specific objectives through five (5) outputs areas, namely: (i) Strengthened capacities of African institutions for successful implementation of the Programme. Targeted competencies include technical, organizational, infrastructure, coordination, multi-stakeholder management, resource mobilization, fiduciary processes, monitoring, evaluation, and learning; (ii) multi-stakeholder partnerships for innovation established and in operation; (iii) strengthened policies in support of climate-relevant agriculture and food systems transformation formulated, investments increased, advocacy and market linkages; (iii) established knowledge management (KM) and communication systems for decision-making and sharing of innovation and for advocacy related to climate-relevant agriculture transformation; and (iv) enhanced planning, coordination, monitoring, evaluation and learning (MEL) and reporting within

CCARDESA, the National Agricultural Research and Extension Systems (NARES), and other multi-stakeholder partners, thus minimizing existent weaknesses and ensuring successful Programme implementation.

CCARDESA is currently implementing the CAADP-XP4 Programme in 7 countries in the SADC region (Botswana, Eswatini, Namibia, Mozambique, Tanzania, Zambia and Zimbabwe).

Under the knowledge management (KM) and communication systems output area 5, CCARDESA is tasked with developing interoperable systems with its partners, which will lead to strengthened knowledge management and communication systems for decision support, sharing innovation and advocacy related climate-relevant agriculture transformation. This thematic area also responds to DeSIRA's output area 4 on Knowledge Management for advocacy, decision support, and Communication. One of the activities under the CAADP-XP4 Programme is to support and strengthen interoperable knowledge management platforms, including their development, operationalisation, and maintenance.

## **2. JUSTIFICATION**

CCARDESA aims to disseminate high-quality agricultural information to the SADC member states and to be a reliable source, broker, and facilitator of the region's free movement of agricultural information. CCARDESA has built a regional Information Communication & Knowledge Management (ICKM) system which strengthens its capacity to manage and facilitate access to and the brokerage and sharing of agricultural information. Its website was developed to meet the specific needs of its target audiences.

It uses open-source technologies built on LAMP (Linux, Apache, MySQL, PHP) platform. This platform is the most popular platform for hosting websites in the world, taking some 80% of the Internet market. The website is visible to the public via URL (Uniform Resource Locator) or website address. The website has been optimised to work in 4 major Internet browsers, i.e. Internet Explorer, Firefox, Chrome and Safari, as well as major platforms such as Windows, Mac OS X and Linux. The website shall be rendered in mobile browsers similarly, i.e. IOS, Android and similar.

In this regard, CCARDESA seeks to engage someone to maintain and upgrade its website and mitigate against hacking and breakdowns.

## **3. OBJECTIVE OF THE ASSIGNMENT**

The objective of this consultancy is to provide maintenance and upgrades, technical assistance, content management, minor changes and fixes regular local backups on the CCARDESA website and mobile application on climate-smart agriculture so that it represents CCARDESA well to its end users.

## **4. SPECIFIC OBJECTIVES OF THE ASSIGNMENT**

The specific objectives of this consultancy include to:

- i. Maintain the CCARDESA website and its other platforms, including the Southern Africa Agricultural Information system (SAAIKS)
- ii. Maintain and upgrade modules required for providing various website's and mobile app functionalities, including revising partner logos and CCARDESA thematic areas.
- iii. Provide regular local backups of the website's database and file system (and mobile app) plus database at least once per week, and the file system at the end of the assignment
- iv. Reupload and Update the Funding page to include more options
- v. Conduct Modest-scale fresher training sessions for the CCARDESA staff
- vi. Support and liaison with the hosting company as and when required.

## **5. SCOPE OF WORK**

The Consultant will undertake the following specific tasks:

- i. Develop an appropriate methodology for carrying out the assignment. The detailed methodology will be included in the technical proposal as well as the inception report
- ii. Maintain and upgrade modules of the CCARDESA website and related platforms, including partner logos and CCARDESA thematic areas;
- iii. Provide regular local backups of the website's database and file system (and mobile app), at least once per week and file system at the end of the assignment
- iv. Reupload and Update the Funding page to include more options
- v. Implement application programming interface (API) to enable interoperability with identified platforms of CCARDESA partners
- vi. Conduct Modest-scale fresher training sessions for the existing CCARDESA staff
- vii. Support and liaison with the hosting company as and when required

## **6. DELIVERABLES**

The key deliverables are:

- i. A fully functional, up-to-date, and maintained CCARDESA website and mobile app on Climate-Smart Agriculture; and
- ii. Local back-ups of the website's and app's database
- iii. Uploaded funding page and entry options
- iv. Platforms/ database hosted or linked to the CCARDESA website
- v. Minor modifications on the website and mobile app (Revising partner logos and CCARDESA thematic areas)
- vi. One fresher training for CCARDESA Staff

## **7. SUPPORT TO THE CONSULTANT**

CCARDESA will support the Consultant in the following areas:

- i. Provide the contact details of the staff to be trained

- ii. Guidance on content for the funding portal
- iii. Guidance on partner resources to linked to CCARDESA website

## **8. QUALIFICATIONS AND WORK EXPERIENCE OF THE CONSULTANT**

- i. A Master's degree level in website development and management of related field,
- ii. At least ten years of work experience in developing websites, information systems and mobile applications for international or public and private organisations;
- iii. Programming expertise using Drupal and other cutting-edge software products;
- iv. Should have all the necessary expertise, software and equipment in-house;
- v. Experience in working with the Southern African Development Community (SADC) Secretariat and/or its subsidiary organisations is highly desirable;
- vi. Experience in the field of agricultural research and development, including climate change;
- vii. Excellent written and oral English communication skills;
- viii. Preferably locally based and able to visit the CCARDESA Secretariat on demand.

## **9. EVALUATION FACTORS AND SUB-FACTORS**

The Proposal for this contract will be evaluated according to the following criteria:

- (a) Thoroughness in complying with all the elements laid out in the tasks;
- (b) Consultant's experience and capacity in implementation of similar assignments;
- (c) Relevant experience in website/Drupal 7 platform development & maintenance in the SADC region;
- (d) Strong familiarity with the scope of work;
- (e) Quality of technical Proposal;
- (f) Methodological approach;
- (g) Clarity of the proposed Work plan;
- (h) Detailed CV;
- (i) Realistic financial Proposal (implementation budget).

## **10. DURATION**

The assignment is expected to take a total of 10 working days spread across 30 calendar days.

## **11. REPORTING**

The Consultant will report to the CAADP-XP4 Programme Coordinator of CCARDESA and will work closely with the Information and Knowledge Management Officer and other technical staff at the Secretariat.

## **12. APPLICATION**

Interested consultants are required to submit their expression of interest letter (via e-mail) and a comprehensive curriculum vitae detailing proof of similar experience (provide links

to the website developed) together with the names, e-mail addresses, and telephone numbers of three referees. The best-ranked Consultant shall be selected based on their submitted CV. A mutually agreed financial proposal shall be discussed after being selected for the assignment.

Applications should be submitted by **19<sup>th</sup> November 2021** to:

The Executive Director

Attn: Procurement Officer

CCARDESA Secretariat

Private Bag 00357, Gaborone, Botswana

E-mail: [bmakara@ccardesa.org](mailto:bmakara@ccardesa.org) with copy to: [procurement@ccardesa.org](mailto:procurement@ccardesa.org)