The Tanganyika Law Society

The Bar Association Of Tanzania Mainland

TERMS OF REFERENCE

Consultancy to Develop an Online Portal for Hosting Right to Expression Resource on Freedom of Expression (FoE) Laws and Policies in Tanzania

1. Background

The right to expression is a fundamental human right, integral to the functioning of democratic societies and the promotion of human dignity. There is a critical need for accessible, comprehensive, and user-friendly online resources that provide information, tools, and support materials related to the right to expression. This project aims to create an online portal that will serve as a central repository for these resources, facilitating education, advocacy, and awareness-raising efforts.

Equally in Tanzania, freedom of expression is one of the fundamental rights of every citizen of the country and is protected by the Constitution of the United Republic of Tanzania of 1977. Despite this constitutional guarantee, Tanzania's legal framework protecting freedom of expression remains restrictive as principle and subsidiary legislation continue to infringe media freedoms and people's right to information. In addition, overstepping statements and acts from a section of people entrusted with the political power in several occasion have added fuel to the fire by further infringing the right to freedom of expression for the media and public.

TLS and its partners are undertaking various efforts to increase awareness and understanding of freedom of expression (FoE) rights under Tanzanian law. The program aims to reduce restrictions on FoE and bolster the safeguarding of related fundamental rights in Tanzania. Therefore, raising understanding is a prerequisite for better reporting on FoE issues, which in turn bolsters public awareness and advocacy efforts. Many people, particularly in rural areas, continue to lack an adequate understanding of regulations that can affect their operations and right to free speech. Furthermore, there is a need for these

resources to enable the public and media actors to understand their rights as well as the limits therein under Tanzanian law. To address this deficit, TLS intends to develop an Online Portal for Hosting Right to Expression Resource on FoE laws and policies in Tanzania.

The resource will serve as an accessible and sustainable source of information for human rights defenders, journalists, civil society actors and the general public to better understand and exercise their right to expression and information.

2. Objectives

The primary objective of this consultancy is to design, develop, and launch an online portal dedicated to hosting right to expression resource on FoE laws and policies in Tanzania. The portal should be user-friendly, accessible, and secure, providing a comprehensive range of resources to a diverse audience including educators, activists, legal professionals, journalists and the general public.

3. Scope of Work

The consultant(s) will be responsible for the following tasks:

3.1. Planning

- Develop a detailed project plan outlining key milestones, timelines, and deliverables.

3.2. Design and Development

- Design a user-friendly and visually appealing portal layout that reflects the theme and purpose of the portal. The portal will then be integrated/embedded into the existing TLS website.
- Develop the online portal using appropriate technologies ensuring it is responsive, accessible, and compatible with multiple devices (including mobile) and browsers through a user-friendly user-design interface
- Implement a content management system (CMS) that allows for easy updating and management of content by non-technical staff.

3.3. Content Integration

- Integrate existing right to expression resource materials into the portal, including laws, policies, relevant documents/articles, multimedia content, interactive tools, and external links.
- Ensure that content is organized in a logical and intuitive manner, facilitating easy navigation and searchability.

3.4. Security and Data Protection

- Implement robust security measures to protect the portal from unauthorized access, data breaches, and other cyber threats as well as protecting persons accessing the portal from cyber-attacks.
- Ensure compliance with relevant Tanzanian data protection laws and regulations and best practices.

3.5. Testing and Quality Assurance

- Conduct thorough testing of the portal to identify and resolve any issues related to functionality, usability, and performance.
- Gather feedback from a select group of users to ensure the portal meets their needs and expectations.

3.6. Training and Support

- Provide training to relevant staff on how to use the CMS and manage the portal.
- Develop a user manual and other support materials as necessary.
- Offer ongoing technical support for a specified agreeable period after the launch.

4. Deliverables

The consultant(s) will be expected to deliver the following:

a) Needs assessment report.
b) Detailed project plan.
c) Fully functional online portal, including all integrated content and features.

d) Documentation of security measures and compliance protocols.

e) Testing and quality assurance report.

f) Training sessions and support materials.

g) Post-launch technical support plan.

5. Duration

The consultancy is expected to last for a period of two months between July to August 2024, commencing from the date of contract signing. A detailed timeline with specific milestones will be agreed upon during the initial planning phase.

6. Qualifications and Experience

The ideal consultant(s) should possess the following qualifications and experience:

- Minimum of a Bachelor's degree in Computer Science/Information Technology, Web Design, or a related field.
- At least 5-10 years proven experience in web design and development, particularly in creating educational or resource-based websites.
- Strong understanding of user experience (UX) and user interface (UI) design principles.
- Experience with content management systems (CMS) and web development technologies (e.g., HTML, CSS, JavaScript, PHP).
- Knowledge of cybersecurity best practices and data protection regulations.
- English fluency, excellent communication and presentation skills. Swahili is an added advantage
- Experience in conducting training and providing technical support.

7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Relevant qualifications and experience.

- Quality and feasibility of the proposed work plan.
- Demonstrated understanding of the project objectives and requirements.
- Cost-effectiveness of the financial proposal.

8. Application Procedure and Deadline for Submission

Interested and qualified consultant(s) must submit a proposal, including the following: Technical proposal (1-2 pages) highlighting the proposed structure of the portal including an outline of how they intend to undertake the assignment, a detailed curriculum vitae highlighting experience on developing Web based platforms and similar assignment, 2 letters of reference, timeline/workplan for delivery of the key outputs, and an estimated budget to gmalisa@tls.or.tz, copying vmbuligwe@tls.or.tz and jmwingwa@tls.or.tz . Applicants are also encouraged to submit samples or a portfolio of prior projects; this may consist of screenshots or links to websites or online platforms developed. Applications should have an email subject line of "Online Portal for Hosting Right to Expression Resource Application" and must be submitted by **5:00pm East Africa Time on Friday July 5th, 2024.**