

Terms of Reference
for
The Engagement of Short-Term Consultant for the
development and hosting of SAPZ Website including
deployment of e-mail services using the Microsoft 365
Platform

1.0 BACKGROUND

1.1 The Federal Government of Nigeria (FGN) in partnership with African Development Bank (AfDB), International Fund for Agricultural Development (IFAD), Islamic Development Bank (IsDB), state governments and private investors is implementing AfDB/IFAD/IsDB Assisted SAPZ in seven (7) states namely: **Kano, Imo, Kaduna, Cross River, Kwara, Oyo and Ogun**) and Federal Capital territory (**FCT**) in the first phase.

1.2 SAPZ is a comprehensive agro-industrialization program designed as a tool for creating integrated, agricultural-focused platforms that will accelerate private sector investment in value added agro-processing to unlock opportunities for improved food security, job creation, import substitution, rural poverty reduction and increased contribution of agriculture to National GDP.

1.3 The overall program development objective is to support the development of SAPZ in high food production areas to supply the domestic food market and create exportable surpluses as well as capacitate smallholder farmers, small agro - processors and traders and community-based service providers including women and youth, to take advantage of the market demand created by the SAPZ to sustainably enhance their income, household food security and resilience to climate change. The program has four broad components namely: (i) Infrastructure Development and Management of Agro-Industrial Hubs (AIHs) (ii) Agricultural Productivity, Production, Market Linkages and Value Addition in SAPZ Catchment Areas (iii) Policy & Institutional Development Support and (iv) Program Coordination and Management.

1.4 The International Fund for Agricultural Development (IFAD) has provided a start-up fund for which the National Program Coordination Office (NPCO) intends to apply part of the proceeds towards the engagement of a short term consultant for the development and hosting of SAPZ Website including deployment of e-mail services using the Microsoft 365 Platform. The website is expected to provide a platform for information dissemination between the SAPZ and the world at large.

1.5 The National Program Coordination Office therefore requires the services of a consultant for the development and hosting of SAPZ Website including deployment of e-mail services using the Microsoft 365 Platform.

2.0 **OBJECTIVE**

The objectives of the assignment is to design/develop and host a state of the art and user-friendly SAPZ program website as well as deploy e-mail services using the Microsoft 365 platform

3.0 **SCOPE OF SERVICE**

The scope of service for the assignment are, but not limited to the following:

- design a look-and-feel for the SAPZ site capturing the different functionalities outlined in this TOR and following the SAPZ branding guidelines.
- The company will develop a graphic concept and the visual language of the templates.
- Ensure a consistent visual language on the new site by introducing fixed styles in templates ensuring consistency in fonts, formatting, icons, images, layout techniques.
- The new look and feel should be adapted to homepage, sections, subsections and the following components of the site: article template, resource webpage template, publication/guidance webpage template, country story webpage template, event webpage template, and about us template.
- Standard page elements including header, footer, tabs, persistent navigation, contact us, email and page print options should be included in the new templates.
- The new templates should guarantee that most recent content on the site is captured in automatically in the homepage in an organized way following specific categories, tags or other custom taxonomies.
- All section and subsection webpages should incorporate functionalities to guarantee the latest information on that section and sub-section is displayed (news, resources, publication/guidance, country stories, and events).
- Adapt the database of the SAPZ site to include new categories to display the information in an organic way.
- Based on the agreed templates, develop web sub-sections to the SAPZ site based on, but not limited to the structure, functionalities and features defined in these terms of reference.
- The subsections webpages should incorporate functionalities to guarantee the latest information on that sub-section is displayed (news, resources, publication/guidance, country stories, events).
- Hosting of the website for one year renewable every year upon satisfactory performance.

Functionalities to include in the new templates

The following features will be guaranteed through the templates outlined in the section 3:

- Add feed link
- Responsive design;
- Social sharing features – including twitter share by text selection and twitter feed by handle and hashtag.
- Multiple page styles and custom post types;
- Search function by news, type of publication/guidance, type of resource, events, country story and issue;
- Search resources by free text;
- Interactive map;
- Signup for latest news;
- Link the site with other platforms such as Twitter, Facebook and other social media sites;

Knowledge transfer

- Develop a user manual and deliver a webinar for the support staff and system administrators to perform content upload, system maintenance and administration.

Support and maintenance

- The vendor shall provide administrative and technical support, quality control for a period of 12 months;

A. Website

The developed site including all developed libraries shall be subject to the following:

- Adjustment of the concept based on feedback and comments from the SAPZ team.
- Development of the visual concept and language for the site adapting it to the different components outlined in the section “deliverables” and adjusting it based on feedback and comments from the SAPZ team.
- create responsive CSS and graphic design elements and to integrate or adapt existing CSS and graphic design and make it responsive.
- Development of web sections and content upload.
- Integration and final approval by SAPZ.
- Test site before going live.

4.0 REQUIRED SKILLS AND EXPERIENCE

The firms shall be selected using the Consultant Qualification Selection Method of Procurement and it should demonstrate and provide examples of previous experience in the performance of similar services as follows:

- Be a reputable firm with at least 5 years of prior experience designing visually appealing and navigation friendly web sites;
- Familiarity and relevant experience in using different Content Management Systems (CMS), particularly WordPress;
- Have a broad knowledge of current web development technologies and design tools in the field, and new software and other web programming languages and programs including use of HTML, XHTML, CSS, XML, XSLT, Macromedia Flash, Java;
- Have excellent knowledge of recent trends in graphic design, web sites, including online video publishing, and social media networking;
- Demonstrate the ability to create innovative and visually appealing design;

Key professional staff qualifications and competence needed for the assignment:

- Lead developer: The lead developer must have a minimum of first degree in any relevant field with at least five years of experience in programming and content management system (CMS) development and is responsible for the overall development process and assures that all code contributed is in line with coding standards. He/She must have at least two years' experience in Word Press CMS, must be an expert in scripting and coding languages and standards: PHP, AJAX, Java Script, HTML (including version 5), CSS (including version 3).

The lead developer must be an expert in the use and configuration of Word Press CMS, MySQL Database, Apache web server, Experience with other related applications is an advantage. In addition, the lead developer must have a good understanding of the use and configuration of the following products and techniques:

Search engine optimization, Google Webmaster tools, Google developer tools, Mobile device adaptation.

- Junior developer: The junior developer must have at least a diploma in relevant fields and is to support the lead developer with the overall development process. The junior developer has at least two years of work experience in programming and CMS development, of which at least one year is specific to Word Press CMS.
- Graphic designer: The graphic designer must have at least a diploma in relevant field with prior experience on designing websites with a solid portfolio of at least 3 years of experience.
- Graphical integrator: The graphical integrator supports the development team with the integration of graphic design and CSS elements. The graphical integrator must have at least a diploma in relevant field with at least three years of experience with the CMS integration of responsive CSS and graphic design of which at least one year is specific to Word Press CMS. The graphical integrator is an expert in the below scripting and coding languages and standards: HTML (including version 5), CSS (including version 3), PHP, Java Script (including JQuery).
- Junior migration expert: The junior migration expert supports the development team with the execution of manual and/or automated content migration. The junior migration expert works to assure the correct redirection of webpages after migration. The junior migration expert must have a minimum of a diploma in relevant field with at least two year of work experience in CMS publishing and configuration of which at least six months are specific to Word Press CMS. The junior migration expert has an eye for detail and a basic understanding of content development. The junior migration expert has the capacity to write and read fluently in English. The junior migration expert has experience with the below applications, scripting and coding languages and standards are also an advantage: PHP, Java Script (including JQuery), HTML, CSS, MySQL Database.

5.0 DELIVERABLES

- A robust and user - friendly SAPZ website that will create a dynamic, interactive and easily navigable web.
- Develop a user manual for the operation of the website
- Provision of official e-mail services for SAPZ staff using the Microsoft 365 platform
- Train relevant staff on the operation and upload/update of the website
- Dissemination of information and SAPZ activities to the outside world, real time
- Deliver a webinar for the support staff and system administrators to perform content upload, system maintenance and administration
- Provide administrative and technical support for a period of 12 months.

5.1 ESTIMATED TIMELINES FOR DELIVERABLES

S/N	DELIVERABLES	TIMELINES
1	Designed SAPZ Website	4weeks from signing of contract
2	Development of a user manual for the operation of the website	5 th week of the contract
3	Provision of official e-mail services for SAPZ staff using the Microsoft 365 platform	6 th week of the contract
4	Deliver a webinar for the support staff and system administrators to perform content upload, system maintenance and administration	7 th week of the contract
5	Train relevant staff on the operation and upload/update of the website	7 th week of the contract
6	Hosting/Deployment of SAPZ Website	8 th week of the contract
7	Provide administrative and technical support for a period of 12 months	9 th week to the end of the assignment

6.0 CLIENT'S INPUT

The client shall provide to the Consultant any documents, information as well as access to the server room throughout the period of the assignment.

7.0 DURATION OF SERVICE

The duration of the assignment will be 12 months renewable upon satisfactory performance and conduct

8.0 Reporting

The consultant shall report to the National Program Coordinator

**The National Coordination Office,
Special Agro – Industrial Processing Zone (SAPZ) Program,**