

## Terms of Reference (ToR) for Website Developer

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**Position:** Website Developer

**Reports to:** Pollicy Project Lead

**Duration:** Project-based (aligned to Pollicy timeline 2 - 4 months)

**Deliverables:** Fully functional Pollicy website

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### Background

Pollicy Data Institute Limited is a Pan-African, feminist organisation working at the intersection of data, technology, and design to advance inclusive and equitable digital ecosystems.

As part of its strategic growth and visibility efforts, Pollicy seeks to develop a robust, dynamic, and future-proof website that reflects its mission, showcases its work, and strengthens engagement with diverse stakeholders across Africa and beyond.

The website will serve as Pollicy's primary digital platform for communicating its identity, amplifying its impact, and supporting research dissemination, partnerships, and community engagement.

### Purpose of the Assignment

The Website Developer will design, develop, deploy, and maintain a secure, scalable, and user-friendly Pollicy website that:

- Clearly communicates Pollicy's mission, values, and areas of work
- Showcases programmes, research, insights, and impact
- Strengthens engagement with partners, funders, and communities
- Provides a central repository for organisational content and resources
- Reflects Pollicy's feminist, Pan-African, and inclusive design principles
- Is adaptable for future growth, campaigns, and digital initiatives

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### Pollicy Data Institute

**Kampala Office:**

🏠 Plot 7, Kulubya Close, Bugolobi

🌐 [www.pollicy.org](http://www.pollicy.org)  
✉ [info@pollicy.org](mailto:info@pollicy.org)  
☎ +256 708 310 397  
☎ +256 760 193 143

## Scope of Work

### A. Website Design & Development

- Design a modern, responsive, mobile-first website aligned with Pollicy branding.
- Develop UX/UI wireframes and interactive prototypes for approval.
- Build a scalable and flexible website architecture including (but not limited to):
  - Home
  - About Pollicy
  - Programmes / Work Areas
  - Research & Insights
  - Publications / Resources
  - News / Blog
  - Careers / Opportunities
  - Partners & Collaborations
  - Contact

### B. Functionality Development

- Enable dynamic content display (e.g. publications, blogs, project pages)
- Develop searchable and filterable resource repositories
- Integrate newsletter subscription and mailing list tools
- Embed multimedia content (video, audio, galleries, reports)
- Ensure cross-browser and cross-device compatibility
- Allow for future integrations (e.g. events, campaigns, forms, donation tools if required)

### C. Content Management System (CMS)

- Implement a user-friendly CMS (e.g. WordPress, Webflow, or equivalent)
- Enable internal teams to easily create, edit, and manage content
- Provide CMS training for Pollicy staff
- Develop clear content structures and templates

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## D. Performance, Security & Compliance

- Implement web security best practices (SSL, encryption, secure authentication)
- Ensure compliance with applicable data protection and privacy standards
- Optimize website performance (speed, responsiveness, SEO)
- Conduct thorough testing (UAT, bug fixing, deployment validation)

## E. Analytics & Reporting

- Integrate analytics tools (e.g. Google Analytics or equivalent)
- Set up dashboards for monitoring website traffic and engagement
- Provide a basic analytics and reporting framework

## F. Maintenance & Support

- Provide post-launch technical support for an agreed period
- Address bugs and ensure website stability and uptime
- Offer ongoing troubleshooting and optimisation support as needed

## Deliverables

- Website wireframes and UX/UI design mockups
- Fully developed and deployed Pollicy website
- CMS setup and documentation
- CMS training guide and knowledge transfer
- Analytics integration and dashboard setup
- Testing and deployment report
- Post-launch support plan

## Qualifications & Experience

- Proven experience in web development (front-end, back-end, or full-stack)
- Strong UX/UI design capability
- Experience building organisational, research, or campaign websites
- Proficiency in CMS platforms (e.g. WordPress, Webflow, or custom frameworks)
- Knowledge of web security, SEO, and performance optimisation
- Strong portfolio of live, functional websites
- Must be based within the East Africa region

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## How to Apply:

Send us your portfolio, CV and financial proposal by **24th May 2026** to [info@pollicy.org](mailto:info@pollicy.org) with the subject line: **Website Developer**.

Applications will be reviewed on a rolling basis, and early applications are encouraged.

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