

Support to Result 4 of the COMESA Climate Change Programme

Expected outputs

The service provider will be expected to undertake the following:

- a) **Develop an online Knowledge Management Portal**
Design, develop and launch an online Knowledge Management portal to promote the dissemination and use of the information/knowledge (dataset) generated by the project. The portal will be database driven, with access control and relevant diagnostic capabilities.
- b) **Training of administrators and selected users**
To ensure efficient running of the platform, the service provider will train the administrator and selected users for a reasonable period before and after launch of the platform
- c) **Contribution to launch campaign**
The service provider will contribute to the launch campaign by developing five (7) online teasers to be dispatched daily as part of the build-up to the launch of the platform. The content for these teasers will be provided by the client. The online portal will be operated as an extension of two existing client websites. The service provider will link other websites and datasets as provided by the client to the online platform

Project Deliverables (Timelines)

The following table illustrates the project deliverables and when they are expected during the four months planned for execution.

	Activity	When
Concept Development	Present wireframe of online platform for approval	Week 3 December 2020
	Present design of online platform (technical review and client feedback)	Week 1 January 2021
	Present final draft – online platform with client feedback for approval	Week 2 January 2021
	Final feedback and approval of Concept	Week 4 January
Development of Online Platform	Population of online platform (with limited/controlled access)	February to April
Implementation of Launch Campaign	A5 size flyer for Promotional Webinar (4 February)	Flyer ready by 15 January
	1 animated clip (45/60 sec) to promote Promotional Webinar	Clip uploaded and distributed via email by 25 January.
	A5 size flyer for Launch Webinar (5 May)	Flyer ready by 5 April
	6 animated clips 45/60 sec (countdown to launch)	Daily uploads of clip and daily dispatch of reminder email with new clip
	Launch Count Down Animation (25 seconds)	Used during Launch Webinar
Capacity Building	Training of Administrator/Selected Users	Main Webinar between April and July, and availability for ad hoc consultation up to November 2021

Duration of the contract

This contract will be valid for **twelve (12)** months, from the December 2020 to **November 2021**.