

**TERMS OF REFERENCE**

**Consultant to Upgrade/Revamp the Design of The Women's Coalition of Zimbabwe Website**

**About WCoZ**

Women's Coalition of Zimbabwe (WCoZ) is a network of women's rights champions and women’s rights organisations in Zimbabwe with national structures established in 1999. WCOZ brings women from diverse backgrounds to advocate for the attainment and enjoyment of their rights and ensure that the women and girls empowerment agenda remains central to the national agenda.

**Background of the consultancy**

The WCOZ is working on an intervention which seeks to enhance the organisation's digital visibility, branding and communication, in order to suit the new thrust that the organisation is taking as it embarks on its growth exercise. This includes upgrading the organisation's website in order to meet WCoZ coordination role and constituency needs. In this vein WCOZ seeks to upgrade its current website and social media sites to make them more interactive, informative and educational on the work of the Coalition as well as its member organisations.

**Tasks under consultancy**

The consultant will be expected to develop/redesign the organisational website in consultation with the National Coordinator and under supervision from the Programs team.

The consultant shall:

* Develop/redesign the WCoZ website to a modern site that is easily accessible and shows the diversity of women and their voices.
* To ensure the new improved website and social media sites are interactive, informative and educative on the work that the Coalition does.

**Deliverables**

The Consultancy will be responsible for the following deliverables:

* Develop framework for the redesigned website.
* Develop a dummy website incorporating all stakeholder contributions.
* Conducting a demo-exercise on the upgraded website.

**Duration**

This is 15 Days Consultancy.

**Expected Qualifications, Eexperience of the Consultant**

* A Bachelor's degree in Computer Science, Information Technology, Web Design, Graphics Design or a related field
* Minimum 5 years relevant work experience in web designing and upgrading Knowledge.
* Proficiency in graphic design software including Adobe Photoshop, Adobe Illustrator, and other visual design tools.
* Proficiency in front-end development web programming languages such as HTML and CSS, JQuery, and JavaScript. Demonstrated list of at least two complimentary or similar projects delivered in the past 5 years.

**Bid Format**

* The EOI must detail the Consultant's understanding of the Scope of Work, and should detail work-plan, including dates for when specific tasks will be done. The EOI should also include a detailed budget, indicating a breakdown of all costs for conducting this work such as consultancy daily rate. The EOI must not exceed five pages.
* Cover letter summarizing the applicant's skills and experience relevant to conducting the outlined SOW. Detailed C.V(s)/resume(s), with names of three referees and their contact details (email and phone)
* At least 2 recent samples similar to that called for in this SOW for which the applicant was a lead developer.
* The complete bidding proposal documents should be submitted to [wcozprocurement@gmail.com](mailto:wcozprocurement@gmail.com) copying [coalitionzw@gmail.com](mailto:coalitionzw@gmail.com) by **24th June 2024** clearly marked **PROPOSAL FOR DEVELOPMENT/REDESIGN OF WCOZ WEBSITE.**