

TERMS OF REFERENCE

PEF online library setup

Instruction: To apply, please fill out the proposal template that can be found at this link: <https://tinyurl.com/PEFServiceProposal> and send it to pef@pef.ph.

I. Summary of engagement

Peace and Equity Foundation seeks to engage a consultant to set up its online library.

II. Background

PEF's Knowledge Management Framework emphasizes that its knowledge assets should be properly stored, easily retrieved by its intended users, and secured against loss, corruption, and other risks. Thus, PEF created an online knowledge portal for the exclusive use of its staff. PEF already has an existing online repository infrastructure, but documents have not been migrated yet from PEF's Google Drive library, individual repositories, and other locations. Policies and management protocols have also not been laid out yet. A consultant is being sought to set up these.

III. Scope of work and deliverables

Tasks	Outputs
Prepare a project work plan following the technical specs and deadline agreed upon with the team during an inception meeting.	Work plan
Facilitate the retrieval, scanning, and uploading of knowledge products to the new online portal.	Uploaded documents
Conduct an inventory, cataloging, and indexing of PEFs knowledge assets/products. Work with PEF staff in performing these.	Inventory, catalog, and indexing of knowledge assets/products
Perform other tasks to ensure that the online library is ready for access.	Live online library
Draft a policy and procedural manual on access, content management, and other related activities concerning the online library.	Manual and orientation of staff on this
Orient the PEF staff on this manual.	

IV. Qualifications

Interested applicants must:

1. Have a university degree in Library Science or related courses.
2. Have prior experience in setting up an organization's online library.
3. Have a ready network of sub-contractors, if deemed needed.
4. Be able to work both independently and collaboratively with the project stakeholders.

V. Timeline and budget

The knowledge portal must be ready for staff access by June 2023. Deadlines, professional fees, and operating expenses shall be discussed with the successful applicant.