

# **TERMS OF REFERENCE (TOR) FOR SOUTH SUDAN START HUB WEBSITE DEVELOPMENT**

## **1. Background**

The South Sudan Hub is a local network that is part of Start Network committed to strengthening locally led humanitarian responses. This ToR outlines the scope, objectives, and framework for developing a new website for South Sudan Hub. The project aims to create a user-friendly, responsive, and visually appealing website to enhance its online presence and engagement.

## **2. Objectives**

- **Primary Objective:** To create a user-friendly, accessible, and informative website that reflects the mission and values of South Sudan Hub.
- **Secondary Objectives:**
  - Improve visibility and reach potential donors and volunteers.
  - Facilitate easier access to resources and information for beneficiaries/ **People in Need (PIN)**.
  - Provide a platform for sharing Hub activities/ news, updates, and success stories

## **3. Scope of Work**

### **3.1 Website Features**

- **Homepage:** Engaging introduction to the Hub, showcasing mission, and current initiatives.
- **About Us:** Information on the Hub's history, mission, vision, and team.
- **Programs/Projects:** Detailed descriptions of ongoing and past projects.
- **Get Involved:** Volunteer opportunities, donation options, and partnership information.
- **News/Blog:** Updates, articles, and success stories.
- **Resources:** Downloadable materials, reports, and guides.
- **Contact Us:** Contact form, location map, and social media links.

### **3.2 Technical Requirements**

- Responsive design for mobile and desktop access.
- User-friendly content management system (CMS) for easy updates – Drupal or WordPress preferable.
- SEO optimization for better search visibility.
- Secure hosting and data protection measures.
- Integration of social media platforms.

#### 4. Target Audience

- Donors and potential funding organizations.
- Volunteers and community members.
- Beneficiaries/ **People in Need** seeking assistance and information.
- General public interested in the hub's work.

#### 5. Timeline

The deadline for this consultancy service is 31<sup>st</sup> July 2025; from the date the contract is signed. The successful consultant must commit to accomplishing and delivering the consultancy services and deliverables within 21 days

- **Project Kick-off:** [3-days]
- **Design Phase:** [5-days]
- **Development Phase:** [10-days]
- **Testing and Launch:** [3-days]

#### 6. Maintenance and Support

- **Post-Launch Support:** Provision of technical support **five (5)** days after launch.
- **Website Maintenance:** Regular updates, security checks, and performance monitoring.
- **Training:** Training sessions for staff on how to manage and update the website.

#### 7. Budget & Payment

The CAFOD rules and regulations shall apply regarding compensation for this assignment based on the service providers' qualifications and experience.

#### 8. Qualifications and Experience:

- Bachelor's degree in web design, Web Development, Graphic Design, Computer Science, or a related field.
- Minimum of 3-5 years of proven experience in web design and development.
- Proficiency in HTML, CSS, JavaScript, and other web programming languages.
- Knowledge of SEO best practices and web analytics tools (e.g., Google Analytics).
- Strong portfolio showcasing previous web design projects, especially for NGOs or similar sectors.
- Proficiency in graphic design software (e.g., Adobe Photoshop, Illustrator, or equivalent).

#### 9. Application Process

Interested candidates should submit the following:

- Updated CV highlighting relevant experience.
- A brief proposal outlining their understanding of the assignment and approach.
- Financial proposal (confirming the per-day rate).

#### **10. Deadline and Proposal submission**

Interested consultants are encouraged to submit a technical and financial proposal at [ctpsupply@cafod.org.uk](mailto:ctpsupply@cafod.org.uk), copying [bcharles@cafod.org.uk](mailto:bcharles@cafod.org.uk), by **30th June 2025**. The submission of the detailed technical and financial proposal should take into account the following points:

- A letter of interest stating that you are eligible for the assignment.
- A technical proposal indicating the description of the proposed approach to be used and a schedule of planned activities.
- Detailed budget, indicative of all-inclusive costs, including administrative fees.
- A summary or samples of similar assignments undertaken previously.

Interested consultants are required to send their application to the email addresses above with the subject of the email titled “**South Sudan Hub Website Development**”.