

Terms of Reference PRF Website Update

I. PRF Back ground

The Poverty reduction Fund (PRF) was established in May 2002 under the guidance of the Government of Lao PDR and is currently in its third phase (2016-2020). The PRF project's main role is to help the local Government and the communities in the poorest, most remote districts of the country to work together and to improve the lives of hundreds of thousands of poor people in isolated and poor rural villages

The PRF is governed by the PRF Board which is chaired by the Minister to the Government Office and consists of the Vice Ministers of the Ministry of Finance and the Ministry of Planning and Investment, representatives of all other ministries and provincial vice-governors where the PRF operates.

The PRF uses a Community Driven Development (CDD) approach, whereby communities themselves decide on how resources are allocated, manage sub-project funds, and implement sub-projects. Extensive facilitation and training is provided through the Program to ensure that all community members, including women and members of different ethnic groups, participate in the decision-making process and benefit from the Program.

With a budget of over US\$ 180 million (US\$ 54 million for PRFIII), PRF has been one of Lao PDR's largest multi-sectorial programs focused on rural poverty reduction.

The PRF II is designed around six core principles that provide the basis for program implementation: Simplicity, Community Participation and Sustainability, Transparency and Accountability, Wise Investment, Social Inclusion and Gender Equality and Siding with the Poor.

The project development objective (PDO) is to improve access to basic services for the Project's targeted poor communities. The PDO would be achieved through inclusive community and local development processes with emphasis on ensuring sustainability. The project consists of four components: (1) Community Development Sub-grants; (2) Local and Community Development Capacity Building, (3) Project Management; (4) Nutrition Enhancing Livelihood Development.

Base on the CDD approach, the Information Education Communication tools are crucial to support the project's objectives and more particularly the capacity building aspects as well as sharing with a large audience (Government and the other rural development donors and projects) projects information on the approach, processes, procedures, guidelines, maps, and other outputs and outcomes, etc). However, one of the key communication tools, the PRF website architecture and contents need to be improved and updated. The IEC team and PRF staff are still lack of knowledge on managing and regularly updating the web-site maintenance and content update. For this reason, the PRF is looking for a Website consultant to assist the IEC team.

II. Objectives

The objective of the consultancy is to assess the specific needs and required functionality of the project web site as a reference, display and communication tool for the project and to revise the current PRF website architecture and update the contents of the current PRF website based on PRF III latest information available and build the PRF staff capacity at central level on website maintenance and content update (reports, Village Development Plan, articles, etc.).

III. Scope of service

- Assess the current PRF website structure and more specifically the ease of accessibility, user-friendliness, contents, ease of maintenance / update; etc.;
- Make proposal addressing the needs and required functionality of the web site to improve the current PRF website structure based on gaps and weaknesses identified, and improve the PRF website structure and contents accordingly;
- Make recommendations for backup / restore plan ;
- Train the PRF staff (one representative per section and the IT officer or around 5 people) on the following fields:
 - Knowledge of how to improve the existing web-site based on the Drupal Programming manual;
 - Knowledge on website maintenance and content update.
- Assist the Project to integrate in the website maps including geo-reference of the sub-projects and with related information including the community and the sub-projects supported by the PRF;
- Assist the Project to develop the process and procedure to ensure the website is regularly updated

The training will be divided in to two different parts. The first part of the training will focus on building PRF staff capacity to regularly update of the PRF information displayed on the PRF website. This training will include 5 people (one representative per division). The second training will focus on the basic knowledge in order to change the architecture of the website focus mainly on how to create / delete layers to the current PRF website architecture and be able to manage basic change to the PRF website pages. This second training will be organized only for the IT officer.

IV. Tentative schedule

The consultancy is expected to take place over a period of 15 days, starting in January 2018.

V. Methodology

The consultant will proceed according to the following steps:

- Brief by the PRF team about the PRF project and the current PRF website;
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- Development of several alternatives for discussion amongst PRF staff, of a revamped website;
- Refinement of architecture and design following inputs from staff;
- Improvement of the PRF website architecture and update of the contents;
- Assessment of existing PRF skills based on a pre-course test of all training participants.
- Development of a training Plan, curriculum and training contents to the PRF staff for discussion and approval;
- Deliver a package of training materials following the consultant assignment;
- Evaluation of the PRF staff capacity;
- Preparation of a training report ;
- Update the “management /maintenance website manual” based on changed approved.

VI. Deliverables

The consultant is expected to deliver the following:

- A training report that will include the training agenda, curriculum, number of participants, and assessment of the PRF staff capacity before and after the training;
- An updated “management /maintenance website manual” following on the improvement made to the PRF website and the PRF staff capacity;
- An upgraded website with revised architecture and the latest information updated at the end of the consultant assignment.

VII. Qualifications

- Extensive experience developing, managing and troubleshooting websites, especially those with interactive features, Master’s Degree or equivalent on IT and website design programs will be;
 - Minimum 3-5 years’ experience in website design program;
 - Excellent knowledge of relevant website design programs, database system design, and graphic design;
 - Experience in training on website maintenance and content update;
 - Ability to grasp ideas quickly, think creatively, take initiative and develop innovative ways to express information;
 - Extensive experience in layout and design / presentation of information;
 - Knowledge of development issues is an asset;
 - Fluent in Lao and English language.
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