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Terms of References for Company or Individual consultant for transferring the website of TB Europe Coalition (TBEC) to a new platform

Date: 17 August 2022

About TB Europe Coalition (TBEC)

Established in 2009, TBEC is a regional advocacy network of civil society organizations and individuals from across the World Health Organization (WHO) Europe region, comprising Western and Eastern Europe, Caucasus and Central Asia. The network aims to strengthen the role of civil society within the regional response to TB, and ensure political and financial commitments to end TB. Currently TBEC has more than 200 members from more than 30 countries in the region. In 2017, TBEC was registered as a legal entity in the Netherlands to step up its regional and national advocacy, capacity building and support to country-led TB advocacy initiatives. The TBEC Secretariat is located in Kyiv and responsible for the coordination, communication, administration, programmatic and policy management of the network.

Background information on the project:

The EU4H Operating Grants “Enhancing the capacity and capability of European civil society to drive a person-centered TB response in Europe” focused on sustainable development of the TB Europe Coalition.

TB is one of the leading infectious disease causes of death in the world, surpassed only by COVID-19 in 2020, and is the leading cause of death among People Living with HIV (PLHIV). The WHO Europe region in particular is home to several high-priority countries for drug-resistant TB. TB Europe Coalition (TBEC) is the only regional civil society network working exclusively on TB in the WHO Europe region and, with 320 members across 34 different countries throughout the WHO European region, representing 17 EU Member States of the European Union, is uniquely positioned to increase the political will amongst decision-makers and strengthen necessary capabilities amongst its members to end the TB epidemic across the region. The project strives to continue to strengthen TBEC’s role as the leading voice of TB-interested civil society across the WHO Europe Region, by building the capacity of civil society to push national governments to ensure that political commitments to end TB are met. This is particularly important given the impact the COVID-19 pandemic has had on the TB epidemic; current estimates suggest that the pandemic has set back progress made on tackling TB by at least 5 years and will result in a significant rise in TB mortality. TBEC has identified three key objectives for the 2022 work plan: 1) High performing, accountable and united regional TB network; 2) Building CSO capacity and skills to effectively influence policies; 3) TBEC to support the integration of a human rights approach to national TB responses. TBEC’s objectives are directly relevant to the EU4Health’s objectives, including disease prevention & health promotion, prevention, and improving access to healthcare, among others. The foreseen activities will further increase the EU’s existing public health knowledge on TB, advance coordinated efforts to fight DR-TB and TB-HIV co-infection, as well as mental health comorbidities, thereby reducing the financial burden on national healthcare systems.

The objective of the assignment:

Transfer the existing 2-language TBEC website from WordPress to a more updated software application with necessary improvements

The scope of work:

Transfer digital content of 2-language TBEC website from WordPress to a more updated software application with necessary improvements, namely:

- Transfer the existing 2-language TBEC website from WordPress to a more updated software application;
- Ensure exact correspondence of the content in Russian and English versions of the website: home page, categories, subcategories, and pages should stay synchronized when switching to another language version;
- Unify the main Menu in English and Russian version
- Correct the functional errors existing in the current website;
- Website adaptation for mobile and desktop devices;
- Add spam protection to the feedback form at the “Join Us” page;
- Design and add a button to the website that would lead to a YouTube page;
- Add a page “Support us” section to the current menu structure, which will contain a text paragraph, illustration, and a data collection form (first name, last name, organization, email). The submitted data must be uploaded to a file type (Word, Excel, etc.). This page should be easy to change and adjustable to the needs of the activities.
- To prepare the step-by-step guide for TBEC staff for managing the website platform;
- Readjust the work of the “Search” function.

Expected outcomes:

The Company or Individual consultant will transfer the existing 2-language website to an updated platform including new functionality.

Duration of the assignment:

- The work is expected to start after signature of the specific agreement for individual consultancy services.
- The duration of agreement is August - December 2022.
- The Company or Individual consultant will be responsible for the payment of taxes according to the laws of his (her) country of residence.
- Remuneration will be paid in US Dollars, so Company or Consultant shall have a USD bank account

Qualification requirements:

The Company or Individual consultant should meet the following qualifications:

Experience/Knowledge

- Proven experience in providing services within the development and transferring the website;
- Deep understanding of the requirements and core principles of the work of the website.

Competencies:

- Focuses on achieving results;
- Sets priorities, produce quality outputs, meets deadlines and manages time efficiently;
- Ability to work independently and respond to feedback in a timely and professional manner.

Languages

- Knowledge of English and Russian is required.



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