



SDGs KENYA FORUM

Coalition for Sustainable Development



ONLINE DIALOGUE PLATFORM

CONSULTANCY



Call for Expressions of Interest (EOI)
&
TERMS OF REFERENCE
01/07/FY25/



1. Background

The Meaningful Engagement - Transformative Action (META) for Structured CSO Dialogue in Kenya is a joint action of the European Union (EU) Delegation in Kenya in partnership with the African Women's Communication and Development Network (FEMNET), the Coalition for Sustainable Development (SDGs Kenya Forum), and Women Engage for a Common Future (WECF). The action aims to strengthen the capacities and influence of Kenyan civil society organizations as independent actors advocating for accountability, good governance, and inclusive development, and provide institutional platforms for their active involvement in the EU's international cooperation between 2024-2027. Specifically, the action aims to achieve the following objectives:

- i. Improved and strengthened structured, inclusive, and regular dialogue between Kenyan civil society actors and the EU, facilitating meaningful and sustained engagement.
- ii. Enhanced skills, knowledge, and resources of Kenyan civil society actors, including youth and women's rights organizations, to address common development priorities and promote effective governance.
- iii. Increased information sharing, joint planning, and implementation of initiatives among Kenyan civil society actors to maximize the impact of EU-Kenya cooperation.

2. About the Online Dialogue Platform

The META consortium seeks to establish a Online Dialogue Platform. The creation of this platform will serve as a crucial step to strengthen civil society engagement on the EU-Kenya Cooperation, in line with the objectives of the META Project. The platform will further bridge the existing gaps in the ongoing structured dialogues including limited platforms for structured dialogue, fragmented knowledge sharing, need for coordinated civil society input in policy processes and geographic barriers to regular engagement.

The Online Dialogue Platform will be hosted on SDGs Kenya Forum's Website for sustainability. The platform will be used to host knowledge-sharing sessions, webinars and workshops focused on EU-Kenya cooperation and its priority areas. The portal will also provide a repository of relevant reports, research findings, policy briefs, and best practices that can inform and inspire collaborative efforts. The online portal will aim at increasing the effectiveness of structured dialogues between the EU and the Youth Sounding board and the Civil Society for inclusive dialogue mechanism members. The consortium partners will also enhance coordination and collaborative working across the partnership and with the YSB/CSOs.



3. Objectives

The specific objectives of the technical consultancy to develop the ODP will include:

- To design, develop and deploy an integrated Online/online dialogue platform that enables effective engagement between Kenyan civil society actors and the EU Delegation.
- To implement robust security features and user management systems for the consortium partners to operationalize the platform.
- To create an interactive knowledge sharing & management system.
- To provide technical support and capacity building to users of the Platform.

4. Scope of Work

The technical consultant will be responsible for developing, designing, and deploying the Online Dialogue Platform.

a) Platform development

- Conduct needs assessment with key stakeholders (users of the platform) to identify their needs, preferences and expectations of the Platform.
- Design a user-friendly interface (including accessibility to users with disabilities) aligned with SDGs Kenya Forum's website.
- Develop and test all essential features listed in the concept note.
- Ensure mobile and browser compatibility for diverse user groups.
- Create automated backup systems.

b) Content Management

- Create, modify and remove content in the Platform – whether they are discussion boards, uploading documents, chats, direct messages, in an audiovisual format.
- Develop search and filtering capabilities.
- Create templates for different content types.
- Include analytics and reporting tools.

c) Training and Documentation

- Develop user manuals and administrative guides for platform management.
- Conduct training sessions for different user groups to enhance their capacities.
- Document API and technical specifications.



5. Deliverables

a) Inception report including:

- A detailed work plan outlining the approach, proposed platform architecture, technical tools, and timelines.
- A Comprehensive Mockup and Prototype of both the visual design and the interactive experience of the platform to be presented to the META Consortium.

b) Fully Developed Platform with:

- All essential features tested and implemented with all specified features, security measures, and integrations as outlined in the concept note.
- Mobile-responsive design.
- Admin dashboard.
- Analytics tools.

c) Documentation Package:

- Technical documentation.
- User and administrative manuals to guide administrators, moderators and users on how to navigate and use the platform's features.
- Training materials.
- Maintenance plan outlining ongoing maintenance and post-launch support, including bug fixes, updates and performance optimizations.

Required Qualifications and Experience

- Advanced degree in Computer Science, Information Technology, or related field
- 5+ years' experience in developing similar multi-user platforms, preferably in the context of the humanitarian sector and development cooperation.
- Proven expertise in knowledge management systems.
- Experience working with civil society organizations.
- Strong understanding of cybersecurity.
- Excellent written and verbal communication skills



6. Implementation Approach/Timelines

Phase	Action	Timelines
Phase 1	Call for Proposals	1 st July – 13 th July 2025
Phase 2	Review and feedback of Applications	14 th July – 25 th July 2025
Phase 3	Inception	28 th July – 1 st August 2025
Phase 4	Design and Setup	4 th August – 29 th August 2025
Phase 5	Testing and Refinement	1 st September – 5 th September 2025
Phase 6	Launch/Deployment, Training and Handover	Between 8 th – 19 th September 2025

7. Reporting

The consultant will report to the SDGs Kenya Forum technical team and work closely with the META Consortium. They will provide regular updates on the progress of the deliverables as agreed.

8. Application Process

Interested consultants should submit the following:

- A technical proposal outlining their approach, methodology and timeline for building the Platform.
- A portfolio showcasing similar platform development projects (preferably in the development sector).
- A financial proposal detailing costs and payment structure.



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