



ToRs
ENRICH PROJECT

CONSULTANT - PORTAL AND DATABASE OF EXPERTS
DEVELOPMENT

1.0. BACKGROUND

1.1 Introduction

ENRICH, Enhancing Energy Accessibility & Efficiency through establishing sustainable Science, Technology and Innovation (STI), support national networks with a regional dimension in East Africa (EA), will promote regional co-operation in the energy and environment sectors in East African countries by establishing three national networks to support STI and a regional portal with a database of experts. This infrastructure will foster regional dialogue among academia, researchers, industries and policy makers, improving the flow of communication between the levels of policy and operation. Managers and researchers will be trained in crucial aspects of innovation management and will replicate these trainings through national support networks. Collaboration and dialogue with policy makers will take place at national (round tables) and regional (supranational conferences) level.

The initiative has been drawn from the energy deficit and energy poverty, price volatility and energy security in Eastern Africa. Restricted access to energy resources is hampering the East African region from sustainable development. Despite the energy emergency in the region, support from research institutes and academia is inadequate to address this situation. However, at the policy level, various countries have stressed the importance of energy access and quality research and innovations. Unfortunately, there is a mismatch between policies, political decisions and societal needs.

Enrich will promote quality science, technology and innovation (STI) support services in Kenya, Tanzania and Uganda, and strengthen co-operation links in the energy sector at national and regional level among academia, researchers, industries and policy makers.

This project will run for 3 years, co-financed by the European Commission through the ACP ST program.

1.2 Objectives

- To promote a STI support culture within 3 EA countries by improving the quality of STI support services and its co-ordination with relevant stakeholders.
- To create 3 STI support national networks with a specific focus on energy access and efficiency
- Identified strengths and weaknesses of STI activities in the 3 EA countries through the comparative analysis & a study visit
- Improved quality of STI support, and enhanced staff skills and capacity through targeted trainings & replication through national workshops
- Enhanced and stimulated potential co-operation through the creation of 3 STI Support National Networks
- Dialogue with policy makers & enhanced Network visibility
- Enhanced public awareness

2. System Requirements

2.1 Minimum System Requirements

The portal will be web based and interactive platform for information and resource exchange for the EA region. The Portal will manage a database of experts for the EA region; accelerate sharing of regional policies as well as successful stories on how good STI support encourages collaboration and innovation in the energy sector. The service of the Portal targets at the regional STI development, provide handful information and boost the regional STI co-operation.

The ENRICH Project Portal includes the following functionalities:

- A big capacity database of experts
- Support four (4) separate portals, one main portal and three (3) other web portals/pages for each one of the three institutions member of Enrich.
- A database that categorizes all names based on profession, CVs and areas of expertise

- The Portal will carry important national & regional policy for STI acts and successful real life case studies
- Carry important national & regional policy for STI acts and successful real life case studies and stories in form of a blog, where people will be allowed to share their views, best practices and experiences with other members of the community.
- Support for modern, easy to use interface
- Accessibility through a web browser by simply typing the URL on the browser
- Content management system(CMS); The purpose of a Content Management System (CMS) is to provide web portal owners with a tool that will allow them to be in full control of their Portal and update it whenever required from any computer connected to the Internet
- User login in/out and users management
- Document Management of complete document life cycle, with provision of access control : Administrator and user-level access
- Document storage for individuals, groups and projects
- Implement a tracking application to produce user defined site log reports to measure web visitor behavior and improve web site performance and availability;
- Rule based document workflow for collaboration, review, approval and publishing
- Newsletters, Media coverage, press release
- Analytics including GIS related data

2.2 Software Architecture.

The Portal should be developed on an Open Source CMS platform, like Drupal. The Host Server will run on the widely used Apache web server – the leading web server world-wide. In terms of application coding, PHP and JavaScript would be used for coding the site with the MySQL database at the core.

3. Scope

3.1 Scope of work

The consultant will be required to:

- Collect and assess the needs of ENRICH Database and Web Portal
- Develop requirement specifications for the ENRICH Database and Web Portal
- Develop customization strategy identifying requirements for functionality improvement, new functionality integration, Plugin or API integration for the portal platform
- Ensuring professional Web site design for the portal platforms
- Apply the ENRICH project logos, new graphic designs and brand identity to all the web pages and forms
- Develop and maintain a state-of-the-art look and feel for the portal platform
- Provide support in exporting/importing the content to the database and portal platform in line with the requirements
- Apply best practices for going online or implementing an open access model
- Integrate Search Engine Optimization (SEO) and APIs or plugins providing analytics including social media real-world experiences, GIS etc.
- Integrate collaborative API (Google Apps, Facebook, twitter etc.); Built-in collaborative publishing features foster engagement and encourage content-driven collaboration.
- Provide capacity building and training for ENRICH experts, technical Staffs

3.2 DELIVERABLES AND EXPECTED OUTCOMES

- ENRICH Database and Web portal needs collected and assessed
- Requirement specifications for ENRICH Database and Web portal developed
- ENRICH Web portal customization strategy developed
- ENRICH Web portal and database developed in line with the requirements
- A state-of-the-art look and feel for the ENRICH Web portal developed and in line with ENRICH brand identity and marketing strategy
- ENRICH Web portal feature for exporting/importing the content developed
- CMS for administrative access control and tested
- Capacity building and training for ENRICH experts, technical Staffs provided
- New plugins and tools that implement new functionalities installed and integrate

4. Baseline Project Plan

This is the proposed project plan for the development and implementation of the Portal, the system will take two months to set up. Project design and development will take one and half months, the rest of the time will be for testing and installation of the project to a production server.

Task	Duration(Days)	Start	Finish	Predecessors	Resource
Initiation/Kickoff	1				
Needs Analysis	5				
Requirements Definition	7				
Functionality Requirements	4				
Operational Requirements	3				
Systems Design	19				
Development	15				
Testing	4				
Implementation	7				
System Implementation	5				
Testing	2				
Training	5				
Operation and Maintenance	Ongoing				

5. Documentation

The following documentation will be produced during the period of this project:

- Project briefing document
- Project plan
- ENRICH Database Portal website
- Minutes of management and steering committee meetings
- Analysis of user requirements
- Training plan
- User Guides and Manuals
- Post project review document