

SOUTH SUDAN COUNCIL OF CHURCHES – Website upgrade specification
DEADLINE FOR QUOTES – 12th September 2018

OVERVIEW:

Christian Aid is seeking a web developer to upgrade an existing website – <https://www.sccchurches.com> . Key requirements include delivery of the following:

- Migrate existing website to user friendly web platform, e.g. a suitable Content Management System such as Drupal or Wordpress, with minor improvements to functionality, including optimising access for low broadband
- Training for staff on how to update and use the website with some follow up remote-based support
- Provide hosting for 24 months

Applicants based within South Sudan and internationally are welcomed. Indicated budget must be inclusive of travel expenses and tax – note that the service will be delivered for a South Sudan registered organization.

BACKGROUND:

The South Sudan Council of Churches is an ecumenical body comprised of seven member churches and associate churches in South Sudan with a strong legacy of peacebuilding, reconciliation and advocacy. The SSCC provides a platform to enhance the spirit of ecumenical cooperation towards collective action for peace. Reconciliation, healing and peacebuilding are at the core of what the SSCC stands for, building on the instrumental role of the churches throughout years of war, for example as the architects of the ‘people to people’ peace process in Sudan. Through its regional offices, community-level (Inter-Church Committees) and the hundreds of local churches within its membership, the South Sudan Council of Churches reaches millions of South Sudanese; an unequalled network of people devoted to peace.

The Action Plan for Peace is a home-grown and church-led strategy for peace and reconciliation, comprehensively addressing the root causes and long-term effects of conflict. The APP identifies four areas of action (Advocacy, Neutral Forums, Reconciliation and Institutional capacity strengthening) that combines facilitating dialogue, two-way advocacy, and reconciliation to contribute to sustainable long-term peace in South Sudan. Formally launched in August 2015, it signifies an approach to ending violence in South Sudan which builds on grassroots engagement and decades of experience.

The aim of the South Sudan Council of Churches website is to enable visitors to learn more about the South Sudan Council of Churches and the Action Plan for Peace, and to access news and statements.

This document provides a web specification for this project, and is structured as follows:

- 1) THE PROJECT: Description of the project
- 2) EXPECTED DELIVERABLES
- 3) FUNCTIONALITY
 - Front-end functionality
 - Essential and non-essential/desirable functionality
 - Sitemap and website structure
 - [Wireframes and descriptions of every website page can be provided pending discussion]
 - Back-end functionality
- 4) SKILLS AND QUALIFICATIONS
- 5) TIMEFRAME
- 5) APPLICATION PROCESS

1) THE PROJECT:

The current South Sudan Council of Churches website was set up on wix.com as a short-term solution to the need for

an online presence, however the website requires upgrading to meet current requirements of the SSCC. Christian Aid has been accompanying SSCC on this process, and provides technical guidance and support for its communications and public profile. Christian Aid will manage the web developer, working closely with SSCC.

See existing website – sscchurches.com – for guidance on content. Christian Aid and SSCC will be responsible for providing copy, images and media.

Key audiences:

- Churches (at national and local-levels) based in South Sudan
- Church audience based across the globe
- Civil society – especially based in South Sudan, and South Sudanese diaspora
- Specialist audience – including diplomats, academics, operational NGOs
- Media
- General interest in South Sudan – community leaders, youth, activists etc

2) DELIVERABLES:

The web developer must deliver all of the following tasks:

1. Migrate existing website to user friendly web platform, such as Drupal or Wordpress, with minor improvements to functionality, including optimise access for low broadband (see below on Website Functionality)
2. Training for staff on how to update and use the website with some follow up remote-based support
3. Provide hosting for 24 months

Further details on training:

- The training will be delivered to a small group of South Sudan-based staff.
- Training must take into account that staff may have very basic understanding of websites and possibly zero prior experience of Content Management Systems, therefore the training programme must be tailored to take account of this.
- The training must be delivered in person in South Sudan, and therefore will require travel to be taken into account if based internationally. Some additional remote-based online support may be required.
- Training should include: how to update the website, including how to use the backend; basic principles for effective web communication.

3) WEBSITE FUNCTIONALITY:

Front-end functionality:

Visitors should be able to:

- View items featured on the home page, and easily find new material which will be updated on a semi-regular basis – including a 'latest' section drawing together latest articles, news, social media, and statements issued by SSCC
- Learn more about the SSCC and its history of building peace in South Sudan
- Read news and updates on latest events
- Easily locate the latest statements issued by SSCC and browse through previous statements
- Easily access more information about the Action Plan for Peace specifically, including an integrated map to display APP activities in each location. APP activities displayed on the map should be easily updated by SSCC core staff.
- Watch videos and listen to audio relating to the Action Plan for Peace
- Access contact details

Essential:

- Bandwidth in South Sudan can be limited – website design and hosting must be optimized for limited bandwidth access
- Website can be accessed via browser and mobile phone
- Home page is not static, to enable us to change featured articles and media
- Ability to feature film and audio, ideally via integration of content uploaded to Vimeo/SoundCloud etc – some flexibility as to best approach
- Ability to contact via a form
- Style and design should be clean. Website should have a consistent identity throughout which matches SSCC branding
- Effective search facility, word search includes contents of documents available on the website
- Interactive map of APP activities. For each entry, the map will enable user to access information about an activity including an image, short text, media, and/or relevant documents.
- Must meet all relevant legal and security criteria
- Ability to subscribe to email newsletters
- Ability to connect to social media, including Twitter and Facebook
- A blog function may be required (though this may be activated immediately at a later date)

Hosting - 24 months

- Hosting should be load balancing, provide for regional caching to reduce latency
- The website must have an SSL certificate
- Continued necessary security updates to the website to ensure the site continues to be secure as new exploits and bugs are discovered, including:
 - Introduction of an SSL certificate for the site
 - Regular backups of the site
 - Updates to the site to ensure secure design in conjunction with database and CMS updates.
 - Monitoring of site traffic to detect anomalous activity.
 - Regular scanning of the site to detect vulnerabilities.
 - Monitoring of zero day weaknesses and taking action as appropriate
 - Google analytics (provide access to SSCC or regular reports)

Non-essential or desirable:

- Possibility of downloading audio or film as well as streaming
- Survey function desirable but not essential
- Support web 2.0 functions
- Support interactive maps of South Sudan
- Search engine optimization
- Users do not need to be able to edit documents or media directly via the website
- Content should be publicly available, no need for password protected section (except for backend of course)
- In the future the website could be able to host different material in different languages, but not essential as may be prohibitive in terms of costs.

Site map:

- Home page
- Main menu:
 - 'About us' section
 - Introduction to South Sudan Council of Churches
 - History of the Council of Churches in Sudan and South Sudan
 - 'Statements' section
 - Access all statements issued by SSCC
 - [Include search by keyword?]
 - 'News' section (+ brief intro/explanation)
 - Recent events, with links to more detailed articles
 - 'Action Plan for Peace' section

- Detailed information about the Action Plan for peace
- Links to brochures/reports
- o Blog
- 'Media' section
 - o Section aimed specifically at press and media, with summary and links to useful resources within website (e.g. statements)
 - o Integrate multimedia library, accessible throughout site
- FAQs
- Contact
- Terms and conditions
- Privacy

Back-end functionality:

- Editors update via web-based Content Management System e.g. Drupal, Wordpress, or similar functionality. To be updated on a semi-regular basis by SSCC staff with minimal training.
- Tracking usage via Google Analytics
- Hosting arrangements TBC, ideally cloud-based

4) SKILLS AND QUALIFICATIONS:

- Relevant advanced qualification
- Proven skills and experience in communication, website development and design, and delivering training
- Demonstrated experience undertaking similar assignments
- Excellent verbal and written communication skills in English

4) TIMEFRAME:

Job, including training, must be completed by end of November 2018. We are happy to discuss further considerations in more detail.

5) APPLICATION PROCESS:

Please send expressions of interest to jubarecruitment@christian-aid.org and Natalia Chan (nchan@christian-aid.org) no later than 12 September, 2018.

Expressions of interest should include:

- Application letter
- Curriculum Vitae of consultant / Company description of firm
- Samples of previous work, including links to active websites
- Proposed workplan
- Financial proposal
- Contact details for two referees

Thank you for your time.