



Call for Expression of Interests
WEBSITE MANAGEMENT TRAINING
Number: CINA007/EOI/2020

BACKGROUND

Community in Need Aid (CINA) is a non-governmental, non-profit making humanitarian and development organization formed in 2010 operating in South Sudan. CINA South Sudan is mandated to save lives, protect dignity and develop resilience of children and families from effects of conflicts and disasters and the organization is committed to attaining sustainable socio-economic development founded on community ownership, peaceful co-existence in diversity, improved quality of life, and self-reliance.

THE RATIONALE

CINA South Sudan is looking for a highly qualified and experienced consultant in the area Website Design and Management. This assignment is part of the Yes We Can (YWC) capacity building window entitled *Enhancing Organizational Capacity, Advocacy and Community Engagement in Bor*, which is funded by Civil Society Facility (CSF). The planning of this engagement was informed by the Training Needs Assessment (TNA) by CINA on its website management capacity.

OUTCOMES, PURPOSE AND OBJECTIVES

Training Outcomes

1. Required website management skills delivered
2. CINA's staff demonstrated capacity to manage website independently
3. Remote mentorship continuously provided

Purpose and Objective

The purpose of the Website Management Training is to facilitate understanding of effective and efficient website management, communication and visibility for CINA through regular updating of its domain, webpage and social media platforms with credible information.

Specific Objectives

1. Facilitate understanding of website page display management and files uploads; Web databases link; Domain insertion/edition/creation; Email control; Web security; Data/image optimization and quality;
2. Identify content issues on the website and rectify them appropriately;
3. Facilitate understanding of practical tips for regular updating of webpage page and social media platforms.

SCOPE OF WORK

1. Design, prepare and share training manual and schedule for the Website Management Training (including list of content issues on the website, handouts, list of materials required for the workshop)
2. Facilitate a 3 day's training on website management: Specifically undertake:
 - i. Website page display Management and Files Uploads
 - Uploading files (Photos, Videos and documents)
 - Data Encrypting of the uploaded files
 - Web Disk upgrade
 - Data back up
 - ii. Web databases link
 - Linking the databases to the website e.g MYSQL database, Phymyadmin
 - iii. Domain insertion, Edition and New sub domains creation including site publisher, addon domains, aliases and redirects
 - iv. Email Control
 - Accounts forwarding and routing
 - Spam filtration in the website
 - Emails encrypting
 - v. Web Security
 - SSH access, IP blocker , SSL.TLS, Holinprotection
 - vi. Facilitate practical sessions on use of webpage and social media platforms
3. Rectify content issues identified on the website
4. Facilitate a remote mentoring support on website management upon request

CONSULTANCY REQUIREMENTS

Qualifications and Experience

- A Degree in Designs and Website Management, Software Engineering, or related ICT fields
- At least 3 years of proven experience in Website design and management and training

Skills and Competencies

- Evidence of facilitating similar training workshops in the past 2 years.
- Proven skills and abilities to use online platforms for the meeting such as Microsoft Teams, Zoom or Skype Calls
- Experience in handling online attendance and challenges of virtual meeting
- Proven track record in the coordination and delivery of training programs on time.

DELIVERABLES

The Consultant is expected to produce the following deliverables:

1. The final agreed workshop schedule, training manual and list of content issues on website shared upfront 2 days before the workshop commences;
2. Facilitation of the 3 days' workshop on the Website Management
3. Electronic copies of all workshop materials provided.
4. Content issues identified on the website rectified appropriately

5. Continuous remote mentorship support on website management upon request
6. A 5-pager workshop report, excluding any annexes;

COST OF CONSULTANCY

The cost of this consultancy will be paid in two instalments. A deposit of 70% will be paid after the workshop is completed while the balance of 30% will be paid after submission of the final report

TIMELINE OF THE ASSIGNMENT

This consultancy is scheduled for the calendar days 2-4 November 2020. The physical workshop will be undertaken in Bor.

REPORTING

The consultant will work under the supervision of CINA's Executive Director. The consultancy final report is expected not later than the 8 November 2020.

MORE ENGAGEMENT

CINA may consider engaging the consultant in different capacity after successful completion of this assignment (if need be).

GUIDELINES FOR APPLICATIONS

Interested persons are requested to submit:

- A cover letter;
- Consultant's profile (including company name, registration status and bank account details, areas of expertise and any other related information);
- Evidence of the applicant's history of delivery of similar consultancy;
- A technical proposal and financial proposal outlining the cost for undertaking of the assignment. The financial proposal should provide details of the costs broken down by days/tasks against proposed training objectives.

Any interested competent consultant can send Expression of Interest quoting the number: [CINA008/EOI/2020](mailto:elikhhot@cina-southsudan.org) to elikhhot@cina-southsudan.org and copy to machuor@cina-southsudan.org; not later than **5:00 pm GMT+3, Tuesday, 27^h October 2020**.

CINA will only respond to the successful applicant(s). Only persons meeting the criteria as outlined in the Terms of Reference should apply. Due to the urgency of this call for EoI, selection will start before the deadline.

