



Global Compact
Network Kenya

Design, Development, Deployment and Maintenance of Global Compact Network Kenya Anti-Corruption Microsite

TERMS OF REFERENCE

Organization	Global Compact Network Kenya (www.globalcompactkenya.org)
Assignment	Design, Development and Website Maintenance
Engagement type	Consultancy
Duration	1.5 Months
Contact point	Program Manager - Global Compact Network Kenya
Collaborator	ICT Officer – Kenya Association of Manufacturers
Starting date	Immediate
Application deadline	14 th September 2022

Introduction

Global Compact Network Kenya under the *Scaling up Anti-Corruption Collective Action initiative* seeks to promote cooperation between public and private sectors in fighting corruption. The Network calls on and supports companies in Kenya to develop policies and programmes to address all forms of corruption within their operations and value chain as well as promote transparency and accountability through disclosing measures to combat corruption.

To support businesses to uphold the Tenth Principle of the UN Global Compact which calls for business to work against corruption in all its forms, including extortion and bribery, Global Compact Network Kenya seeks to avail tools and resources to be hosted on the microsite to improve access to and dissemination. These may be related to Anti-corruption, Environment, Labour, or Human Rights.

Scope of Work

Global Compact Network Kenya, therefore, proposes engaging a vendor with proven expertise in designing, developing, and deploying an anti-corruption microsite linked to the Global Compact Network Kenya website.

The microsite should be accessible to the public and accessible via the internet and intranet on computers, laptops and mobile phones. The templates will provide a new look-and-feel of our anti-corruption work and will unlock the potential functionalities of the current software while displaying the content in a more organized, attractive, and user-friendly manner.

Broadly the scope of work includes:

1. The GCNK anti-corruption microsite presents a new visual look, and its functionalities are enhanced to provide a better experience to users.
2. Develop a user manual and deliver a training to the support staff and system administrators to perform content upload, system maintenance and administration
3. Update the Code-of Ethics webpage under the microsite to enhance easy navigation and filtration of information
4. Provide technical support from the date of completion, and annual maintenance of website technical support as required for a period of 1 year.
5. Ensure that the website is security audited.
6. Identify and execute training requirements for successful execution
7. Creation of user manuals and documents for the project executed.

The Copyrights and Intellectual Property Rights of all deliverables at various stages will belong to Global Compact Network Kenya. The vendor shall not be authorized to disclose and use whole or any part of the deliverable without prior written approval of Global Compact Network Kenya.

Project Objectives

The main objective of this project is to design, develop, deploy and maintain a centralized online business information platform for hosting anti-corruption tools and resources as identified by Global Compact Network Kenya. The platform will host the following materials:

1. Repository of legal and policy frameworks in Kenya on Anti-corruption
2. Model anti-corruption policy, reporting guidelines and procedures
3. Specific UN Global Compact publications under Anti-corruption, Environment, Labour and Human Rights
4. UN Global Compact Anti-Corruption Compliance and Collective Action publications and resources
5. Code of Ethics for Business in Kenya and repository of all signatories
6. Any other requirement may be identified after the validated needs assessment

The online business microsite is envisioned to be an important reference point for the public and the participating companies of Global Compact Network Kenya to gain information on the work of the

UN Global Compact. The microsite shall be centrally linked to the Global Compact Network Kenya website.

The consultant will undertake the following tasks:

1. Provide a consistent visual design with Global Compact Network Kenya branding guidelines, reflecting the Graphical User Interphase (GUI) and the navigation of the microsite before the implementation.
2. Design, develop and implement a creative, interactive, professional webpages which meet/able to meet the objectives outlined above.
3. Implement a simple and easy to use content management system (CMS) that will meet the specific needs of this project and not require programming or specialized knowledge to maintain, update, edit, and delete content.
4. Setup different environments to enable Global Compact Network Kenya to test new content before publishing it.
5. Provide adequate training to Global Compact Network Kenya staff to enable them to effectively operate, update and maintain the microsite and all their components or internal links.
6. Upload the final microsite files and hand over the rights of the source code, software, and databases to Global Compact Network Kenya.
7. Provide full documentation of the microsite design/development guide. Provide a user manual regarding the operation, update, and maintenance of the webpages.
8. Provide Content migration plan.
9. Commit to a 1-year warranty for and upgrade support of the webpages
10. Hand over the system passwords of all other root/system administrator passwords of the operating system, database, app servers and all other software to Global Compact Network Kenya from day 1 of commissioning of the microsite.

Specific Tasks, Outputs and Deliverables

The indicative activities of design, development, deployment, training, and maintenance of the webpages include:

Phase 1: Analysis

- i. Study, analysis and understanding of the existing Global Compact Network Kenya website, the UN Global Compact, and other webpages with respect to developing the webpages
- ii. Finalizing the detailed list of activities, scope, and duration of each of the activity and detailed project plan
- iii. Detailed discussions with the Project team to understand the overall objectives of the assignment

Phase 2: Design

- i. Analysis of existing or similar webpages to prepare a draft design
- ii. Provide High-level and Low-level application designs
- iii. Preparation of Content Structure/ Information Architecture for the website
- iv. Develop appropriate screen layouts and templates for the user feedback
- v. Approval of prototype (design interface) developed

- vi. Coordination and collection of required content for the webpage
- vii. Comply with website security guidelines.

Phase 3: Develop

- i. Coding / Temporary Demo server
- ii. Content Population and content management system
- iii. Provide front-end user interface that allows a user, even with limited expertise, to add, modify and remove content from a Web site
- iv. Application Development and Unit Testing, Integration Testing, System Testing and Functional Testing
- v. Testing of developed website based upon
 - Compliance to applicable guidelines
 - Assess the user objective achievement etc
- vi. Ensure that the microsite is compliant with all standards components
- vii. Sign-off by KAM ICT Officer
- viii. Modification based upon Global Compact Network Kenya feedback
- ix. Final sign-off on developed microsite to KAM ICT team

Phase 4: Operation and Maintenance support

- i. Identify and execute training requirements for successful execution of project
- ii. Creations of necessary documents and User Manual for training
- iii. Support in handover of microsite
- iv. Support on Training/ Demo on need basis for performance enhancements, trouble shooting and fine tuning
- v. Warranty Maintenance / Annual Maintenance of website

Time Frame

The microsite should be designed, developed, and deployed by **Monday, 31 October 2022**

Qualifications

Vendor 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 Drupal;
- 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;

How to Apply

Applications should be submitted not later than **Wednesday, 14th September 2022** and should include:

- A proposal describing the previous work done in this area;
- A portfolio of previous work of webs with similar functionalities developed in Drupal;
- Tax Compliance Certificate
- A financial proposal to address the work.

Applications to be addressed to the Procurement Manager, Kenya Association of Manufacturers, and submitted to procurement@kam.co.ke with subject line "GCNK Anti-corruption Microsite"