

## TERMS OF REFERENCE (TOR)

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### WomenWork Venture Limited

### ICT Consultant

*Deliver a differentiated product to WomenWork that addresses a program need and represents a viable business opportunity. Ensuring that the product supports the company's overall strategy and goals.*

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**WomenWork Venture Limited** is hereby inviting qualified consultants/firms to submit proposals to develop, implement and manage WomenWork Network platforms.

#### 1. INTRODUCTION AND BACKGROUND

[WomenWork Network](#) is a digital network for Kenyan women entrepreneurs and professionals.

#### 2. OBJECTIVES AND SCOPE OF WORK

The Client seeks the services of an ICT Consultant to develop, implement, support and maintain functional WomenWork Network programs.

#### KEY DELIVERABLES

##### 2.1. WomenWork Products

- Researching, designing, implementing, and managing the Application Management Tool platform
- Identifying areas for modification in existing programs and subsequently developing these modifications
- Determining operational practicality
- Developing quality assurance procedures
- Deploying software tools, processes, and metrics
- Maintaining and upgrading existing systems
- Training users
- Design creative prototypes according to specifications
- Conduct functional and non-functional testing
- Troubleshoot and debug applications
- Evaluate existing applications to reprogram, update and add new features
- Develop technical documents and handbooks to accurately represent application design and code..

**2.2. Website**

- Website and software application maintenance.
- Directing or performing Website updates.
- Evaluating code to ensure it meets industry standards, is valid, is properly structured, and is compatible with browsers, devices, or operating systems.
- Identifying problems uncovered by customer feedback and testing, and correcting or referring problems to appropriate personnel for correction.

**3. CONSULTANCY DURATION**

- 3.1. The duration of the assignment is part-time. 4 to 6 months starting immediately.

**4. REPORTING LINES**

- 4.1. Working closely with the relevant Department heads, the Consultant/Firm will report to the Clients Program coordinator.

**5. BACKGROUND MATERIALS/DOCUMENTS**

- 5.1. Upon signing an agreement, the consultant will get access to all program relevant information material as needed.

**6. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES**

**6.1. ICT Consultant**

- BSc/BA in Information Technology, or a related field.
- Proven experience as a Software Developer, or similar role.
- Experience with software design (UI/UX), Front and Back-end development in a test-driven environment.
- Knowledge of coding languages (e.g. PHP, HTML, CSS, Java, JavaScript) and frameworks/systems (e.g. Yii2, AngularJS, Git)
- Experience with databases and Object-Relational Mapping (ORM) frameworks (e.g. My SQL)
- Ability to learn new languages and technologies
- Excellent communication skills
- Resourcefulness and troubleshooting aptitude
- Attention to detail

Interested consultants/firms are invited to submit the following to [admin@womenworknetwork.com](mailto:admin@womenworknetwork.com) with the Subject line - "**ICT Consultant: WomenWork Network:**"

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1. Resume/CV
2. Examples of your work.

**DEADLINE: Thursday, 9th December 2021**

**Please note: The selected candidate must be available to start as soon as possible.**

We thank all applicants for their interest in working with us. Due to the volume of applications, only shortlisted candidates will be contacted.

For more information on the WomenWork Network, please visit <https://womenwork.co.ke/>