Terms of Reference (TOR): Development of the African Parliamentarians' Network on Development Evaluation (APNODE) Website

1. Project purpose

The purpose of the APNODE website development is to provide the secretariat and the various stakeholders with a platform and to provide content that would address the concerns of the target audience. For APNODE, developing a website carries the primary benefit of: Cost effective way to communicate with, and get the mind share of its subscribers. Thus the purpose of this project is to develop an active online presence for APNODE in order to:

- Enhance marketing, communications and advocacy;
- Promote learning and sharing among members;
- Promote access to information;
- The final report must be in a web based format so that we may place on the APNODE website.

2. Scope

The service provider must provide CLEAR-AA and APNODE with a simple user friendly WordPress. The proposal must include timeline which shows key milestones and accompanied by evidence of previous similar work produced. The budget for the WordPress development is R30 000-R35 000 based on a competitive cost.

3. Project Design

The service provider shall:

o Develop a bilingual and user-friendly interface that is easy to use both on the front-end as well as back-end/operational side; preferably on a WordPress platform
o Guidance on an appropriate layout and design, including some graphic content generation on the basis of logos and other material provided
o Produce three mock-ups for presentation to CLEAR-AA;
o Website and all its content to be in English and French

Structure of the website should include (but is not limited to):

- Front end design – to include the following:
    o Image slide/banner
    o News section

- o Announcements section
- o Partner logos (logos to link to partners websites)

- Table of contents (menu tabs)
  - o About Us
    - ✓ Who we are (Includes Introduction by Executive Committee Chairperson – Sen. Roger Mbassa Ndine)
    - ✓ Mandate and vision
  - o News (this will link to the front end news section)
  - o Events (Upcoming events)
  - o Resources
    - ✓ Reports
    - ✓ Articles
    - ✓ Blogs
  - o Contact Us (Including the following)
    - ✓ Network Secretariat (Physical address; tel. no; fax; email)
    - ✓ Contact Form (Name: email: phone number (optional); message (optional). Completed Contact details to direct to apnode@afdb.org

4. Security
- o Website to be well secured to prevent the site from being hacked or affected by any malware viruses.
- o APNODE must be able to edit and update content as and when needed

Contractors to have a preferably high BEE scoring

Bid for the APNODE website closes: 15 September 2018
Email proposal to Talitha Hlaka: Talitha.hlaka@wits.ac.za or call 011 717 3157 for queries