# TERMS OF REFERENCE

Hosting, Maintenance, Development of the APDev Portal

<table>
<thead>
<tr>
<th>Position title:</th>
<th>Hosting, Maintenance, Development of the APDev Portal</th>
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<tbody>
<tr>
<td>Position type:</td>
<td>Consultancy</td>
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<tr>
<td>Procurement Number:</td>
<td>NPCA-APDEV-CD/002/2015</td>
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<td>Office/Project:</td>
<td>NEPAD Capacity Development DFID CAP Budget</td>
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<td>Conditions of work:</td>
<td>The specific objective of the assignment is to enhance the knowledge exchange capacity of national and regional stakeholders to serve as a means for interaction, feedback and learning in the management and implementation of AU and NEPAD programs. A specific focus will be on structured experience and knowledge sharing between NEPAD and its governing structures, inter-REC and multi stakeholder engagements.</td>
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<tr>
<td>Duration of contract:</td>
<td>Three (3) months</td>
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<td>Requirement for travel &amp; Location:</td>
<td>None</td>
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| Conditions of payment:  | 50% Payment upon signing of contract  
50% Satisfactory completion of deliverables |
| Qualifications & Competencies: | • Demonstrated experience in Drupal website design, development, management and maintenance, particularly of information-rich portals;  
• Good command and comprehension of Africa's capacity development issues and the inter-linkages with socio-economic development and governance;  
• Sound understanding of concepts of Capacity Development, Knowledge Management and Information Technology and their relevance to development Issues;  
• Demonstrated ability to use tools for measuring knowledge use and strategic implications of this information;  
• Demonstrated ability to facilitate and set-up community |
The Consultancy will be managed by the NEPAD Agency Head of Capacity Development Division and the Director of Corporate Services with respect to the NEPAD Focal Points. The Consultant will also be required to report periodically to above Team with regular reports on the technical progress of the web platform, including the new features.

1. **BACKGROUND**

The Africa Platform for Development Effectiveness (APDev) is a physical and virtual multi-stakeholder platform and a coordinating mechanism for Africa’s stakeholders in driving development effectiveness towards the achievement of Financing for Development (FfD), Capacity Development (CD) and South-South Cooperation (SSC). Therefore, while enhancing development effectiveness, the Platform seeks to ensure relevance, impact and sustainability of development effectiveness on the continent with regards to issues relating to international development cooperation, mutually beneficial and accountable partnerships.

The NEPAD Focal Points Database as a multi-stakeholder mechanism within the framework of the Africa Platform for Development Effectiveness (APDev). The Platform is a consultative, stock-taking and forward-looking forum to strengthen stakeholders’ active involvement and engagement in the swift implementation of the NEPAD Agenda. It aims to foster stronger linkages and knowledge and experience sharing among stakeholders towards intensifying the implementation of NEPAD.

2. **OBJECTIVES**

- Hosting, Maintenance and Development of the APDev Portal with specific emphasis on the upgrading the portal to include the operationalization of the NEPAD Focal Point Database.
- The knowledge base of resources on the website will be reviewed for quality and easier accessibility.

3. **RESPONSIBILITIES**

The Consultancy Company will be responsible for the hosting, the maintenance and the improvement of the APDev Platform. This will include improvement of the various databases and communities of practice, specifically the NEPAD Focal Points Platform.

- Hosting of the APDev Portal: providing access to the website, hardware security and back-ups;
- Maintenance: ongoing basis, as and when is required to the APDev Portal;
- Update on a daily basis the APDev Portal
  - Hosting of the FP Database: providing access to the website, hardware security and back-ups;
  - Maintenance: on an ongoing basis, as and when required;
  - Update on a daily basis the status of the Database;
  - Migration of the database to a Content Management System (CMS). This CMS will be part of the APDev portal for enhanced registration and interactions (Knowledge exchange).
- Upgraded look and feel of the FP Database
4. **DELIVERABLES/REPORTING SCHEDULE**

   a) Maintenance and hosting of the APDev Portal
   
   b) CMS operated NEPAD Focal Points Database
   
   c) Presentation to NEPAD and Stakeholders on the new features on the APDev portal

5. **TRANSFER OF KNOWLEDGE/TRAINING (WHEN APROPRIATE)**

   Training of two (2) NEPAD Staff of new functionality the Platform e.g. the Focal Points Database

6. **COPYRIGHTS**

   All materials / documents arising out of this consultancy work shall remain the property of the NEPAD Planning and Coordinating Agency (NPCA).

7. **SUBMISSION REQUIREMENT**

   The following documents must accompany the application:

   a. COVER LETTER

   b. **TECHNICAL PROPOSAL CONTAINING :**
      
      - Detailed Curriculum Vitae of consultants.
      - Approach and methodology to be used in undertaking the assignment.
      - Details of similar assignments previously undertaken.

   c. **FINANCIAL PROPOSAL**
      
      - Prices should be in USD or ZAR (only for South African bidders)
      - Please fill in Annex I (Finance Proposal)

8. **SUBMISSION DATES**

   Deadline for submission of applications: 20/03/2015

   TORs approved by,

   **Head of Directorate:** Ms. FLORENCE HAZAVE

   **Signature:**

   **Date:** 06/03/2015