



FORUM FOR AFRICAN WOMEN EDUCATIONALISTS (FAWE) UGANDA CHAPTER

TERMS OF REFERENCE (ToR) FOR FAWE UGANDA WEBSITE REVAMPING

1. Background

The Forum for African Women Educationalists (FAWE) Uganda Chapter was launched in February 1997 as part of a network of 34 FAWE National Chapters across Africa. FAWE was founded by five visionary African women Ministers of Education who sought to address the persistent gender gaps in education and promote equal learning opportunities for girls and women.

FAWE Uganda’s vision is “A Uganda in which girls and women lead dignified lives,” and the mission is “To enhance opportunities for girls to attain quality education and skills through sponsorship, social protection, institutional strengthening, and advocacy.”

FAWE Uganda website serves as an important digital platform for communicating the organization’s work, sharing knowledge resources, promoting advocacy initiatives, and engaging with partners, donors, beneficiaries, and the public. To remain relevant and aligned with evolving digital technologies and communication needs, FAWE Uganda undertakes a review and revamp of its website approximately every four (4) years.

The upcoming revamp seeks to modernize the website’s design, enhance functionality, strengthen security, and improve user experience. In addition, the website will incorporate a user-friendly Content Management System (CMS) that enables the Communications team to update and manage website content easily without requiring advanced technical expertise.

FAWE Uganda therefore seeks to engage a qualified web development firm or consultant to undertake the revamping of its website.

2. Objective of the Assignment

Revamp FAWE Uganda website into a modern, secure, responsive, and user-friendly digital platform that effectively showcases the organization’s work and enables easy content management by non-technical staff.

3. Scope of Work

The consultant/firm will:

1. Redesign and develop a modern, responsive, and user-friendly website for FAWE Uganda.
2. Implement an easy-to-use Content Management System (CMS) that allows non-technical staff to update website content.
3. Integrate key website functionalities.

4. Ensure strong website security, reliability, and optimized performance.
5. Migrate relevant content from the existing website to the new platform.
6. Train FAWE Uganda staff on website content management and provide user documentation.
7. Provide post-launch technical support for the website.

3. Expected Deliverables

The consultant/firm will be expected to deliver:

1. Website design mock-ups and prototype for approval.
2. Fully developed and functional revamped website.
3. Installed and configured Content Management System (CMS).
4. Migrated and organized content from the existing website.
5. Training of FAWE Uganda staff on website management.
6. User manual and technical documentation.
7. Final tested and launched website.

4. Duration of the Assignment

The consultancy is expected to take approximately 30 working days spread over a period of four (6) weeks, commencing upon signing of the contract.

5. Required Qualifications and Experience

Interested consultants or firms should submit the following:

1. Company profile or consultant CV, including profiles of key personnel who will participate in the assignment.
2. Technical proposal outlining the understanding of the assignment, proposed approach, methodology, and technologies to be used.
3. Portfolio of previous work, including links to at least three similar website development projects.
4. Proposed work plan and timeline indicating key activities and expected delivery period.
5. Financial proposal with a clear breakdown of costs and proposed payment schedule.
6. References from at least three previous clients for similar assignments.

6. Reporting and Supervision

The consultant/firm will report directly to the Executive Director or her designate.

Technical oversight and coordination will be provided by the IT Officer and Communications Officer.

7. Application Requirements

Interested consultants or firms should submit the following:

- Company profile or consultant CV, including profiles of key personnel who will participate in the assignment.

- Technical proposal outlining the understanding of the assignment, proposed approach, methodology, and technologies to be used.
- Portfolio of previous work, including links to at least three similar website development projects.
- Proposed work plan and timeline indicating key activities and expected delivery period.
- Financial proposal with a clear breakdown of costs and proposed payment schedule.
- References from at least three previous clients for similar assignments.

The deadline for submission is 5:00 pm, Tuesday, 7th April 2026.

Hand deliver your proposal to the address below;

The Chairperson – Procurement Committee,
Forum for African Women Educationalists (FAWE) Uganda Chapter,
Plot 328, Magulu Close, Bukoto, Kampala, Uganda

OR

E-mail: procurement@faweuganda.org