

# UGANDA NATIONAL ACTION ON PHYSICAL DISABILITY

(A Non-Governmental Organisation of People with Physical Disabilities in Uganda)

The logo for UNAPD, featuring the letters 'UNAPD' in a bold, white, sans-serif font inside a dark red rounded rectangle.

Tel: +256 414692403

P.O. Box 959, Kampala

Website: [www.unapd.org](http://www.unapd.org)

## Terms of Reference (ToR) for Reconstruction of UNAPD Website

### Introduction

Uganda National Action on Physical Disability (UNAPD) was established in 1998 by Persons with Physical Disabilities (PWPDs) for the purpose of coming together to create a common voice in airing their views, challenges, advocate for their rights, dignity, and development needs. The vision of UNAPD is *“A society where persons with physical disabilities live in dignity”*. UNAPD’s mission is *“UNAPD exists to advance member efforts in removing barriers that prevent persons with physical disabilities from enjoying their rights through advocacy, capacity building and networking”*. UNAPD has 38 registered member District Associations with over 7000 individual members.

### Back ground

UNAPD has been implementing projects aimed at promoting rights of PWDs through projects like inclusive education, economic empowerment, accessibility advocacy, disability sports promotion, budget advocacy etc. UNAPD With support from Open Society Initiative for Eastern Africa (OSIEA) secured funds to implement a 6 month June – December 2020 advocacy project **“Strategic Intervention for Prevention and Empowerment of PWDs in the current Worldwide Corona Virus Pandemic Situation in Uganda”** the goal of the project is *“Up light the Plight of PWDs in the on-going corona virus pandemic in Uganda for inclusive interventions”*.

### Assignment

Under this short project, UNAPD with support from OSIEA will redesign her website (<https://unapd.org/>) to be more inclusive and speaking. Communication is key to achieving our aspirations as a tool for UNAPD to reach her goals and is central to what UNAPD targets to achieve and accomplish. The website play a key role in promoting organisation beyond peer-to-peer referrals and for an organization such as UNAPD, whose primary objectives remain largely interconnected with the empowerment of PWD. UNAPD works with PWDs to ensure the visibility of her programs and initiatives which remain fundamental to meeting the organization’s objectives and for further resource mobilization.

### Scope of work:

The technical consultant shall hold the responsibility to re-design <https://unapd.org/> in close coordination with UNAPD teams and shall hold overall responsibility to reconstruct the website as per the quality standards/requirements, taking into account the following:-

- Website optimization and design that responds to Desktop, Mobile and Tablet configurations
- Add a Personalized touch to all Communication using Customer Relationship Management Software (CRM)
- Use of pop-ups, time pop-ups, End of articles pop-ups and exit pop-ups
- Concise Copywriting which motivates action, this should be streamlined to provide the most important information in a quick, concise manner.

- Design elements that engage website visitors, Easy-to-Read Layout with Friendly, Welcoming Design, High-Quality Imagery, simple, Hi-Contrast Font, An Easy-to-Find Search Box and A spot-on Join or Donate Button
- Make the website visually appealing that answers the question of why would anyone ever visit that site, and more importantly, what will the site do to further the organization's vision and mandate.

Face lifting our social media Platforms: -

- Boosting of the social media platforms
- Sophisticated Contents creation in line with covid-19 pandemic preventive measures on website and social media platforms for period August to December 2020

In addition, the consultant/resource person shall

- Develop a user manual and deliver a webinar for the support staff and system administrators to perform content upload, system maintenance and administration
- Make recommendations for backup/restore plan
- Orientation to staff on website maintenance and content update
- Support and maintenance service for September 2020 and Dec 2021
- Make recommendations for software, hardware, and other back-end applications related to website efficiency
- The website must have an option to show number of visitors visited the website, likes and comments

#### **Source code handover**

- Full source code including all developed libraries shall be handed over to UNAPD

#### **Required Skills and Experience**

Vendor should demonstrate and provide examples of previous experience in the performance of similar services as follows:

- Be a reputable firm with at least 7 years of prior experience designing visually appealing and navigation friendly web sites;
- Familiarity and relevant experience in using different Content Management Systems (CMS), particularly WordPress; Have a broad knowledge of current web development technologies and design tools in the field, and new software and other web programming languages and programs including use of HTML, XHTML, CSS, XML, XSLT, Macromedia Flash, Java;
- Have excellent knowledge of recent trends in graphic design, web sites, including online video publishing, and social media networking; Demonstrate the ability to create innovative and visually appealing design;
- Key professional qualifications and competence needed for the assignment:

**The resource person** is responsible for the overall development process and assures that all code contributed is in line with coding standards. The developer has extensive experience (at least five years) in programming and CMS development, including versioning of which at least three years are specific to Word Press CMS.

The consultant has expertise in the below scripting and coding languages and standards: PHP, AJAX, Java Script, HTML (including version 5), CSS (including version 3). The lead developer is an expert in the use and configuration of the below applications: Word Press CMS, MySQL Database, Apache web server, Experience with other related applications is an advantage. The developer is an expert in the use and configuration of the below products and techniques: Search engine optimization, Google Webmaster tools, Google developer tools, Mobile device adaptation and graphic designers with prior experience on designing websites with a solid portfolio of at least 5 years of experience.

## Roles of UNAPD

- Identification/hiring of a consultancy firm/ Resource person for the exercise
- Provide the necessary information and documents
- Provide place/table where to work from in case of need by the consultant while at UNAPD
- Pay the consultant an agreed consultancy fee
- Provide support supervision to the consultant during the entire process of reconstruction of the website
- Final Approval of the assignment

## Roles and Responsibilities of Consultancy firm/Resource Person

- Consultant or resource person will share detailed contents for website reconstruction.
- Share sample web pages designs for approval after final selection of Consultant or individual for the assignment
- Share detailed technical narrative proposal
- Financial proposal with budget breakup
- Re-design the UNAPD website which is disability friendly as per the above scope of work.
- Upload the newly designed website as approved by UNAPD.

## Duration

The assignment and submission should be completed in 30 calendar days of the year 2020 from the date of signing the contract.

## Terms of payments

The consultant will be paid an agreed sum in two instalments of 50%. The first instalment of 50% will be paid at the commencement of the process of the work, the second instalment of 50% which is the final instalment will be paid upon satisfactory completion, submission and presentation of the report both in soft and hard copy to UNAPD.

## Submission of bids

In case you are interested in taking up this offer, please submit a technical and financial proposal to the address below not later than **25<sup>th</sup> August, 2020 by 5:00pm.**



## *Executive Director*

Uganda National Action on Physical Disability

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