

THE RINGO PROJECT



DECOLONISING ADVISORY COMMUNITY

CALL FOR CONSULTANT: WEBSITE DEVELOPER

About WACSI

The West Africa Civil Society Institute (WACSI) was established in 2005 and became operational in 2007 with the purpose of strengthening the capacity of civil society in West Africa. Over the years, WACSI has built a track record as a prime capacity enabler, convener, thought leader and influencer within the civil society sector in West Africa. WACSI seeks to respond to trends and emerging realities in the civil society space in West Africa, especially with regards to the changing dynamics in the political, social, economic, and natural resource governance mechanisms in the region, and the increasing call on civil society to be the voice of reason, influence, and change.

The RINGO Project

The RINGO Project was launched in 2020 as a systems change project to ‘re-imagine the international non-governmental organisation (INGO)’ sector. Together, WACSI, Reos Partners and independent consultants with deep experience in the sector convened a social lab of 55 (grown to 95) individuals to challenge the purpose, structures, and position of INGOS’ dominant place in civil society. In the last two years, we collectively identified key barriers in the system to achieving change as well as opportunities for shifting power through decolonisation and launched a series of prototypes to transform INGOS and the systems in which they function. One of such prototypes is the decolonising advisory community.

The Decolonising Advisory Community prototype

The decolonising advisory community prototype is hosted by WACSI in collaboration with the prototype idea carrier and the RINGO social lab members. The prototype seeks to respond to the structural barrier in the INGO system on: How might we disrupt colonial/traditional perceptions of capacity, knowledge, and expertise, rather than perpetuating the narrative of the north doing capacity building 'to' southern civil society?

Through this prototype, we are seeking to create a community of advisors with experience and knowledge in decolonisation to provide capacity support to organisations including INGOs from the global north demanding support on how to decolonise.

The objectives of the platform are:

- To create an online collaborative platform made up of activists and advisors from the global south willing and able to offer their services to INGOs wishing to decolonise their practices.
- To provide spaces to identify and support a network of global south practitioners to provide high-quality advice to INGOs through capacity strengthening programmes, knowledge sharing and community of practice.

About this Call

We are seeking a partnership with a developer proficient in HTML, CSS, JavaScript and PHP to join the WACSI team to develop an online platform that can respond to the objectives and the needs of the prototype.

Expected Deliverables

- Present a proposed plan for the implementation.
- Develop a wire frame and prototype for the backend of the website based on the frontend prototype of the platform.
- Develop a basic user-guide and troubleshooting guidelines for the platform.
- Advise and provide a hosting platform that is reliable and has strong security setups/controls.
- Train a minimum of three (3) WACSI staff on how to manage the new platform.
- Support with the management of the platform for an extended period post-launch of the platform.

Key Features of the platform

The platform is expected to have four main features: the advisor, service users, resource and community pages.

- **Advisor page:** To host individual or organisational accounts of the advisors on the platform which includes their profile information, portfolio, ratings, feedback and comments from other users of the platform.
- **Service users page:** To host individual and organisations' accounts of service users on the platform which includes their profile information, portfolio, ratings, feedback and comments from other users of the platform.
- **Resource page:** To host documents, video-links, recordings, images or any other knowledge resources to facilitate cross-sharing and learning among users on the platform.
- **Community page:** To host live /offline conversations among members on the platform. Should be designed in anticipation of hosting virtual meetings or webinars for learning and sharing in the long term.

Functions of the platform

There are three main users of the platform: advisors, users and system administrators.

Advisors should be able to:

- Register on the platform.
- Complete profile details
- Access the resource and community pages and share resources, post and chat on the pages.
- Receive alerts of service proposals.
- Review received service proposals.
- Accept/decline/recommend service proposals.
- Provide reviews and rate service users.

Service users should be able to:

- Register on the platform.
- Complete profile details
- Access the resource and community pages and share resources, post and chat on the pages.
- Search for available experts on the platform
- Send request for advisory support to select experts
- Make payment.
- Provide reviews and rate service users.

System administrators should be able to:

- Moderate content (providing checks to ensure only authorised content is made public)
- Monitor the general performance of the platform

Website Architecture

The selected service provider will guide the project team through a discussion of its needs in order to build the site's architecture. The expectations on features, capabilities and general layout will include but are not limited to the following:

- a. Interactive, user-friendly, mobile friendly and responsive design.
- b. A design that is accessible across most popular browsers and is testable with validation tools.
- c. A design that allows regular improvements on look and features.
- d. The website build-up platform should be dynamic and allow information to be easily updated without specialised web development skills.
- e. Ability to incorporate all the project's social media platforms (Facebook, Twitter, YouTube, etc.) with live update options.
- f. Integrate an effective search function.
- g. Social bookmarking that allows users to organise their favorite content and share on their social media accounts through social media shortcuts.
- h. Search Engine Optimisation (SEO) and ability to work well with search engines.
- i. Incorporate Google analytics.
- j. A personalised e-newsletter function with email and text blasting options.

Platform language

The website will be in English.

Other languages might be integrated in the future as deemed necessary.

Technical Skills and Expertise

Consultant's Profile:

- a. A solid understanding of project website development
- b. Adequate knowledge and at least five years of progressive experience with web design proven through a portfolio of references.
- c. A solid understanding of user experience, user-interface design principles, and

conceptual design

- d. Expert knowledge of PHP, HTML, Java script and CSS
- e. Expertise in Adobe Photoshop, illustrator, in-design and dream weaver
- f. Excellent attention to detail
- g. Experience developing interactive websites that allow user engagement.
- h. Experience developing websites for large non-profit organisations.

How to apply:

- a. Submit an expression of interest (EoI) and CV detailing why you believe you are most suitable for this role.
- b. A quotation (All Ghana Tax laws are applicable)
- c. A portfolio of previous and similar work done in the last 2 years
- d. A letter of reference from immediate past projects
- e. At least two contact details of professional referees

The application deadline is **28 April 2023**

Applications should be submitted to nkusi@wacsi.org and copy mlum@wacsi.org and jcfomunjong@wacsi.org