

## Mapping International Development Programs run by Cooperative Development Organisations

### Job Description: *Developer for Online Data Platform*

*The U.S. Overseas Cooperative Development Council and the International Cooperative Alliance (ICA) are searching for an IT developer to design and program an online data platform, as part of a new project to map international development projects run by Cooperative Development Organisations.*

#### **Background information**

Cooperatives play a major role in creating an inclusive and sustainable economy around the world. The U.S. Overseas Cooperative Development Council ([OCDC](#)) brings together U.S. organizations committed to building a more prosperous world through cooperatives. The International Cooperative Alliance ([ICA](#)), founded in 1895, unites, represents and serves cooperatives, representing over 300 organisations in 110 countries worldwide.

To demonstrate the impact of Cooperative Development Organizations (CDOs) in international cooperative development, the OCDC and the ICA have joined forces to create an online global data platform displaying international development projects run by CDOs. This mapping project will demonstrate the extensive reach and scope CDOs have, invoking greater collaboration with development partners.

The initiative to map international development programs run by CDOs requires the development of an online data platform, a key component for the success and sustainability of the initiative. Through a public tender, we are now searching for a strong IT full stack developer (IT designer and programmer) to meet the Terms of Reference set out below.

**Assignment details:** Subject to this offer is the production of an online data platform, co-designed based on the content provided by the ICA and OCDC team. The tasks to fulfil for the preparation of the platform consist of the following:

- Advising the ICA team (hereafter 'team') on the best technical solution (CMS, language) to build the platform in.
- Designing, building and developing the online data platform, including search functions, following predefined characteristics (see section: "deliverables").
- Enabling the hosting of the platform, giving full visibility to the project and its partners. Different options could be envisaged e.g. firstly the creation of the dedicated website, or a system that could be embedded in the existing partner sites.
- Working closely with the ICA team to discuss elements to include (a list of taxonomies and the content to be indexed and searchable will be provided by the team).
- Providing draft propositions for a preliminary database architecture based on

the elements previously agreed.

- Liaising with the team to integrate requested edits and address any technical issues until the completion of the final product.
- Giving access to the backend to required users, to be able to create, read, update and delete their data following its original submission.
- 3-6 months of technical support following the conclusion of user acceptance testing and product delivery to identify and fix any deficiencies with the product.
- Creating user focused documentation about operating the product.
- Creating documentation of the product for other developers.
- Participating in 1-2 training sessions for end users, for provision of technical support and troubleshooting.
- Carrying out any other relevant tasks necessary for the completion of the work.

**Deliverables:** The platform should:

- Be user friendly; to ensure ease of navigating though the data portal for visitors
- Ensure ease for CDOs to upload and update their data, without interfering in the data of other organisations (personalised and ring-fenced access to back-end)
- Allow for indexing and categorising the projects based on different categories provided by the team. See Annex 1 for technical specifications
- Allow for ease of search and filtering the different projects, based on the different taxonomies listed on the online data platform. See Annex 1 for technical specifications
- Be visually attractive and be co-branded with ICA, OCDC, and other appropriate stakeholders
- Be linked in a compatible manner with the websites and subsites of ICA (website developed in Drupal) and OCDC (current website developed in WordPress)

The website to host the online platform should include the following menu points:

- A sub-page with the description and contact details of each CDO.
- A sub-page with an online world map, on which all CDO projects will become accessible by clicking on a specific country or choosing a filter
- A 'search' sub-page, under which the projects can be filtered based on the dataset defined
- A 'summary statistics' sub-page, which will give some simple graphs about consolidated numbers (projects running, geographical areas, money invested, sectors, etc.)
- A back-end, which can be accessed by each CDO to edit the data displayed by the organisation
- An 'about us' and 'contact us' subpage for the initiative

**Proposed terms:** This is an external contract tied to the described deliverables. Fees are payable to the extent that the services are delivered as specified within these terms

referenced above, within an agreed timetable and to an acceptable quality. The developer will be expected to provide their own equipment and administrative support. The ICA anticipates offers in the region of 20.000 – 26.000 EUR but will carefully examine all offers based on the skills, experience, and proposals of prospective developers.

The developer must commit to an agreed timeline for the development of the online data portal and the delivery of the online platform, in time for its foreseen launch.

- The final and fully functioning online platform should be available by the **31<sup>st</sup> of July 2022**.
- The ICA and OCDC Teams will provide all the necessary information and documents to facilitate the successful completion of the work.

### **Selection criteria**

In addition to cost, proposals will be ranked based on:

- Past experience doing similar work.
- Comprehensiveness of approach. Approach is reasonable, specific, & achievable.
- Reasonableness of proposed budget
- Proposed personnel will have appropriate level of qualification and experience to lead and to implement project

**Next steps:** To apply, please submit an expression of interest, solution proposed and offer for the work as a prospective developer to [papoutsi@ica.coop](mailto:papoutsi@ica.coop) and [noel@ica.coop](mailto:noel@ica.coop). Proposals and/or portfolios may be reviewed prior to a confirmation of a formal offer of the work to be carried out. Payment will be made by ICA after the submission of the deliverables and on receipt of an invoice.

The ICA will sign a Memorandum of Understanding with the chosen applicant, including the full terms and conditions of the agreement.

Offers should be submitted by **23 February 2022**. Further documentation on data collection tools can be provided upon request.

Applicants with any questions on the above may contact Ms. Georgia Papoutsi at [papoutsi@ica.coop](mailto:papoutsi@ica.coop) and/or Mr. Marc Noel at [noel@ica.coop](mailto:noel@ica.coop)

**Address:** ICA Global Office, Avenue Milcamps 105, 1030 Brussels, Belgium, Tel: +3227431033

**Date:** February 7th, 2022

### **Copyright**

*The ICA and OCDC will own the entire right, title and interest in and to all deliverables according to the chosen licenses.*

## Annex 1: Technical Specifications

Below are a set of features that the online platform needs to include:

### *Security*

- Password protected and/or the possibility to only open access to certain user accounts (back-end an administrator)
- Each user to be able to create, read, update and delete their own personal data point
- Admins can conditionally grant access to users and be able to create, read, update and delete any users' data including to update the categorizations and taxonomies of said data.

### *Categorization: adding/listing projects to the database*

- The listed projects will be categorized and described based on the following criteria:
  - Project title
  - Start and End year
  - Country and Region
  - Budget and Budget range
  - Sector
  - Type of Activity
  - Cooperative Development Organisation involved
  - Lead Organisation
  - Partners
  - Project Objectives
  - Summary Note
  - SDGs/key tags (gender, youth, digital economy etc)
  - Contact details
  - Any other relevant data

### *Search function*

- It should be possible to search and filter between the different taxonomies . The required search functions (e.g., filter between hashtags instead of only have unformatted text thus requiring the categorizations to be based on pre-defined hashtags) are the following:
  - Organisation name
  - Start and End year
  - Country and Region
  - Budget and Budget range
  - Sector
  - Type of Activity
  - Sustainable Development Goals/key tags (gender, youth, digital economy etc)
- Further, a displayed world map (political country division) will allow a first overview of the projects in a country (number of programs by hovering over the country) and provide access to the list of projects implemented in the country via clicking.