



## Children's Rights and Violence Prevention Fund (CRVPF)

### Terms of Reference (TORs) – Annual Report Web Development and Website Content Support (2026–2027)

#### About CRVPF

CRVPF is a child rights and social justice regional intermediary organisation that was founded in April 2015. We are a grant making entity which supports and builds the capacity of Community Organisations in Uganda, Kenya, Tanzania, and Ethiopia. CRVPF currently partners with 251 community organizations to prevent violence and sexual violence against children and young people, building their power to make the right choices and decisions, and facilitating safe and dignified employment opportunities. CRVPF provides grants and strengthens the capacity of its partners through its three programs: Prevention of Violence against Children and Young People (PVAC), Adolescent Girls Power Program (AGPP) and Empowering Youth Through Data and Community Development Program (EYDCD).

#### Purpose of the Assignment

CRVPF seeks to engage a qualified and experienced web developer or firm to:

1. **Design and publish an interactive, web-based version of the 2025 Annual Report**, moving beyond a simple PDF upload to a visually engaging, user-friendly, and story-driven digital experience (similar in approach to CRVPF's previous online editions- <https://crvpf.org/edition-1-2026/> )
2. Provide **ongoing website content management and technical support** under a retainer arrangement for a period of one year.

The assignment is intended to strengthen CRVPF's digital presence and ensure timely, high-quality publishing of content for stakeholders, donors, and the wider public.

#### Scope of Work

##### A. Annual Report Web Development

The consultant will:

- Design and develop a **dedicated Annual Report webpage/mini site**
- Translate the full report into a **structured, web-friendly format** (not PDF-based)

Ensure the layout is:

- Visually engaging and aligned to CRVPF branding
- Easy to navigate (sections, chapters, highlights)
- Optimised for both desktop and mobile

Integrate:

- Images, stories, and key highlights
- Interactive or visually appealing elements where appropriate
- Ensure fast loading speed and accessibility standards
- Test functionality across devices and browsers

## **B. PDF Upload and Integration**

The consultant will:

Upload and properly embed:

- **Full Annual Report PDF**
- **Abridged Report PDF**

Ensure documents are:

- Easy to download
- Clearly labelled and accessible
- Integrated within the web layout

## **C. “Coming Soon” Page**

- Design and publish a **“Annual Report Coming Soon”** page
- Ensure it is branded and aligned to CRVPF website aesthetics
- Include space for brief teaser messaging

## **D. Ongoing Website Retainer Support (12 Months)**

The consultant will provide ongoing support including:

- Uploading new content (reports, stories, blogs, updates)
- Supporting content layout and formatting on the website
- Minor design adjustments and page creation
- Troubleshooting website issues and bugs
- Ensuring website functionality and responsiveness
- Advising on improvements to user experience and content presentation

## **4. Deliverables**

### **Annual Report Phase**

- “Coming Soon” page live on website
- Fully developed **interactive Annual Report web page**
- Uploaded and accessible in the “Knowledge Hub” section of the site:

- Full report PDF
- Abridged report PDF

### Retainer Phase

- Ongoing website updates and maintenance
- Monthly or as-needed support for content publishing and improvements

### 5. Timeline

Activity	Date
“Coming Soon” page published	29 June 2026
PDFs (Full & Abridged) uploaded	1 July 2026
Final Annual Report web version completed	8 July 2026 (COB)

### Retainer Period:

**July 2026 –December 2027**

### 6. Role of CRVPF

CRVPF will provide:

- Final Annual Report design files and PDFs
- Branding guidelines and website access (as required)
- Content and structure guidance for web layout
- Timely feedback and approvals
- Payment as per agreed contract

### 7. Vendor Requirements

The consultant/firm should demonstrate:

- Proven experience in **web design and development for reports or publications**
- Strong portfolio of **interactive or content-driven web pages**
- Experience working with **non-profit or development organisations** (preferred)
- Ability to translate complex reports into **engaging digital formats**
- Strong attention to detail and design quality
- Capacity to deliver within tight timelines
- Availability for ongoing retainer support

### 8. Application Process

Interested applicants should submit the following by **Thursday 25th June 2026** to **[careers@crvpf.org](mailto:careers@crvpf.org)** :

- A **technical proposal** outlining approach to the assignment
- A **financial proposal**, including:
  - Cost for Annual Report development
  - Monthly or annual retainer fee
- Portfolio of similar work (links preferred)
- Confirmation of availability within the timeline

### **9. Management and Supervision**

The consultant will report to and work closely with:

- **CRVPF Communications Team**

### **10. Payment Terms**

- **Annual Report Phase:**
  - 50% upon contract signing
  - 50% upon completion and approval of deliverables
- **Retainer Phase:**
  - Paid monthly or as agreed in contract