Terms of Reference for short-term consultancy to Develop an interactive website for the Renewable Energy CSO Network

1.0 Background

In pursuit to enhance Renewable Energy CSOs and Networks participation and coordination in the Joint sector review of the Ministry of energy and mineral Development (MEMD), a national level stakeholders' workshop was held on 21st September, 2018 to discuss and agree on organization and coordination mechanisms for a shared and structured engagements agenda with the MEMD and other relevant ministerial departments and agencies (MDAs) to influence access to clean and sustainable management of renewable energy resources.

One of the workshop output was the formation of a loose semi-formal Network to be hosted by Environmental Alert (EA). This was unanimously selected by stakeholders after thorough discussion on different options for coordination of CSOs and Networks advocacy and reporting on renewable energy issues. This was based on several advantages which a loose semi-formal coalition offers to stakeholders in comparisons to disadvantages of other alternative coordination mechanisms which were proposed.

The formed coalition was named as **'The *Renewable Energy CSO Network* (RECSO-Network).'** (See Box 3 for details about the **RECSO-Network**). This is basically a consortium of civil society organizations, academic institutions, individuals and Networks who are engaged in the promotion and development of activities and practices in the Renewable Energy sub- sector. These can be from both local/sub regional and national level.

The RECSO Network Secretariat is hosted at Environmental Alert (EA).

EA is a National Non-Governmental organization contributing to an enabling policy environment for sustainable agriculture and sound environment and natural resources management at community, local, national and international levels. EA **envisions**, *'Resilient and dignified communities, managing their environment and natural resources sustainably.'* **EA's mission is to, '***Contribute to improved livelihoods of vulnerable communities by enhancing agricultural productivity and sustainable natural resources management.'* Further information about Environmental Alert is available at: http://envalert.org/

2.0 Mission and Vision *for the Renewable Energy CSO Network.*

Mission
To promote increased access to and sustainable utilization of renewable energy alternatives for efficient, clean cooking and lighting in Uganda through collaboration, education, training, and advocacy.

Vision
The vision of the Renewable energy CSO Network is *"Well developed and managed Renewable energy resources for the benefit of all Ugandans."*

This initiative is part of several other engagements under the project titled, *'Increasing access to sustainable and renewable energy alternatives in the Albertine Graben.'* The goal of the project is, '*Communities living in the Albertine Graben have adopted sustainable and renewable energy alternatives to reduce dependency on biomass for their energy needs.'* The project is being implemented by EA in partnership with the World Wide Fund for Nature

– Uganda Country Office and with financial support from the Norwegian Agency for Development Cooperation (Norad).

Since project inception, CSOs &Networks in Renewable energy sub sector have actively engaged in some of the government processes such as policy review process of the Renewable energy policy; where a CSOs and Networks position with recommendations has been developed and submitted to the Ministry for consideration.

Notable is that CSOs complement the implementation of Government plans and programs. They further play a watch dog role as stipulated in the constitution. Thus, conduct value adding policy, lobbying and advocacy engagements to review/appraise government performance in respect to commitments as stipulated in policies, programs and approved plans. It is further envisaged that CSOs & Networks participation in the JSR process will also contribute to the project outcome 1 *(Civil society in partnership with other agents of change is transforming government and private sector decisions and practices towards sustainable and renewable energy development to the benefit of women, men and youth).*

It is against this background that EA is commissioning a consultant to develop a website for the Renewable Energy CSO network so as to advance the network's image and visibility.

3.0 Objectives of the consultancy assignment
The purpose of this assignment is to:
a) Design a website for the *Renewable Energy CSO Network* with a purpose of increasing Image and Visibility.
b) *Train the Knowledge management (KM) Unit in the management and running of the website.*

4.0 Methodology
I. Inception report Meeting.
II. Presentation and Discussion
III. Website design, and meeting the secretariat and steering committee for their input.
IV. Presenting the draft website and report.
V. Submit final operating website with user rights.

5.0 Expected Outputs
i. A fully functional interactive website for the Renewable Energy CSOs network;
ii. Training manual on the use of the Renewable Energy CSOs network;
iii. End of project report i.e. Website developed
iv. Website hosted and running.

6.0 Website Features
The website should have the following minimum features:
a) Horizontal scroll banner for Latest News highlights;
b) Administrative tab/ Dash board to manage the website by the administrator;
c) Links to partner websites like Ministry of Energy and Mineral Development;
d) Common Tabs will include:
    i. Home;
    ii. About Us (Who we are, Profile, Vision, Mission & Goals, Opportunities);
    iii. Strategies;
    iv. Photo Gallery tab;
    v. Resources;
    vi. On-going activities Tab;
    vii. Upcoming event Tab;

     viii.   Facebook and Twitter tabs (linking website and social media platforms);
     ix.   Development partners;
     x.   Weather forecast tab;
     xi.   Contacts.
  e) Other Tabs will be generated as implementation is ongoing.

NB: Information for the website tabs/pages will be provided.

7.0 Timeframe: The assignment is planned for 6 man days.

The consultant will work closely with Environmental Alert designated staff. All deliverables will be submitted to EA on date as mutually agreed during the inception meeting.

Time lines for the Consultancy

#	Task	Output	Duration	Due date
1	Inception Meeting.	Inception report.	1 day	2 December 2019
2	Presentation and Discussion	Presentation	½ day	3 December 2019
3	Website design, and meeting the secretariat and steering committee for their input.	Website design, Recommendations	3 days	4 – 5 December 2019
4	Presenting the draft website and report.	Website and report.	½ days	6 December 2019
5	Submit final operating website with user rights.	Website hosted and running, user rights.	½ days	9 December 2019
	Total days		**6 days**	

8.0 Facilitation

a) The total amount (as professional fees for consultant) for this assignment shall be agreed upon by both parties upon understanding of the task at hand.

b) Statutory Deductions

The Consultant will be responsible for declaration of the income for income tax purposes. (***I.e. 6% from the gross payment)*** payable to Uganda Revenue Authority in accordance with the income tax regulations of the Republic of Uganda. Thus, the Consultant must have a Tax Identification Number.

9.0 Qualifications and required competencies for the consultant

Environmental Alert is looking for a competent consultant with requisite training, knowledge, skills, proven experience in undertaking similar assignments. Applications are welcome and will be assessed on one's ability to demonstrate the following qualifications and competencies.

  a) Relevant academic background in IT, Computer Science, Software engineer;
  b) Proven experience in organization website development and maintenance, especially websites build using Content Management System e.g. WordPress, Joolmla, Drupal, Magento, Wix; Good command of HTML, PHP-MySQL;
  c) Demonstrated experience in webhosting;
  d) Demonstrated experience in carrying out similar assignments, thus evidence of certificate of completion or equivalent for similar assignments is a key requirement;
  e) Strong analytical, facilitation and communication skills;
  f) Good understanding of critical issues and challenges with online technologies like websites;
  g) Excellent writing and reporting skills (English) and ability to conceptualize appealing or good looking website designs;

h) Ability to work efficiently and deliver on committed outputs under the assignment within agreed timelines and deadlines.

10. Application Submission process

Applications should be submitted in soft copy or hard copies and addressed to the Executive Director, Environmental Alert P.O. Box 11259, Kampala, Uganda. Or email to po.knowledge-management@envalert.org *with a copy to ed@envalert.org* or hand delivered to Plot 3, Sonko Lane, Kabalagala (off Ggaba Road). Applications should be delivered to the above address not later than **28th November, 2019.**