TERMS OF REFERENCE
Website Developer for ENN

Summary: ENN seeks a consultant or firm with relevant expertise in ASP.Net C# web development, programming and web design, to maintain our website, database and discussion forum and provide further development as required. This will involve an initial ten days of work, followed by ongoing support for around one day per month, with capacity to increase hours when further web support is required.

Background
ENN is an Oxford based UK registered charity, governed by a board of trustees and steered by four technical directors. ENN’s purpose is to enable nutrition networking and learning to build the evidence base for nutrition programming. Our focus is communities in crisis, typically humanitarian emergencies, and where undernutrition is a significant chronic problem. ENN is financially supported by over 20 international non-governmental organisations and United Nations agencies and by bilateral donors.

ENN’s website and databases have been previously developed and maintained by an independent consultant over the last ten years. This consultant has moved on and we are now looking for a new individual consultant, or firm, to provide website development and maintenance services.

ENN’s website:
There are three components to ENN’s website:

1. **ENN website** [www.ennonline.net](http://www.ennonline.net)

   This is an ASP.Net MVC website written in C# which serves around 40,000 page views per month. It has a custom built content management system, with data is stored in MySQL. The search system is powered by Solr 6, so when a page is written to MySQL it is also updated in the Solr database. The website is responsive and uses jQuery. Downloadable files and images are stored on Amazon S3, with resized images cached on the web server.

2. **Contacts database**

   This is a custom-built CRM system that used to be part of the main ENN website but was separated out when the website was redesigned. It shares the same MySQL database as the website. It is an ASP.Net Forms website written in Visual Basic. Its
main purpose is to allow ENN staff to administer the people that subscribe to its various email and physical publications and run reports on this data.


This appears to users as part of the main website due to the common appearance and top level navigation, but it is a separate project with minimal technical crossover with the main website. It is an ASP.Net Forms website written in Visual Basic. The forum has around 4,000 users. Emails are sent via MailGun. The website is available in both English and French. User generated content is automatically translated using the Google Translate API and then is sent to a human translator to be fine-tuned.

At present all the components are hosted on a single EC2 instance with Amazon Web Services. The MySQL database is hosted separately on a RDS instance so that AWS take care of all backup and maintenance of the server.

**Scope of work:**

There is capacity within the ENN to undertake all routine functions and to do most of the updating of the website and make simple changes. Outside of this, we need support for:

- An initial body of work (for an estimated 10 days, starting as soon as possible) will involve support in each of the three areas outlined above to fine-tune internal and external working to improve functionality and to bring each component in line with current operations. A detailed ‘jobs list’ has been created for this purpose.
- Following this, we require ongoing support, for an estimated one day per month, spread over the month. This will involve quick responses to needs as they arise.
- We also require capacity to surge for specific developments to the website, database and discussion forum, as required.

**Reporting lines:** Ultimately to the Technical Directors, although a specific ENN staff member will be assigned to channel communications through.

**Person specification:**

- ASP.Net C# developer with proven experience in designing, coding and modifying websites according to client’s specifications.
- Proven expertise with ASP.Net VB (visual basic) and/or C#
- Proven ability to design visually appealing websites with user-friendly design and clear navigation
- Excellent web and database programming skills
- Great listening skills and ability understand ENN’s needs and creativity to turn ideas into workable plans
- Excellent problem-solving skills
- Excellent communication skills
- Highly responsive
- Excellent written and spoken English
• Ideally UK based

Other requirements

We will consider an individual or firm for the job. For an individual, we would need reassurance on availability and capacity to deliver on all aspects. For a firm, we would require a named focal point to work with. For both we require contact with recent referees. You must have the right to work in the UK.

How to apply

Please contact us with a covering letter detailing suitability against the person specification and CV of the individual (or if a firm, CV for the named focal point and any others who will work with us). Please also let us know your proposed hourly/daily rate.

Send applications to: Mary Murray, ENN, office@ennenline.net