



TERMS OF REFERENCE

Title: Design and Development of ECREEE Corporate Website
Type of Contract: Individual Consultant
Duration: 08 weeks
Start date: 01 April 2023

1. Background

The ECOWAS Regional Centre for Renewable Energy and Energy Efficiency (ECREEE) was established in 2009 in response to the energy crisis in the ECOWAS region. The Centre was officially inaugurated on the 6th of July 2010 in Praia Cape Verde, with support of the Governments of Austria, Cape Verde and Spain, and the technical assistance of the United Nations Industrial Development Organization (UNIDO).

The overall objective of Centre is to contribute to the sustainable economic, social and environmental development of West Africa by improving access to modern, reliable and affordable energy services, energy security and reduction of energy related GHG emissions and climate change impacts on the energy systems. More Specifically, the Centre was established to create favorable framework conditions and an enabling environment for renewable energy and energy efficiency markets in the region.

Over the last decade, ECREEE has played an active role in developing region-wide policies related to Renewable Energy (RE) and Energy Efficiency (EE), as well as creating awareness and investment in the energy sector and capacity development. It supported the establishment of regional renewable energy and energy efficiency markets by supporting various activities directed to mitigate existing barriers on different levels and sectors. Its activities include knowledge management, policy development, capacity development, the design and application of tailored financing mechanisms, awareness raising and the implementation of demonstration and investment projects and programs with potential for regional scaling-up.

ECREEE recently finalized its Strategic Plan for 2023 – 2027 which is expected to drive the Institution's interventions and activities in the next five years. The plan incimprovingobilization - focus of Gender; Strengthening Collaboration with other Agencies; Research and Technology Transfer; development of initiatives, programs, and project on emerging energy technologies (including energy battery storage, Circular economy, green hydrogen, e-mobility etc.); Strengthening regional Certification of skilled technician; improving energy data collection through ECOWREX; and promoting ECREEE's visibility.

Through its corporate site, ECREEE has maintained its presence on the Internet by keeping stakeholders informed of its interventions and results as well as its activities, projects and initiatives including the support and partnership from national and international partners. It is

therefore important to keep its web presence dynamic and informative to audiences such as: government officials; bilateral and multilateral donors, non-governmental and civil society organizations; media; development professionals; private sector.

2. Objectives

The main objective of this assignment is to design the new ECREEE's corporate website by organizing and structuring existing data, making it more visual appealing, mobile responsive, easy to navigate and user-friendly. The new website should facilitate increased awareness of the organization's role and functions, improve its corporate on-line profile, and support the organization's general objectives through high-impact communications and coordination with partners and other institutions. The website will also act to boost the knowledge management and networking activities of ECREEE.

3. Scope of the assignment

This assignment covers the complete design of a new trilingual website (English, French, Portuguese) taking into consideration the contents of current site at www.ecreee.org (including subsites - se4all.ecreee.org and ecowgen.ecreee.org) and will link to separated sites of the ECOWAS observatory for RE&EE (at www.ecowrex.com) and the ECREEE Certification platform. The links will also concern the websites of ECOWAS (Commission, Institutions, Specialized Agencies) and ECREEE Partners

The design should be based on a robust content Management System CMS (preferably Drupal) and development of new contents with reuse of some old contents from the present site. The use of reliable high-quality free open-source solutions is preferable with appropriate programming language conforming to the World Wide Web Consortium (W3C) standards.

The Contractor will consider the ECOWAS Corporate Branding manual and its personalization at ECREEE's level, in all designs.

The Community site should include but not limited to the following sections, features and considerations:

- creation of an eye-catching, easy to navigate website and dynamic community portal, that is robust and searchable, whilst offering several interactive features to the users;
- integrates the content, data, function and structure of the existing ECREEE CMS website;
- offers a trilingual site structure and administration (in English, French and Portuguese);
- easy, effective and user-friendly content management system (CMS) which allows adding and installing various feature/modules without programming knowledge;
- designated staff are able to update all the pages and sections remotely but securely through the CMS without requiring any external HTML editor or downloading a software. User-friendly interface for formatting texts: abstracts, news and other text entries;
- access control for users managing the website is included;
- relational database with integrated management, including:
 - tracking of all changes in the databases made by each user;
 - automatic creation of restore checkpoints;
- sitemap with a comprehensible tree structure;
- authentication routines: register, login, forgot password – send new password, etc.
- effective file-manager for upload and download (e.g. multi-file upload);
- search module;

- simple search - the search is to be made based on entered key words;s
- advanced search - the search is to be made based on categories and displayed as a list sorted by certain criteria (by projects, services, publications, news).
- Event management module;
 - news and events will be related to projects when create;
 - news block and events on the home page show the heading and one paragraph (maybe sentence) from the original page which is also placed in the latest news and events blocks with the option of switching to the event page;
 - An event management tool (e.g. online registration, payment participant management). Each event that is created should have the ability to automatically create a predefined form if registration is required;
 - Each event page should highlight the venue, date, attendees, daily upload of presentations, speakers highlight, logo of partners;
 - when entered, events are automatically linked with the events calendar and are displayed on the home page;
 - e-mail notifications and reminders about the events according to the lists of participants;
 - configuration and implementation of ESEF (ECOWAS Sustainable Energy Forum) section with additional features.
- newsletter module (integrated online subscription and several distribution lists);
 - the subscriber will have the option to choose from the list of mailings: News, Publications, Events, Vacancies and Tenders (with possibility of further modifications).
- web counter with detailed visit statistics (e.g. Google analytics);
- online publishing of RE&EE publications, data, and other graphical material. it should include the following:
 - a short description including title, summary, year, issue number, type of publication.
 - Ability to search by key words, title, type, year of publication
- Project information pages/section to include all information needed such as the project name, description, cost, period, status, related events, related news, partners, contacts etc.
- online recruitment section for job opportunities (to include online applications for specific posts, and robust database and easy retrieval of application);
- Procurement section to management application and submission of tenders;
- Interactive media section to include photo and videos, with relation to projects, events and other activities;
- banner and image management system that displays an advertisement banner which changes with time in sequence.
- feedback module:
 - feedback forms and routines to ensure effective management of users feedback;
 - possibility for website visitors to leave a message or ask a question via the feedback form which is to include the following fields: "Name"; "E-mail", "Subject" and "Message text". After clicking on the "Submit" button the current message will be sent to the electronic address to be provided by ECREEE.
 - The feedback application will include a spam filter - CAPTCHA (Completely Automatic Public Turing Test to Tell Computers and Humans Apart).
- RSS editor module for translation of news and events;
- option for password-protected sections, to extend information to our National Focal Institutions (NFIs) and others Partners;
- easy online media integration (e.g. video, audio, e-learning modules);

- Incorporate the “Share this” buttons visibly to make it easy for readers to share your content on the major social media sites. At a minimum, consider Facebook, Twitter, YouTube, Instagram, and LinkedIn.
- Consider optimization for speed-reduction aspects including size of images, usage of JavaScript and CSS, using HTTP/2, Content Delivery Networks, etc.;
- Pages must be viewable in the right structure in all major web browsers (Internet Explorer, Google chrome, Mozilla Firefox, Opera, etc.). All pages must conform to the current HTML specification to ensure maximum compatibility across browsers and platforms.
- Security consideration must include but not limited to:
 - Secure site using SSL.
 - Access management system.
 - Authentication: Authentication policies, processes, and logging must be designed, developed and documented to assure that the application keeps unauthorized users from accessing the site.
 - Authorization and Access Control: The goal is to develop a security strategy to protect back-end and front-end data and systems. This can be accomplished through the use of roles, credentials, and sensitivity labels.
 - Appropriate client and server-side validation should be developed.
 - Include security to mitigate Cross Site Scripting (XSS), Command Injection Flaws and Buffer Overflows.
 - Logging: Should be as detail as possible. At minimum it should include Date and Time · Initiating Process · Process Owner · Description. It should also log all activities including:
 - Authentication and Authorization Events- success and failure attempts.
 - Administrator activity.
 - Deletion of any data.

4. Deliverables

The main deliverables (which will be validate by ECREEE) are as given below:

1. Inception report with detailed methodology and workplan:
2. Conceptual design of the new site with information on the structure, section, content, modules, screen-design and technical specifications.
3. First release of improved new website, with all functionalities (and more) described above.
4. Second release of the website which should include all the improvements and address the feedback from the first release. Contents will then be uploaded commence operational testing.
5. Final release of new website.
6. Final report and presentation: The final report should be produced in English, French and Portuguese (with all annexes attached). And a PowerPoint presentation detailing the results of this assignment.
7. Handover of website, including source code and all developed libraries.

5. Duty station

The assignment will be home-based.

6. Time frame of the assignment

The Contractor should be able and willing to commence work immediately after selection and should reasonably complete the assignments within the proposed period of eight (8) weeks as given below. The scope of this assignment will be covered in three (3) stages. Further details of the work stages would be discussed, agreed, and approved during the kick-off.

Proposed Development Stages	Time frame (estimated)	Cost
<p>Stage 1: Conceptual Design (Structure, section, content, modules, screen-design and technical specifications)</p> <ul style="list-style-type: none"> a) Requirement analysis in cooperation with the ECREEE team b) Discussion of conceptual design of site structure, content, functionality, modules, and objectives; c) Discussion of technical and design guidelines and elaboration of implementation plan (e.g. quality standards, CMS type, software options); d) Planning and designing of the structure and architecture of the website and community environment; e) Screen design: creates some sketches of web site look, describes navigation and functionality: elements, modules, navigation, positioning of elements, weighting of elements, search masks, forms, format of content, etc.; f) Discussion and approval of screen design; g) Design of web layout and selection of graphics and photos; h) Definition of window-headers and meta-tags to be indexed by other search engines (SEO – Search Engine Optimization - design) to support the marketing of ECREEE; 	2 weeks	
<p>Stage 2: Development and Implementation</p> <ul style="list-style-type: none"> a) Development of the website; b) ECREEE will provide the contractor with the following materials: <ul style="list-style-type: none"> ▪ Texts and graphical content of the site; ▪ Logos for ECREEE and other organizations; ▪ ECREEE corporate templates and guidelines c) The contractor creates the community management portal according to the agreed functionality and screen design in the first stage; d) Inclusion of modules as described under objectives of assignment; e) Completion of the first beta version of the website; f) Finalizing all amendments for feedback from first testing; 	3 weeks	
<p>Stage 3: Acceptance procedure, handover, and dissemination</p>	3 weeks	

<p>a) Conduct final testing on the second release (see below clearance procedure and acceptance of system);</p> <p>b) Preparation and final presentation of the website for handover;</p> <p>c) Organization of training sessions sufficient for the full handover and future effective handling of the whole system (self-explaining interfaces & manuals included);</p> <p>d) Increase the visibility of the ECREEE website on the web (e.g. positioning in search engines);</p> <p><u>Procedure of acceptance of system</u></p> <p>During the final testing period, ECREEE would test the performance of all the modules, as well as on the real information, and enter the data/content to the databases. Failures and/or bugs detected in the system during this period should be fixed by the contractor.</p> <p>The completion of the final testing period and acceptance is formalized with the final report and transfer of the system into operation and maintenance phase.</p> <p>During this phase, the contractor would:</p> <ul style="list-style-type: none"> • Host and maintain the website on a well know webhost. • maintain a production and development (dev) site. The dev site is maintained privately only for testing purposes only. • Provision the site with high availability (mirrored, replica etc.) • Daily backup of the site. • Failures, bugs, errors, and limitations revealed during the operational phase should be fixed by the contractor within the warranty period of one (1) year, at no cost. • The Contractor will propose a website maintenance Policy. <p>The contractor should develop an administrative manual on operating and managing the website.</p>		
Total:		

The Contractor must give a detailed breakdown of the cost above as part of its financial proposal.

The Contractor is also expected to fill in the cost for Stage 4 below, to be included in a separate table in the financial proposal. It should not be included in the total cost for the assignment.

<p>Stage 4: Annual running technical maintenance</p> <p>On request of ECREEE the developer should provide technical support on an annual basis. This support must cover possible modifications of the web portal structure, adding/changing functionality of main sections, patching, upgrading, fixing errors etc. The rate should be stated separately in the financial offer. The annual running maintenance expenses will be covered separately by ECREEE. This service could be provided after the guaranteed year.</p>	<p><i>Days / hours / annual rate</i></p>
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7. Profile of Contractor(s)

- Contractor should have at least 7 years prior experience in website design and development
- Experience in web programming and developing reliable high-quality open-source CMS solutions (such as Drupal) is required;
- Project team(s) should have a Bachelor or Master's degree (or higher) in a relevant field, such as data science, computer science, engineering, Information technology or related discipline.
- Track record of project team in implementing experience designing visually appealing and responsive websites;
- Proficiency of current web development technologies and design tools, and web programming languages and programs including use of HTML, XHTML, CSS, XML, XSLT, Macromedia Flash, Java is required;
- At least 2 years' experience in coordinating a similar project is required.
- Experience in graphic design/integration, database (like MySQL Database, Postgre database etc.) and content migration is required.
- Experience working in the ECOWAS region.
- Experience in the energy sector is an asset.
- Experience working with a regional or international organization.
- Ability to communicate and write effectively in English and/or French with good working knowledge of the other language; Full proficiency in both languages and/or fluency in Portuguese will be considered an advantage.

8. Evaluation Criteria

The best offer will be determined as following:

80% Quality of technical part

s/n	Evaluation Criteria	Rating
1	Bidder's qualification and capacity	10
2	Proposed methodology, approach, and implementation plan	20
3	Similar verifiable project experience (should include contract award, links to site and proof of good execution).	50
	Total	80%

ECREEE reserves the right to verify the information furnished by the applicant independently.

20% Financial part

For the evaluation of the best financial offer the following costs will be considered:

- 1.) personnel costs
- 2.) software costs
- 3.) other costs

9. Proposal

Proposals are to be submitted in electronic format, and includes technical and financial proposals as described below

1. Technical Part:

- Description of the Consultant and its organization/team
 - a. Documents requested below (see formal, legal, financial and management requirements);
 - b. Detailed CVs and copy of highest degree/certificate of project organization/team with proven track record of similar assignments.
- Description of the suggested execution methodology and software solution
 - a. Proposed methodology, approach, and implementation plan.
 - b. Indicative work plan of activities and schedule indicating the working days per activity.
- Verifiable experience:
 - a. Description of previous experiences with website or online platform development (for each similar experience, provide contract award, links to site/online platform, proof of good execution, client contacts)
 - b. Full contact details of three recent corporate clients.
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2. Financial Part:

- a. Personnel Costs: budget table according to the expert diagram (showing the individual daily fees of the experts in Euro and shall be inclusive of all taxes, duties, works contract tax, sales tax, service tax, VAT etc.)
- b. Any Software costs.
- c. Other costs (e.g. telephone)

10. Submission of Proposals

- Proposals should be submitted by email **ONLY** to website@ecreee.org , clearly state in the subject line “Design and Development of ECREEE Corporate Website” ;
- The deadline for submission is the **18 April 2023, 23h59 Cape Verde local time (00:59 GMT)**;
- Your proposal should not be submitted on ZIP format;
- Further information/clarification can be obtained at the following email addresses: jabdulrahman@ecreee.org . **Please do not copy this email addresses when submitting your proposal. Your application will be disqualified if you do so.**