



TERMS OF REFERENCE

WEB DEVELOPMENT CONSULTANCY

Organization	NEAR - Network for Empowered Aid Response, www.near.ngo (Adeso - African Development Solutions, www.adesoafrica.org)
Project	NEAR
Position Type	Consultancy
Study/Assessment Topic	Web Development Consultancy
Duration	Three (3) Months with Possible Extension
Reporting To	Programs Manager - NEAR
Working With	Creative and Digital Production Consultant
Starting Date	Immediately
Application Deadline	16 th July, 2018
Vacancy Contact	Please Send Applications to jobs@near.ngo . Adeso Will Only Respond to Shortlisted Candidates

ABOUT ADESO

Adeso is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

ABOUT NEAR NETWORK

Adeso together with other local and national NGOs have come together to form a global network which was launched in May 2016 at the World Humanitarian Summit in Istanbul, Turkey. The network, NEAR (Network for Empowered Aid Response), is a movement of local organizations with a bold ambition – to reshape the top-down humanitarian and development system to one that is locally driven and owned, and is built around equitable, dignified and accountable partnerships.

WEBSITE OVERVIEW AND DEVELOPMENT OBJECTIVES

The main role of the Web Development consultant is to redesign the current NEAR website and to create a clear and easily accessible information structure, making the new website visibly enhanced in terms of navigation and information research.

The work will be undertaken under the supervision of the Programs Manager and in close collaboration with the Creative and Digital Production Consultant. The Web Designer's main tasks will be to propose, develop and implement all elements of the front-end user interface for NEAR website.

SCOPE OF THE ASSIGNMENT

During the integration/programming step of the web design process (re-design website and Learning Platform with optimization for low bandwidth users), the graphic design comps are converted into code (HTML, DHTML, CSS, scripting, database tables, etc.). The site is built and tested on a domain or subdomain of a development server that has the same technical specs as the live server will have. When the site is fully functional on the development server, it is migrated to the live server. This is the final deliverable of the web design project.

DELIVERABLES

The main activities will include:

1. Liaising with the NEAR Communications Department to understand users' needs and identify corresponding user interface requirements, workflows, and functionalities.
2. Creation of wireframes, storyboards and prototypes to propose options for implementation.
3. Development of corresponding user interface components (web templates, style sheets, scripts, images, etc.,) as needed.
4. Integration of components in the current NEAR Constituent Relationship Management (CRM) systems to allow review and testing, and make corresponding adjustments based on feedback received.
5. Securing the existing site during the transition to the new platform; preservation of all current website content and functionality.
6. Gradually developing guidelines for consistent web design on the NEAR website, in collaboration with relevant team members, taking into account existing guidelines and best practices.
7. Optimizing the site for low bandwidth users.
8. Carrying out other relevant web-related tasks as requested.

DURATION OF THE ASSIGNMENT

Three (3) months (may be extended).

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TECHNICAL SKILLS AND EXPERTISE

The candidate should have:

- A solid understanding of brand development and brand positioning;
- Adequate knowledge and at least five (5) years of progressive experience with web design proven through portfolio of designed products;

- A solid understanding of user experience, user-interface design principles, and conceptual design;
- Expert knowledge of HTML, Java script and CSS;
- Expertise in Adobe Photoshop, illustrator, and in-design;
- Excellent attention to detail;
- Experience with CMS – open-source, proprietary and custom solutions;
- Experience developing interactive websites that allow for user engagement;
- Experience with Constituent Relationship Management (CRM) systems who can share relevant examples of establishing CRMs for multi-national non-profit organizations;
- Experience developing websites for large non-profit organizations.

APPLICATION PROCESS

All applications should be sent to jobs@near.ngo by **16th July 2018** with “**Web Development Consultancy**” on the subject line. The selection committee will review all applications as they arrive. All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be considered.

Each application package should include the following:

- An application letter addressing the selection criteria including how the consultant’s previous experience matches the consultancy objectives as well as the interest for the position. It should also indicate the candidate’s availability and consultancy rates. The letter should be no longer than two pages;
- A detailed resume and portfolio containing candidate’s or firm’s qualifications and experiences with samples of previous work (e.g. web links to previous work);
- Proposed timeline of delivery;
- Financial proposal based on the deliverables outlined in the TOR
- Contact details of 2 references.

Applications not including all of the above information will not be reviewed. Adeso is an equal opportunity employer.