

**TERMS OF REFERENCE FOR THE ICT SUPPORT TO THE ONLINE RESOURCE HUB**

**BACKGROUND**

Sense International Uganda (SIU) was established in 2005 and registered as a local NGO in 2008. SIU is part of Sense International, a UK registered Non-Government global organization that supports people with deafblindness and multi-sensory impairments (MSI) across a range of often resource poor countries, including; India, Bangladesh, Kenya, Uganda, Tanzania, Peru, Nepal and Romania. Children with deafblindness in Uganda desperately need to receive education and healthcare. Without this, many will lead short, lonely lives. By working with a variety of partners, we can support people with deafblindness/MSI and their families to communicate, learn skills for activities of daily living, as well as receive an education and vocational training – to thrive. SIU is looking for a consultant to design and launch the resource hub under the “Inclusive Education Project” in Masaka. This is a 36 months project that seeks to improve the communication and learning opportunities for children with deafblindness / multi-sensory impairments (MSI)for them to be in a better position to voice their needs by themselves with the aim of living independent lives.

SIU in its efforts to support Children and Young people with deafblindness/MSI is in the process of developing and collecting a variety of resources to provide information, guidance and knowledge to different stakeholders on how to best support those living with complex disabilities. Within the “Inclusive Education” project we aim to develop an online resource center to make these resources available and accessible for all.

SIU are recruiting an ICT support consultant to design and launch an online resource hub to facilitate the sharing of resource materials to a variety of stakeholders.

**AIMS AND OBJECTIVES OF THE RESOURCE HUB**

1. To provide knowledge and skills on supporting learners with deafblindness/MSI to the parents, teachers and other stakeholders.
2. To promote awareness of the needs and opportunities of the Children and young people with deafblindness/MSI.

The online platform should include the following;

* To track the number of site visits, potentially who is visiting and to know what they are visiting the site for/how they are using the site.
* To be run by an administrator (SIU Staff) who will be in position to approve any information to be uploaded online.
* Store uploaded content for access by parents, teachers and other stakeholders. They should as well be able to download the content.
* As the online resource platform will be available for all to use, the content should be presented in an accessible way and should be available on both desktop and mobile phone devices and easily accessible by all with limited data costs.
* The platform must require minimum maintenance and user friendly to enable other SIU staff to utilize it.
* The Online Resource Platform will also need to be integrated with the Sense International Website and Sense International Knowledge Hub .

**KEY DELIVERABLES EXPECTED FROM THE CONSULTANT**

* Carry out consultation with the anticipated users of the online platform to gather feedback and ideas.
* To develop the online resource center at SIU so that the resources are available for all to access. This includes ensuring the proper running of the platform and updating the platform to support its functioning where needed.
* Plan and budget to address glitches and provide on-going maintenance support.
* Design and launch an online platform for SI Uganda.
* Come up with a training manual for staff/guidelines on how to use the online platform.
* Ensuring data security and integrity through eliminating risks that may arise.
* Carry out software updates and upgrades where needed.
* Recommending cost effective ICT procedures.
* Linking the platform to the global website and ensure it fits in line with the Sense International branding.

**FINANCIAL ARRANGEMENTS**

The consultant will be paid UGX 150,000 Per Day for the first 20 days (The timeline for the actual development of the platform) and thereafter UGX 50,000 whenever there is need for his support to the Platform.

**SAFEGUARDING**

Sense International Uganda has a zero-tolerance approach to bullying, harassment, violence, exploitation and abuse. Sense International Uganda

It requires the successful candidate to comply with its Child and Vulnerable Adult Policy and Procedure and to sign its Child and Vulnerable Adult Protection Code of Conduct.

**Criteria for selection**•

• Excellent ICT skills specifically website development

* Experience in developing similar online platforms (For NGOS and/or supporting materials for sensory impairment)
* Evidence of prior development of online platforms
* Value for money
* Quality and clarity of proposal

• Excellent writing, communication and analytical skills.

• Fluency in English.

**INFORMATION REQUIREMENTS FOR SUBMITTING THE EXPRESSION OF INTEREST**

If you are interested in applying to undertake this consultancy opportunity, we look forward to hearing from you and receiving your Expression of Interest. Please e-mail the following documents to: [info@senseintuganda.org](mailto:info@senseintuganda.org) not later than 14th May, 2021.

* An up-to-date CV - not more than 4 pages (including the details of 2 professional references).
* A 1-page proposal outlining activities and timelines for the assignment, including prototype, user testing, feedback and modification and you/the team’s technical skills and specialties. The proposal should adhere to the scope of work listed above.
* An detailed budget breakdown for all costs involved.
* At least one example or evidence of online learning platform produced by you/the team.

Please, clearly label the application ‘Expression of Interest Consultant to design and launch the resource hub the e-mail subject heading.

Attn: Country Director

Sense International Uganda

POINT OF CONTACT

For any questions regarding this consultancy, please contact Programme Manager of Sense International Uganda, Edward Otim, on [edward.otim@senseintuganda.org](mailto:edward.otim@senseintuganda.org).