



Scope of Work



Country: **South Africa – Fontainebleau, Randburg, Gauteng Province**
Host site: **Fontainebleau Community Church**
Partner organization: **Christian AIDS Bureau for Southern Africa (CABSA)**
Assignment title: **Web and IT Systems Developer**
Length of assignment: **3 months**

OVERVIEW OF VOLUNTEER ASSIGNMENT

The Christian Aids Bureau for Southern Africa (CABSA) guides and supports Christian communities to become HIV competent through advocacy, providing information, mobilizing, and networking. CABSA is a service ministry that works through a multiplier model where it does not itself implement programs for care, but supports and empowers churches. It focuses on unlocking the potential of local Christian communities to provide services suited to their specific contexts and needs. In order for this to happen, churches need to challenge their leadership with regard to their attitude and involvement – or lack thereof. They need scientifically sound and value-based information about HIV/AIDS.

Since its inception in 2004, CABSA has been working on many levels, the most important being:

- **Sensitizing and advocacy** – the process of getting people to have concern about a matter and raising awareness on the issue through sermons, liturgies, stories etc. with a focus on HIV available through the Web site and publications; presentations and exhibitions at faith based gatherings; participation in formal and informal advocacy campaigns and issues
- **Mobilizing** – putting into movement or marshaling resources for action through training facilitators in the Churches Channels of Hope program to present workshops in their communities
- **Networking** – creating relationships by sharing information and resources. Staff members attend key events when possible where they can be a “voice” representing Christian communities responding to HIV and when possible CABSA staff, board members and co-workers take part in advocacy activities and promote the interests of people living with or affected by HIV. The organization is represented at a variety of Christian and secular local and international conferences, consultations and symposiums. Representation often includes presentations by staff members, as well as exhibitions highlighting the services CABSA provide.
- **Information** – Making information and knowledge available in a planned and accessible manner through newsletters, weekly Bible messages, a comprehensive Web site and three searchable online databases. CABSA works with publishers to develop materials for distribution and participates in developing and distributing liturgical resources for World

AIDS Day, AIDS Candlelight Memorial Sunday, Sunday of Compassion and other appropriate events.

CABSA's networking and information sharing is done primarily through CARIS (the Christian AIDS Resource and Information Service) which is a self supporting / independently funded program of CABSA. CARIS with its 2 full time and 2 part time employees manage a Web site which was developed utilizing PHP and MS Access during 2005. The site has grown in popularity and now records approximately 15 000 visitors monthly from all over the world.

Unfortunately the site has now reached a point where its functionality is insufficient for the number of visitors and the volume of information on it. The structure and degree of functionality is also starting to detract from the service. The original developer has also for the past 2 years not been available for any adaptations or further developments.

After research, advice and enquiries a decision was taken to utilize Drupal as basis for the upgrading and revision of the site. Unfortunately in South Africa Drupal is in the hands of a few commercial developers. After a failed attempt by one of these commercial organizations to upgrade the system, CARIS decided to attempt an in-house process. This has however been fraught with problems both from a knowledge base and ISP perspective. There is currently no Drupal training available in Southern Africa.

Length of the assignment: 3 months, full time
(8 hours per day; 5 days per week)

Name and title of supervisor: Ms. Lyn van Rooyen

Name and title of counterpart: Mr. Jan van Rooyen (part time)

Volunteer qualifications:

Required:

- Advanced knowledge of and experience with Drupal
- Good knowledge of SQL and PHP (for Drupal linkage and new DB and basic interface design)

Preferred:

- Knowledge of social networking technologies
- Knowledge of IT driven business and communication systems
- Some understanding of – or interest in - the field of HIV and AIDS
- Previous experience in working with diverse professionals or working in developing country

OBJECTIVE OF THE VOLUNTEER ASSIGNMENT

Objective: The assignment has three basic objectives

1. Assist with the development of the framework and initiation of possible data transfer of the CABSA Web site with its database search functionality from PHP and MS Access to Drupal. Also identify and install extended service options that would assist in the enhancement of the service to clients and that would facilitate in the transfer of knowledge to users. A challenge is that CARIS clients vary from highly computer literate to some that still use dialup modems and are not computer literate.
2. In the development of the above to act as trainer/guide to Mr. Jan van Rooyen thereby enabling him to continue with future maintenance and basic developments on the site after the volunteer assignment has come to an end.
3. Depending on time, assist to develop some DB systems – e.g. a library loan and stock management systems. Such systems could be linked to the Web site but would not be deemed a prerequisite.

Access to all web and database functionality of CARIS and CABSA will be given to the volunteer and s/he will have access to all service providers and parties involved. The final decision making of any proposed service changes will however remain with the program manager of CARIS.

ACTIVITIES OF THE VOLUNTEER ASSIGNMENT

Volunteer activities:

The volunteer will train IT people based at CABSA headquarters and affiliate offices on:

- Web development
- Database development
- Identification of areas of IT improvement
- Training
- Possible visit to field to experience reality of client IT infrastructure

EXPECTED OUTCOMES OF THE VOLUNTEER ASSIGNMENT

Deliverables:

- Action plan describing specific activities to be conducted at the host site
- Monthly reports to host site and AIHA's HIV/AIDS Twinning Center tracking experiences, successes, and challenges
- IT system improvement comprising of:
 - Multifunctional Drupal Web site including
 - Regularly updated news and information pages (approx 500 pages) with RSS feeds
 - Data management and search functionality on 3 existing (MS Access) Databases
 - New DB of facilitator information and photographs with multi-level access to different web users.
 - 2 Newsletters originating from Web site

- Possible twitter linkage to site for CARIS Program manager
 - Possible link for registered facilitators to closed Facebook group.
 - Implement techniques and methodologies that will enhance Google ranking of site.
 - Short - how to - guide/manual for CARIS staff that will be involved in updating information on site.
 - Leaving behind skills and knowledge that will facilitate the maintaining and possible expansion of the site and service.
 - Investigate and advise on possible ways / or not of making the Web site available in CD format to people that do not have internet access
- Identification of and potential development of basic IT based systems that would enhance office functioning e.g.
 - Library loan system
 - Stock level management system
- Final report

RESPONSIBILITIES OF PARTICIPATING STAKEHOLDERS

Volunteer:

- Complete the scope of work in the timeframe outlined
- Complete organizational assessment within the first two weeks of assignment
- Complete monthly monitoring and evaluation reports
- Submit a post-assignment final report and participate in an exit interview
- Interact with clients, community members and local staff in a manner that is consistent with social, cultural, and traditional norms and values
- Adhere to the AIHA Volunteer Code of Conduct

Partner organization/host site:

- Provide resources necessary for the volunteer to carry out assignment successfully
- Identify a placement site for the volunteer to ensure sustainability of volunteer activities
- Submit performance assessment reports on the volunteer to the Twinning Center

AIHA Twinning Center:

- Conduct pre-assignment orientation and training for volunteer and placement site staff
- Provide volunteer with monthly allowances, medical evacuation coverage, and travel-related costs to and from placement site
- Provide ongoing support of volunteer as needed