ACTED – CIVIL INITIATIVES LIBYA

TERMS OF REFERENCE (TOR)

**ON LINE PLATFORM FOR KNOWLEDGE SHARING AMONG LIBYAN CIVIL
SOCIETY ORGANIZATIONS**

I.	SUPPORT TO CSO'S (CIVIL SOCIETY ORGANIZATIONS) IN THE LIBYAN MUNICIPALITIES
Background	The present project will aim in particular at assisting civil society actors operating in the target municipalities to build their capacities and support the development of community-stabilization projects. Thus, the overall objective of the present action is to empower civil society actors in small and medium-sized municipalities on the migration routes in Libya so they are able to actively participate in local economic and social development efforts. The specific objective is to build the capacities of CSOs located on the targeted municipalities to enhance the impact of their work and better collaborate with LAs to address local needs and promote the inclusion of vulnerable groups in local development efforts

Interventions within the framework of this project will be implemented over the period of 2 calendar years and 4 months (28 months) starting on 01/11/2017 and ending on 28/02/2020.

Specific Objective: To support CSO's (civil society organizations) in Libyan Municipalities.

Area of Intervention: Janzour, Zintan, Sharqya, Wadi Bawanees, Ghadames, Janzour, Garaboulli, Al Andalus, Emsallata, Zliten, Tarhouni, Jado, Jufra, Shwerif, Idri Shati |
Objectives	The website development agency is a local Libyan consultant providing its service to ACTED for the designing and maintenance of an online platform aiming at facilitating knowledge sharing and cooperation among civil society organizations operating in the target municipalities.
Scope of the work	Design and maintain an online platform for maximizing cooperation and knowledge sharing among CSOs in the target municipalities. The online platform must be accessible to CSOs operating in all the target municipalities for knowledge sharing according to the requirements specified in the key deliverables.

Key deliverables	1. **Domain name and registration** until 28 February 2020
	
	2. **Website hosting with SSL or security certificate and automated backup and restoration services** until 28 February 2020
	
	3. **Website development**
	   Platform layout
	   • Landing page with search engine and consolidated data from other sections
	   • CSO Section – standardized profiles of CSO's that allows categorization and includes a search engine
	   • CSO Forum – For CSOs participating in ACTED's/GIZ project and to all CSOs interested in using the platform. The Forum discussion section will be divided in sub/groups according to the following thematic areas: migration, gender, education, youth, inclusion of people with disabilities, displacement, socio-economic development, peace building, protection and human rights
	   • News section – posting of events and initiative carried out by the CSO's

- Opportunities section – posting of calls, job opportunities, internships divided by region and intervention theme
- Agenda section - posting of the upcoming events and initiatives organized by the CSO's
- Project section – posting of ongoing projects implemented by the CSO's
- About section – presentation of platform, functionalities and information on partners and donors.

Platform functionalities

- The platform should be available in English and Arabic.
- Should allow the registration and log in of users (CSO's)
- Ability to interact/ publish different content including video, audio, other social media content etc.
- Export functionality to Facebook, Twitter, and other social media platforms
- Accessibility of the platform through different browsers/equipment (android, iphone, smartphones, laptop)
- Email services
- Mobile app for accessing the platform

4. **Website Maintenance**

- Guarantee the functionality of the platform 24/7 until 28 February 2020
- Manage the publishing of content, news/ job opportunities, updates profiles of CSO etc. upon submission of materials by the CSO
  - Service level agreement – the supplier must publish/update upon request within 24 hours
- Any other punctual intervention requested by ACTED and its implementing partners for the improvement of the platform.
  - Service level agreement – the supplier must provide a technical solution within 5 working days.

5. **Web hosting after the end of contract.**
   At the end of the contract (28/02/2020) the server will be moved to another one indicated by ACTED or the provider will keep the portal life and give access to ACTED to the host and the monthly back up.

6. Training CSOs
- Provide to 45 CSOs 1 day training on the usage of the platform and social media according to the following geographical division:
  - Greater Tripoli area/West (Hay Handalus, Garaboulli, Janzour, Tarhouna, Zliten, Msallata)
  - Nefusa Montain/centre (Nalut, Jado, Zintan)
  - South (Sharqyia, Wadi Bawanees, Idri Shati, Jufra, Shwerif, Ghadames)

Timeframe	5 weeks for the design and development of the platform 6 weeks for the delivery of the trainings
Location	The web platform must be accessible in all region of Libya (West, East and South)
Requirements	Essential: - Proven experience in website development and maintenance

	• Experience with NGOs/CSOs in Libya (national and international).
	• Area of coverage: West, East and South of Libya
	Contracted consultancy is required to sign a Declaration of Impartiality and Confidentiality, including details of any relations to any Libyan CSO. Infringement of this Declaration, as well as false statements in the Declaration, invalidate the contract between the Consultancy and ACTED-CIL.