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Terms of Reference | DataFest Africa Website Developer

Introduction

DataFest Africa is an annual event that celebrates the use of data in Africa, bringing together diverse stakeholders such as government, civil society, academics, students, and private industry experts. Since 2019, Pollicy, a pan-African research and policy advocacy organisation, has been organising DataFest Africa. The event has since transformed from a Kampala edition (DataFest Kampala) to an African regional edition (DataFest Africa), bringing together data enthusiasts, civil society organisations, government, the private sector, and more to discuss trends in data across the continent.

Objective

This project aims to design and develop a new website for DataFest Africa 2023 that is visually appealing, user-friendly, and accessible to a diverse range of users. The website should be designed to promote the event effectively, provide attendees with relevant information, and enable easy registration and participation.

Responsibilities

The selected web developer will be responsible for:

- Designing and developing a website for DataFest Africa 2023 in accordance with the event's branding and design guidelines.
- Ensuring that the website is optimised for speed and performance.
- Ensuring that the website is responsive and compatible with all modern browsers and devices.
- Creating and integrating a registration system for attendees and presenters.
- Creating and integrating a system for uploading and sharing event materials such as presentations, videos, and photos.
- Providing ongoing technical support and maintenance for the website after launch.

Requirements

- Experience in designing and developing websites, with a strong portfolio of past similar projects.
- Expertise in web development technologies such as HTML, CSS, JavaScript, and PHP.
- Experience with content management systems such as WordPress.
- Experience with registration and proposal submission systems.
- Knowledge of best practices for website security and accessibility.
- Ability to work collaboratively with event organisers, designers, and other stakeholders to ensure the website meets the event's needs and goals.
- Excellent communication skills and ability to meet deadlines.

Deliverables

A fully functional and responsive website for DataFest Africa 2023, including registration and submission systems.

A detailed user manual that outlines how to use and manage the website.

Ongoing technical support and maintenance for the website after launch.

Timeline

The web developer will be expected to complete the project within a period of four months (one month dedicated to the development and three months dedicated to ongoing technical support).

The project timeline will be as follows:

- Week 1-2: Design and development of website layout and structure.
- Week 3-4: Development and integration of registration and submission systems.
- Development and integration of event material sharing system.
- Testing and quality assurance of the website.
- Delivery of the final product and user manual.
- Ongoing technical support and maintenance for the website after launch.

Budget

The budget for this project is TBD and will be agreed upon based on the selected web developer's experience and proposed project plan. The selected web developer will be required to provide a detailed project proposal and cost estimate before the start of the project.

How to apply

Interested individuals or companies can send in their proposals, budget and past portfolios to info@pollicy.org by or before March 30th 5:00pm EAT.

Email subject: [Applicant's Name] DFA Web Developer