TERMS OF REFERENCE

Reference: ECR/21-17/admin-rfq

Title: Restructuring of ECREEE's Corporate Website and the ECOWAS Observatory   for Renewable Energy and Energy Efficiency (ECOWREX)

Date: 21 July 2017

1.1. BACKGROUND

The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) is seeking to restructure its cooperate website with innovative, modern and intuitive functionality, to facilitate knowledge and information sharing, and raise awareness of its activities and RE&EE initiatives, aiming to support the creation of an enabling environment for sustainable energy development.

1.2. OBJECTIVES

The main objective of this work is to restructure and improve the two main sites (multisite) of ECREEE – its corporate website at www.ecreee.org and the energy information platform at www.ecowrex.org, making it more visually appealing, interactive, highly usable and responsive to user's behaviour and environment

1.3. SCOPE OF WORK

This work covers the following areas:

1. Assess and restructure the multisite into an attractive, interactive, user-friendly, and mobile responsive sites, taking into consideration the requirements listed in section 1.3.1 below. This includes addition of new functionalities for easy of usability, security, navigation, control and administration.

2. Migrate and/or connect all contents into the new site, including contents from other subsites - ECOWGEN (at www.ecowgen.ecreee.org) and SE4ALL (at www.se4all.ecreee.org) sites. These subsites will be integrated as a programme or project subsites, using the new project template that will be developed during implementation.

The successful consultant(s) will also give recommendations on the site hosting and maintenance policy.

1.3.1. Detailed work required

The detailed functionalities/requirements are described in the following table. The Consultant(s) shall meet or exceed these requirements.

Table 1.3.1

No.		DESCRIPTION
1	Site Content	- The consultant(s) will securely migrate or connect all content on the current sites (above) to a new site. Contents to be moved from the ECOWGEN and SE4ALL sites will be finally decided with ECREEE. - Improve the overall taxonomy of the site and tagging of contents.
2	CMS	- Upgrade to latest most stable version of the current CMS (Drupal 7.0) and apply all security patch. The consultant(s) may recommend to migrate to another CMS, if proven to be better and more dynamic than the current CMS - Improve overall visual look of the website, use a dynamic and responsive theme, making it full screen width and responsive to mobile devices. - Improve webforms styling, translation and result management interface.
3	Site Optimization and compatibility	- The new sites should be optimized for low bandwidth users and also ensure search engine optimization (SEO), thereby making the websites more visible in popular search engines like Google, Bing, Yahoo etc. - The site must be compatible with the current versions of the major web browsers, including Firefox, Microsoft Edge, Opera and Chrome.

4	Site Translation	Update and improve workflow for content translation into English, French and Portuguese.
5	Front Page	- The front page of the new site must include visibility for content type such as events, procurement, jobs, news, projects/programmes, videos, and full width slideshow for images linking to contents (internal and external to the website). - It should be possible for users to see on the front page, what are the publications or articles that are getting the most attention in a way (trending).
5	Gallery and Social Media	- Improve the media section and integration of photos and videos from internal and external source. - Incorporate best practices for social media integration such as Facebook, Twitter, YouTube, RSS and Google+.
6	Security	- Improve the site security, implementing secured HTTP traffic; spam control mechanism for inputs and other features to detect and resolve website attacks. - Improve user's access management and audit.
7	Document Management	- Improve the document visualisation, management and publishing on ECOWREX site.
8	Event	- Improve the event section - easy management of participants of workshops or conferences (online registration form, export of participant list and others). - Improve event page visual look and visibility of events on the home page. - Create integrated Calendar of events. - Rearrange position and appearance of past and present events. - Improve event registration form and workflow.

9	New webpage Templates for ECREEE's Programmes on- ECREEE website	- Design and develop a program page template for creating and raising awareness about ECREEE's programmes. This template should be visually appealing and give a complete content overview of the project and programme, including those resources related to it, such as events, press release, media and documents. - Improve Project/Programme page visibility on the home page.
10	New Energy Project Page template (ECOWREX website)	- The visual display of the webpage will be user friendly and include all the necessary project information (on the ground projects) as specified by ECREEE, - The template will be fully integrated with tagging functionality.
11	Database	Update database, give advice on improving query response and integration of database with Tableau.
12	Site Navigation	- The websites must include a searchable Sitemap. - Improve the search tool on the website if necessary. - Optimize the amount of menu links.
13	User profile & Access	- Improve management user profile and workflow for user's registration to the website. - Ability to export users to CSV or Excel.
14	Procurement and Job application Module	Create or Improve module/template for capturing input and managing - Tender - Call for proposals - Expression of Interest - Job application (Improve online forms, uploads, export of applications in the excel format).

15	Backend Management	- Upgrade the rich text editor (CKEditor) to the latest version. - Generally improve backend management and bugs. - Control text input formatting, for all text on the website. - Create styles for document (and other resources) visualization on the website. - Improve the bulk file upload and data upload for some defined content type.
16	Email/messaging	Create the Messaging/Emailing feature to allow authorised content administrators to contact users who registered on the website. This feature may be used to facilitate the dissemination of new, events, newsletters etc. The consultant can suggest a/an application(s) that could be integrated to enable this feature.
17	Map Framework http://www.ecowrex.org/mapView/index.php?lang=eng	- Including a new field in the questionnaire that users fill when downloading a geospatial layer, to specify which dataset they are downloading from the map viewer. - Review and improve the style and look of the result area on the MapView, given it a unique style for the entire map. - Implementation of a code review solution for which multiple developers can work on off a main GIT repository (e.g. GitHub) while ensuring easy workflow and tracking all changes made, by whom and when.
18	Interactive Country profile http://www.ecowrex.org/page/country-profiles	- Create an upload and download functionality for quick and easy access to the postgres databases in excel and csv format. - Development of a peer-review tool (like discussion forum) for the community of data contributors for joint review and validation of collated data and documents. - Create Lightbox/Theatres for displaying Infographics, help menu and tutorials on usage of the data portal.

		- Have interlinked dedicated pages for each dashboard on the data portal (the portal was designed using Tableau). Incorporate an analytics tool for tracking user activity on each dashboard of the data portal. - Use script (e.g. JavaScript, R, etc.) to dynamically change content on the Country KPI and the Regional KPI dashboards. - Improve the visual display of the data contribution web forms. Have an autosave functionality that regularly saves user workspace when filling web form for data contribution; the ability to choose what sections of the form to fill on selection basis; JavaScript field validation; and options to include more rows/fields for additional datasets.
19	Subsite	Support in creating a new subsite on ECOWREX to manage information on climate finance. Details will be discussed and agree with ECREEE staff
20	Open Link Data	Consideration should be given to preserving the Open Link data development already on the platform.

The Consultant shall work closely with ECREEE ICT staff to ensure that all developments, templates and functionalities are in line with ECREEE's procedure and processes

1.4. INFORMATION ABOUT THE CURRENT WEBSITES

The multisite www.ecreee.org and www.ecowrex.org is based on the following technologies:

      CMS: Drupal 7.0
      Apache web server 2.4.7
      Postgres: 9.3.9 with Postgis extention: 2.1
      GeoServer: 2.7.2

The subsite to be closed and integrated onto the multisites are:

1. www.ecowgen.ecreee.org: is running on Wordpress version 4.5.9 with the theme "Iconic One Pro v1.4". The database uses MySQL v5.6.

2. www.se4all.ecreee.org: CMS: Drupal 7.0

1.5. Deliverables

This work will be considered complete upon submission and approval of the following deliverables:
1. Administration Manual of the final products, including maintenance guidelines;
2. New improved and operational websites with all functionalities described above accessible via www.ecreee.org for the corporate site and www.ecowrex.org for the energy information site;
3. A development environment created separately from the production sites;
4. Transfer of all user rights and administrative credentials to ECREEE;
5. Final report approved and signed by ECREEE;
6. Source Code;
7. Completed website security and web standards test in collaboration.

1.6. Duration of Project

Expected timeline is 3 months from signing of the contract. Timeline can be reconsidered based on recommendation from the consultant(s).

1.7. Proposal Outline:

Bids shall include a technical and financial proposal.

Technical Part:
a. Description of the suggested execution methodology;
b. Description of the contractor and team;
c. Indicative work plan of activities and schedule of work
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 Financial Part:
a. Budget including Personnel Costs;
b. Other cost such as travel, software etc. if necessary.

1.8. Qualification Requirements and Evaluation Criteria
Profile of Consultant(s) team
1. At least 5 years of experience, of the proposed project team in web design and web development;

2. Proven experience with Drupal and other CMS is required;
3. Track record of project team in implementing similar community websites;
4. Experience developing websites for institutions in the energy sector will be an added advantage;
5. Proficiency in programming languages such as: Javascript, HTML, XHTML, ASP.Net, .Net Framework and XML Web Services, Postgre database and PHP or others.
6. Experience in Web GIS development using open source software such as OpenLayers, Styled Layer Descriptor (SLD) and Geoserver is desirable.

<u>Quality of Services</u>

The final solution should adhere to accessibility and compliance requirements and conform to the W3C web standards.

1.9. Language of Work

The communication between the consultant(s) and ECREEE will be in English. All documentation should be in English. The final websites will be in English and readily translated to French and Portuguese. Old contents already translated should be migrated to the new websites.

1.10. Warranty

The proposal should include a warranty of not less than 90 days (3 months warranty).

1.11. Submission of Proposals

Bidders should submit their technical and financial proposals written in English via email to tender@ecreee.org, on or before 11th August 2017. The email sent as well as the proposals should state the reference number above and a tittle "RESTRUCTURING OF WEBSITSITE". For clarification kindly send an email to jabdulrahman@ecreee.org.