Terms of Reference
CIVIC 2 web platform design
4 July 2008

Background

The Caribbean ICT Virtual Community (CIVIC) was established in November 2002 with the support of Institute for Connectivity in the Americas (ICA) as an outcome of the Caribbean ICT Roundtable held in Barbados, October 2002. The meeting brought together stakeholders from the region representing the public and private sector as well as NGO's and academics that had an interest in promoting the use of ICTs in the region. The discussions which started prior to the event were carried forward following the event and culminated in the establishment of CIVIC, which initially was comprised of participants of the workshop, but quickly opened up to all active ICT stakeholders in the Caribbean intent on sharing information and knowledge on ICT for development issues affecting the region.

The common description of CIVIC is a "virtual forum of Caribbean ICT stakeholders and a venue for sharing information, holding discussions, networking and linking ideas, actors, projects or initiatives on ICTs and development in the Caribbean". The aims and objectives soon became articulated in a Charter[1] which was discussed and agreed to by the then existing members (January 2003). The objectives of the organisation continue to be "To contribute in the building of a common vision/perspective on ICTs, and to promote Caribbean strategy and/or regional Caribbean-wide actions."

Until now, CIVIC has been using a mailing list for its communications, networking and collaborative work, sometimes using wikis to jointly develop documents and position papers. The mailing list is complemented by a resources section accessible only to members.

A survey on CIVIC carried out in 2006 by the CARISNET Consortium showed that the majority of members believe that having more advanced tools is desirable in order to enhance CIVIC's action capacity and impact. Most believe that CIVIC should have a community web site and tools suited to their taste and using the latest standards of usability and functionalities.

Hence, the CARISNET Consortium, with funding from IDRC and with a mandate from CIVIC members, is willing to recruit a web developer, the "Consultant" to conceive, develop and implement a new CIVIC web platform, commonly called "the CIVIC 2 web platform".

Prerequisites of the Consultant

- The Consultant should demonstrate the ability to develop a social networking and community site under tight deadlines and be able to customize existing solutions;

- The Consultant should have extensive experience on the Drupal Content Management System, particularly in the development and/or customization of Drupal modules and themes, and on the MySQL database;

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[1]   http://carisnet.org/civic

- The Consultant should be available for a full time contract from July 2008 to October 2008;

Objectives of the consultancy

- Provide an improved environment and more advanced tools to allow CIVIC members to better interact, share resources, work collaboratively on projects and documents;

- Provide an online "home" for the CIVIC community which provides an identity to the network and allows others to learn about its purpose and activities;

- Provide tools to better manage activities conducted by CIVIC members:

  - internal (as governance mechanisms, working groups, sub-networks, knowledge sharing and creation, collaborative project development)

  - external (advocacy actions, promotion, outreach activities, fundraising and brokering, etc.)

- Provide a knowledge base and resource repository for practitioners, academics, donors, research, businesses, development workers, agencies and multilateral organizations, policymakersI in ICT for Development (ICT4D). A one stop destination for information and data on ICT4D in the Caribbean

Responsibilities of the Consultant

The Consultant will have to conceive, develop and implement the CIVIC 2 web platform in accordance with the specifications defined in the "Specifications of the CIVIC 2 web platform" document, and the "System Requirement Specifications (SYRS)" document. As a guideline:

- Implement the organizational and navigation structure of the web site in accordance with the specifications;

- Provide a visual interface that suits the Caribbean identity, the cultural and language diversity of the region;

- Suggest solutions to the different problems to be resolved and constraints identified;

- Provide proper documentation for the system in general and its various subcomponents;

- Enable the site in English, French and Spanish

Follow-up structure

The Consultant will work closely with a steering committee comprised of volunteer CIVIC members that will provide feedback and act as interface between the Consultant and the broader CIVIC constituency. This steering committee will be coordinated by a representative of the CARISNET Consortium who will

make sure that the steering committee speaks as one voice and fuels the Developer with feedback on which there is consensus.

Responsibilities of the steering committee

- The steering committee will be responsible for overseeing the progress of the development, make sure deadlines are met and assert the impact of delays on the overall success of the project;

- The steering committee, through its Coordinator, will provide the Consultant with all information necessary for the development of the web site, as well as documents about CIVIC itself, its Charter, business processes and governance processes;

- The steering committee will conduct User Acceptance Testing to assert the usability of the site and debugging; and inform the consultant though the coordinator on corrections to be made, if any;

Deliverables

- The Consultant will deliver a functional web platform, with proper protection of members only space, along with proper documentation (Design Specifications, Test Plan and Test Results) and the source code of all the development work done;

- The Consultant will make an official presentation to CIVIC members at the next CIVIC 2 meeting which will be held sometime in October in the Dominican Republic;

- The Consultant will provide 15 days of ongoing support after the official launch of the web site;

Timeline

- August 1   : Prototype version and proposed design

- September 1   : Functional Beta version, test plan, test results and updated design

- October 1   : Final version, updated test plan, test results and final design

Budget

The CARISNET Consortium has a budget of US$5000 for the work which will be disbursed as so:

- 30% at the beginning of the contract

- 40% at the submission of the beta version and approval of the steering committee

- 30% at the end of the contract and approval of the steering committee