Association of Professional Societies in East Africa (APSEA)

TERMS OF REFERENCE (TORs) FOR THE DESIGN & UPGRADING OF THE APSEA WEBSITE (www.apsea.or.ke) INTO AN INTERACTIVE KNOWLEDGE MANAGEMENT PORTAL

Background Information

APSEA is the joint apex body for all professional associations in East Africa. Currently APSEA Kenya has a membership twenty-eight (28) corporate members as listed in the table below who have an estimated combined no of 50,000 professionals in Kenya.For more details see the attached **Annex 1**on APSEA Members in Kenya. APSEA intends to upgrade its website (www.apsea.or.ke) in order to transform it into a more advanced and interactive Knowledge Management Portal.

The Portal should not only be able to provide access to users and visitors to the site to existing data and knowledge bases, but it should enable them to collaborate in co-creating and uploading content using a multi-level user access to authorised segments of the site upon successful registration in a secure and safe environment.

It should enable APSEA and its corporate members as well as their respective individual professionals and service consultancy firms to collaborate seamlessly to create, share and apply professional knowledge available in their respective websites by enable an authorised user to search for and generate relevant reports of the outputs both in display and print formats in multiple devices including personal computers, laptop, Smart Phones and other portable devices.

For more details on the project deliverables, please see Annex 2 below

Project Background and Context

Having participated in the world Bank-funded Intra-Africa Talent Mobility Pilot (TMP) Programme, APSEA is eligible for a grant to implement a project which addresses one pf the key areas noted in the findings by the TMP Kenya programme which addresses one of the challenges to the free movement of Professionals and services in East Africa. One of the key areas which require development is the need to improve access to useful information in the Professional labour market which is currently characterised by inadequate and scattered data and information.

The Purpose of the upgrade of APSEA's website

The purpose of this proposed upgrade of APSEA's currently basic website into a more advance and interactive website is to transform it into a knowledge creation, Knowledge sharing and Knowledge Management portal through which APSEA and its Corporate Members and the individual professionals or service supplier firms under each Professional Association are able to collaborate seamlessly using technology to access and assess their respective knowledge bases, co-create professional content and up load them into the collaborative APSEA website through multi-user security log-ins to access the various partitions of the website for free or nominal charges.

TORs for Design & Upgrading of APSEA website *(www.apsea.or.ke)*
into an Interactive Knowledge Management Portal – October 2016

Page 1

Association of Professional Societies in East Africa (APSEA)

Request for Proposals to Design and upgrade APSEA's website

Now, APSEA invites all eligible, interested and experienced web consultants to submit Proposals that have two components namely: **Technical Proposal** and a **Comprehensive Quotation.**

In the Technical Proposal, each consultant is expected to demonstrate expertise and competence in this field by describing how he/she has done similar works in the recent past and how the expected deliverables will be met in his/her proposed Technical Design of the project.

In this proposal, the consultant is expected to analyse at least 3 options of implementing this project and offer a professional opinion on the most feasible and robust option he/she recommends. The analysis should contain a detailed work plan from formulation to launch.

In the Comprehensive Quotation, the Consultant is expected to state the cost of implementing his/her recommended option, by giving detailed prices of major components and his/her labour costs of implementing the project in a modular version of each functionality.

Evaluation of Proposals and award of Contract

All proposals will be evaluated first according to their technical competencies and then according to their cost effective quotations. The Top 3 consultants short listed will be requested to make a brief presentation to a Technical Committee of APSEA within three (3) weeks after the initial call for proposals. The winning proposal shall be recommended to RMCE (Regional Multi-Disciplinary Centre of Excellence), a World Bank regional partner implementing the Intra-Africa Talent Mobility Pilot (TMP) Programme, under which APSEA has received the World Bank Support to implement this project in order to address the **hurdle of inadequate and scattered professional information** in the promotion of Trade in Professional Services in Kenya and in East Africa.

The Basic Deliverables of the upgraded APSEA website

Once upgraded into a more advanced and interactiveKnowledge Management (knowledge creation, knowledge sharing and knowledge application) Portal, APSEA's website should be able to among others be able to access the websites of all its 28 corporate members (listed in annex 1 below) and be able to search for information using an appropriate and efficient Search Engine and display the result in a desirable format and provide a search history and access reports by organization or individual users.

Besides ability to create at least 50,000 free email accounts for users upon registration as a user, the rejuvenated website should be capable of providing simple to user interface through which a comprehensive database individual [professionals and service suppliers may be entered by the respective secretariats of the APSEA corporate Members.

The new website shoals also be capable of providing another more detailed but simple user interface through which individual professionals should be able to create a linked-In type of personal professional profiles for the purposes of networking by and among professionals on demand.

TORs for Design & Upgrading of APSEA website *(www.apsea.or.ke)*
into an Interactive Knowledge Management Portal – October 2016

Page 2

The new website will also have capability of advanced security features such as multi-level user passwords and security checks which will guard against unauthorized access of certain segments of the website and information which may be access only by the authorization of a designated webmaster.

The new website should also be able to keep count of visits per site and be able to provide statistics in real or in as near real time as possible in and the analysis of visitors with a view to appealing to online content advertising by various organizations for a fee in the manner of google ads and classified ads.

In this regard, the upgraded website will feature an online payment system in which Visa Credit Cards as well as M-pesa and Pay Pal payment options are capable of transacting in real time. Although the access to information for members will be largely free, the option to pay for services for as low as Ksh 1 to as much as a million per transaction with the capacity to output transactions reports on demand. The systems should be capable of handling thousands or even millions of transactions with efficiency.

In addition to the website being used as a research tool to search and post content, the website should also feature a learning platform based on Moodle through which an Online Learning Virtual APSEA campus can be launched through which APSEA members can be able to access online tutorials on topical areas, such as topical updates by profession, market related trends by profession, quick introductions to various professional disciplines, quick inductions into the basics of contemporary best practice benchmarks in each professional area, quick fact files by professional area and organization.

The learning modules should be capable of providing certificates of participation to users who complete a module and hence may be recommended by the authors as part of the relevant Continuous Professional Development (CPD) by automatically posting the CPD points earned to the respective professional organization. In cases where a professional organization has not yet invested in a CPD management software, this learning module should be found to be comprehensive enough to manage CPD programmes for all such organizations as a membership service outsourced to APSEA.

The new website should feature a hosted mail server with an on Cloud redundancy back up through which customised mails should be create on demand by an authorised user. The Mail Server System should be capable of generating monthly APSEA E-Newsletters from and on-demand mailing lists as defined by certain characteristics by organization or profession or similar fields which should run into a sufficient no of category definitions of users and visitors to the site.

In particular, the website should be capable of capturing the email addresses of visitors to the site for the purposes of tailored communication, feedback, surveys and advertising options.

The website should feature a voice-enabled app through which You-Tube posts and other multi-media messages can be streamed from the site in real time by visitors the site

The site should have an easy to use feedback form with a Likert-type scale and a few open ended questions for visitors to the site to express their degree of satisfaction with the services and propose some ways to improve it with the capability to produce the statistical analytics in real time.

The successful consultant will be expected to be experienced in implementing in similar projects and should therefore be able to propose other desirable functionality in tandem with the above and list the monetary implications of each stated feature their capacity to maintain the system for at least 6 months.

TORs for Design & Upgrading of APSEA website *(www.apsea.or.ke)*
into an Interactive Knowledge Management Portal – October 2016

Page
3

Proposed Project Implementation Milestones

SN	Task	Details of the task	Dates
1	Write to RMCE to initiate project	Write to the RMCE by Friday 7th to request for initiation of the project by releasing funds required for the advert of TORs and internal consultation with APSEA members as well as request for an extension of the completion period to 28th February 2016	Friday, 07.10.2016
2	Advertisement	A summary of the TORs is advertised in one major newspaper with national readership and circulation (Proposed 1/8th of a page in the Daily Nation) by Wednesday, 26[th]October 2016 inviting interested and experienced web consultants to submit their technical proposals and financial quotations within 7 days after the advert before evaluation (.e. by 2nd Nov. 2016). A detailed TOR will be also be posted in APSEA's website and circulated to all APSEA members with a link in the advert. A copy will also be proposed for online advertising (Brighter Monday	Wednesday 26.10.2016
3	Evaluation & selection of bidders	Evaluate all the EOIs based on their Technical capability and the most cost effective quotations and pre-screen the top 3 bidders for recommendation to RMCE for contracting	Thursday, 3.11.2016
4	Project starts	Consultant is formally briefed after being contracted. Allow 1 week for RMCE to complete contracting	Thursday 10.11.2016
5	Technical design of the portal	Consultant meets all representatives of APSEA members to collect detailed system requirements and then perform technical system design. Allow 1 week before meeting	Thursday, 17.11.2016
6	Review of Technical specs	APSEA's Website Upgrade Technical Committee reviews the technical specs. and approves for implementation if and when it is acceptable. Allow 2 weeks after meeting	Thursday 01.12.2016
7	Systems Development (Website Upgrade)	Consultant goes to work to upgrade the website in a modular version with weekly updates to the APSEA Website Upgrade Technical Committee. Allow 21 days after approval for the implementation to be complete installation before testing the new upgraded website	Thursday, 15.12.2016
8	Testing and debugging	Allow the Consultant 3 weeks (including Christmas and New year vacation days) to conduct tests and debugging up to the end of the first week of January 2017 then receive final test report before contacting a soft launch and end-user training	Tuesday 10.01.2017
9	Conduct User Training s	The Consultant conducts demonstrated user training for designated users from APSEA corporate at the Professional Centre covering all the specified functionalities of the upgraded website. Allow 1 week for the consultant to complete the end-user trainings fore launch	Tuesday 17.01.2016
10	Launch of the Upgraded website	The revamped website is launched after 2 weeks of active user experience with all the reported bugs addressed.	Tuesday 31.01 2017
11	Close and final reporting	The Project is concluded and reporting is done within 2 weeks after launch of the upgraded website. Implementing web consultant will be requested to issue project guarantee for user support as and when required for at least 6 months	Wednesday 15.02.2017

TORs for Design & Upgrading of APSEA website (*www.apsea.or.ke*)
into an Interactive Knowledge Management Portal – October 2016

Page 4

The Technical proposal and Comprehensive Quotationsshould cover

No.	Activity	Deliverable(s)
1	Website Design & Content filling	A visually appealing, informative and interactive website
2	User Accounts Creation and Development	The system should be capable of registering Users online and creating Membership Accounts for Professional Bodies and for Individual Professional Users with Multiple security
3	Web hosting	The Consultant should be able to enumerate web hosting requirements and the reliable and secure hosts + Costs
4	Security features	Security (SSL Certificates) Features Integration
5	Search Engine Development	The Consultant should be able to describe the Search Engine options and costs for effective searches of related websites and other sources for an effective Knowledge Based System
6	Professional linked-in like profile creation	Web app Development for user interface using multiple devices including PC, Tablet, Laptops and personal smart phones (using Android OS and Windows) Membership Accounts for individual Professionals databases (Linked-In)
7	Discussion Forums Creation	The Consultant should be able to integrate an Online, Real-time discussion forums wit requisite reports generator
8	APSEA e-learning Campus - Design & Development	The Consultant should be able to integrate an online e-learning module with a voice enabled app that makes it possible to create a virtual APSEA e-Learning Campus
9	Integration of online Payments	The Consultant should be able to integrate Online Payments options like Credit and Debit Cards, M-pesa and Pay Pal
10	Mailing System Development and Integration	The system should have an up to date hosted mail server with Cloud Redundancy back up system capable of sending customised updates &Newsletters on demand or as scheduled
11	Advertising features and option	The upgraded website should contain online advertising features and options in the manner of google ads
12	Users Training	Empowered system Users

All Expressions of Interest should contain 2 sections, namely a technical Proposal and a Quotation.

All Technical proposals will be evaluated and ranked on the basis of demonstrated competence and they will be ranked according to their capability to match APSEA's expectations.

The Technical proposals should have detailed work plans on how the design, implementation testing and Training will all be fitted including launch, into a time span of 3 months, which should end by 15th February 2017. Each bidder is expected to draw out a chronological order of modular execution of the project with clear milestones and interim report deadlines and Key performance Indicators.

The Total Cost should include elements of taxation (16% Vat and 6% withholding tax) as necessary

Each bidder is expected to include a component within the total project cost of end-user support guarantee for at least six (6) Months after Launch date during which period the consultant or a part IT expert will work with APSEA and its members to rectify any defects that may be reported or feasible improvements that may be requested by APSEA and its members while using the system as a knowledge creating, sharing and management portal

TORs for Design & Upgrading of APSEA website *(www.apsea.or.ke)*
into an Interactive Knowledge Management Portal – October 2016

Page 5

APSEA therefore invites all interested and experienced web developers to submit an expression of Interest to design, implement, test and launch the upgraded apsea website from its current form (www.apsea.or.ke) and transform it into a **knowledge management portal** as specified above. All expressions of interest should have a **technical proposal** and **a quotation** for executing the whole task up to and including end-user training support and a 6-mongths maintenance guarantee after launch.

The winning bidder is expected to **analyze the merits and de-merits provide a professional opinion** on the implications of implementing each requirement listed in terms technical viability and cost will convince the APSEA Website upgrade Technical Committee that it is providing the best option.

TORs for Design & Upgrading of APSEA website *(www.apsea.or.ke)*
into an Interactive Knowledge Management Portal – October 2016

Page
6

Association of Professional Societies in East Africa (APSEA)

Annex 1: List APSEA Corporate Members

SN	Name of APSEA corporate member	Initials	Logo	Address and contact details
1.	The Kenya Meteorological Society	KMS		Kenya Meteorological Society; Dagoretti Corner, Ngong Road; P. O. BOX 41959 - 00100 Nairobi, Kenya; Phone : 020 2147770 ext 2230; Phone : 020 3867880 ext 2230; Fax : 254-2-3876955; Email: info@kms.or.ke, kmsmails@gmail.com; Website: www.kms.or.ke
2.	The Institution of Surveyors of Kenya	ISK		Reinsurance Plaza,10th Floor.; P. O. Box 40707-00100, Nairobi Kenya.; Tel: +254-20-313490 Fax: +254-20-2214770; Mobile: +254-724-929737 / +254-737-929737; Fax: (20) 214770; Email: info@isk.or.ke. Website: http://www.isk.or.ke
3.	The Institute of Quantity Surveyors of Kenya	IQSK		The Institute of Quantity Surveyors of Kenya;Blue Violet Plaza,Kindaruma Road off Ngong road.; P.O. Box 13929 – 00800, Nairobi. Fax: +254 20 3875291, 2619337'' 0721 - 676823, 0786 – 676824; Tel: (20) 3875291 or 0721 676823; E-mail: info@iqskenya.org' Website: www.iqskenya.org
4.	The Institution of Engineers of Kenya	IEK		Institution of Engineers Of Kenya;TopPlaza,Kindaruma road, P.O BOX 41346-00100, Nairobi. Tel. :2729326;2716922; 0721729363; Email: secretariatiek@gmail.com; Website: www.iekenya.org

TORs for Design & Upgrading of APSEA website *(www.apsea.or.ke)*
into an Interactive Knowledge Management Portal – October 2016

Page 7

Association of Professional Societies in East Africa (APSEA)

SN	Name of APSEA corporate member	Initials	Logo	Address and contact details
5.	Geological Society of Kenya	GSK		Geological Society of Kenya, Utumishi House,2nd Floor, Mamlaka Road. P.O. Box 60199-00200, Nairobi, TEL: (20) 558034, 0722-782246/0775 098995; Email: geologicalsk@yahoo.com, info@geologicalsk.or.ke; Website: www.gsk.or.ke.
6.	The Association of Consulting Engineers of Kenya	ACEK		ACEK Secretariat Professional Centre, Parliament Road P.O. Box 72643-00200 Tel: +254 020 2249085 Mobile : +254 717191593,+ 254 737653279; Email: acek@mitsuminet.com
7.	Architectural Association of Kenya	AAK		The Professional Centre, 3rd Floor Parliament Road; P.O. Box 44258 GPO, Nairobi; Tel: (20) 224806, 0721691337, 0733330647; Fax: (20) 220582 Email: aak@wananchi.com Website: http://www.aak.or.ke
8.	The Kenya Institute of Planners	KIP		Kenya Institute Planners; NSSF Building, 10th Floor, Block A, Eastern Wing; P. O. Box 10682 - 00100 GPO. Nairobi, Kenya; Telefax: +254-20-2731559; +254-728-315288; Email: info@kip.co.ke; Website: http://www.kip.co.ke
9.	Institute of Clerk of Works of Kenya	ICWK		Institute of Clerk of Works of Kenya P.O Box 927-00600 Website: www.icwk.co.ke Email: registrar@icwk.co.ke

TORs for Design & Upgrading of APSEA website *(www.apsea.or.ke)*
into an Interactive Knowledge Management Portal – October 2016

Page 8

Association of Professional Societies in East Africa (APSEA)

SN	Name of APSEA corporate member	Initials	Logo	Address and contact details
10.	Institute Of Certified Investments and Financial Analysts	ICIFA		KASNEB Towers, Hospital Road, Upper Hill. P. O. Box 48250 – 00100 Nairobi. Tel: 254(020) 2712640/2712828; Email: info@iipea.com
11.	The Law Society of Kenya	LSK		Lavington, Opposite Valley Arcade, Gitanga Road; P.O Box 72219-00200, Nairobi; Tel: +254 20 2625391, +254 20 8155295,; Mobile: +254 720 904 983, +254 704 442154, +254 704 442166; E-mail: lsk@lsk.or.ke Website: http://www.lsk.or.ke
12.	The Kenya Institute of Supplies Management	KISM		Kenya Institute of Supplies Management; Physical Location:Nation House, 12th Floor , Kimathi street, Nairobi; P.O. Box 30400-00100, Nairobi. Tel: +254 (020) 2213908-10 /(020) 3505992 / (020) 2635807; Fax: +254 (020) 2213911;+254 (0)721244828, 733 333226, 717 004842; E-mail: admin@kism.or.ke; website: http://www.kism.or.ke
13.	The Kenya Institute of Management	KIM		Head Office:Luther Plaza, Nyerere Road,2nd Floor.; P.O. Box 43706-00100 Nairobi Tel: (20) 3569104, 3569117, 2361160, 2361161; Fax: (20) 607268; Email: kim@kim.ac.ke; Website: http://www.kim.ac.ke.

TORs for Design & Upgrading of APSEA website (www.apsea.or.ke) *into an Interactive Knowledge Management Portal – October 2016*

Page 9

Association of Professional Societies in East Africa (APSEA)

SN	Name of APSEA corporate member	Initials	Logo	Address and contact details
14.	The Kenya Institute of Bankers	KIB		**Kenya Institute of Bankers;** Lyric House, 6th Floor; P. O. Box 73530; Nairobi; Tel: (20) 318301, 313070, 313081; Fax: (20) 316350; Email: thebanker@kib.co.ke Website: http://www.kib.co.ke
15.	Insurance Institute of Kenya	IIK		Insurance Institute of Kenya (IIK); P. O. Box 1200 - 00200; College of Insurance, South C, Nairobi;Tel: 605606; Email: iiksecretariat@gmail.com
16	The Institute of Certified Public Secretaries of Kenya	ICPSK		Chief Executive & Secretary; The Institute of Certified Public Secretaries of Kenya; Kilimanjaro Road, Off Mara Road, Upper hill; P.O. Box 46935, Nairobi. Tel: +254-20-3597840/2; +254-734-603173, +254-770-159631; Fax: (20) 249089; Email: info@icpsk.com; Website: http://www.icpsk.com
17	Institute of Certified Public Accountants of Kenya	ICPAK		Institute of Certified Public Accountants of Kenya; P. O BOX 59963-00200, CPA Center, Ruaraka ,Thika road. Nairobi, Kenya; Tel. (+254-20) 2304226/7, 8068570/1; Mobile: 0727531006 / 0733856262 / 0721469169 /0721469796 Email: icpak@icpak.com

TORs for Design & Upgrading of APSEA website *(www.apsea.or.ke)*
into an Interactive Knowledge Management Portal – October 2016

Page 10

SN	Name of APSEA corporate member	Initials	Logo	Address and contact details
18	The Chartered Institute of Arbitrators Kenya Branch	CIArb		Kindaruma Lane, Nicholson Drive, Off Ngong Road, Tel: +254 722 200 496 /+254 734 652 205/+254 020 27 1 2481, +254 0202722724; Fax: +254202720912 Postal Address: 50163-00200 Nairobi, Kenya; mail: info@ciarbkenya.org; Website: http://www.ciarbkenya.org
19	The Kenya Society for Agricultural Professionals	KESAP		Maendeleo House, Monrovia Street, 8th Floor, Left wing, Rm 807, P.O. Box 8419 – 00200, Nairobi, Kenya. 254 020 344 128; e-mail: kesapkenya@yahoo.com; website: www.kesapkenya.com
20	Kenya Chemical Society	KCS		Technical University of Kenya,Chemistry Department P.O. Box 30197-GPO Nairobi-Kenya Email:kenchemsoc@gmail.com website: http://www.kenchemsoc.org
21	Society Of Radiography In Kenya	SORK		Golf Course Commercial Centre, 1st Floor, Rm 1.14; P.O Box 30401 - 00100 Nairobi, Kenya. Tel./Fax: +254 20 2720607; Mobile: 0718244911; Email: info@radiography.or.ke;kenyaradiographers@gmail.com Website: www.radiography.or.ke

TORs for Design & Upgrading of APSEA website *(www.apsea.or.ke)*
into an Interactive Knowledge Management Portal – October 2016

Page 11

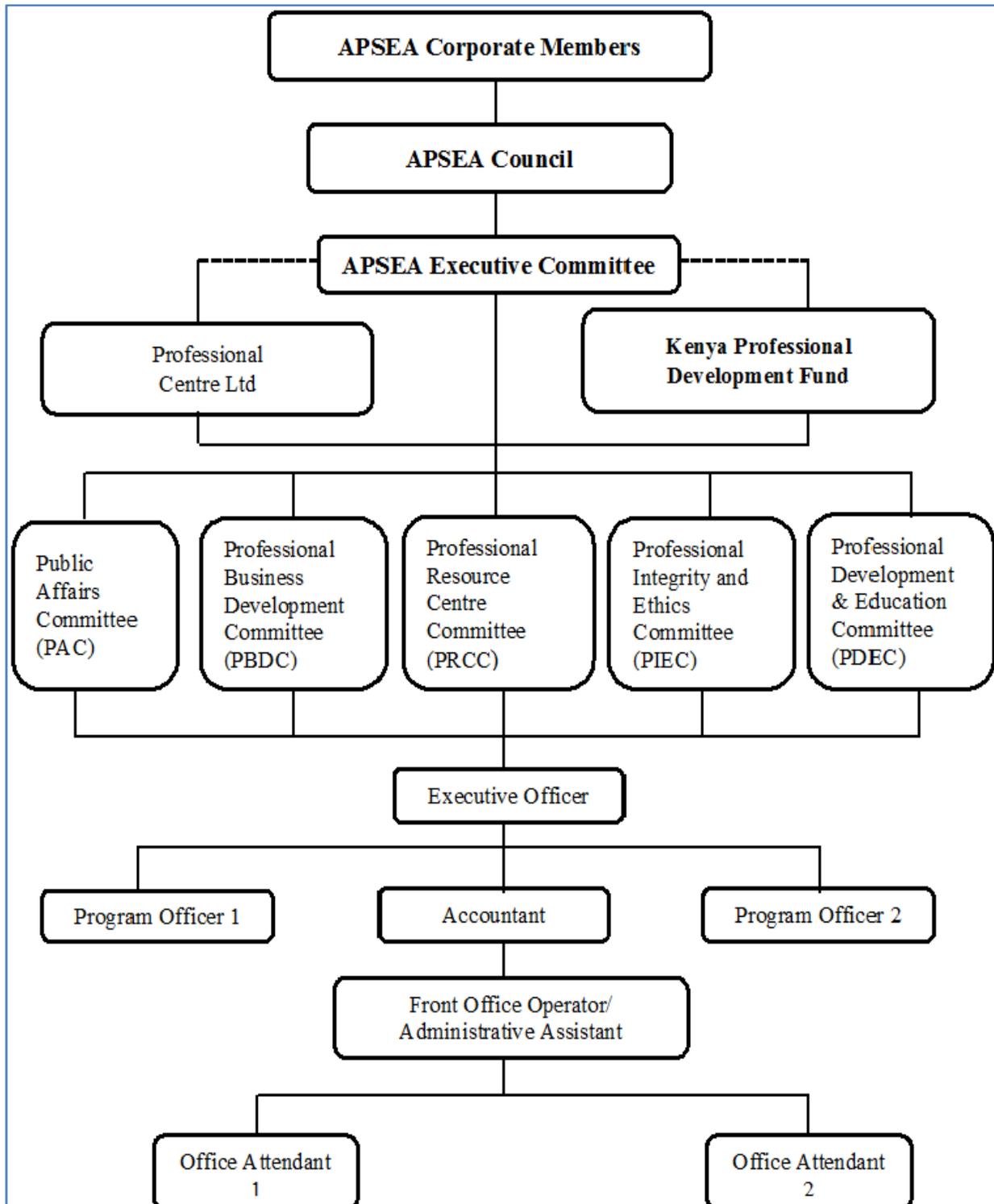| SN	Name of APSEA corporate member	Initials	Logo	Address and contact details
22	Pharmaceutical Society of Kenya	PSK		Pharmaceutical Society of Kenya Starwood Apartment, Rm A8 (8th Floor),Bentany Dental Clinic building-P.O. Box 44290 -00100 GPO, Nairobi, Kenya. MOBILE: 0722 817 264 Email: info@psk.or.ke Website: http://www.psk.or.ke
23	The Kenya Veterinary Association	KVA		**The Kenya Veterinary Association,cKabeteVetlab.** P.O. Box 290890 - 0065 Nairobi, Kenya Tel: +254 020 630 673 Cell: +254 727 680 022 Email:,info@kva.co.ke, kvanational1@gmail.com Website: http://www.kva.co.ke
24	The Kenya Society of Physiotherapists	KSP		Kenya Society of Physiotherapists, Kirkwood Building,GolfCourse – Kenyatta Market P.O. Box 20768, Nairobi Tel: (20) 219183; Email: kspkenya@yahoo.co.uk Website:http://www.kskenya.org
25	Kenya Medical Association	KMA		**Kenya Medical Association; KMA Centre ,** Junction of Chula/Mara Roads, Opp. Visa Place in Upper Hill; P.O. Box 48502 - 00100 GPO Nairobi; Tel: (20) 3864509, 020 2325 633, 0722 275695; Fax: (20) 3864507; Email: nec@kma.co.ke, ict@kma.co.ke; Website:http://www.kma.co.ke

TORs for Design & Upgrading of APSEA website *(www.apsea.or.ke)*
into an Interactive Knowledge Management Portal – October 2016

Page 12

Association of Professional Societies in East Africa (APSEA)

SN	Name of APSEA corporate member	Initials	Logo	Address and contact details
26	The Kenya Dental Association	KDA		Professional Centre, 1st floor Parliament Road; P.O. Box: 20059 - 00200 Nairobi Tel:+254-020 312 965 Cell:+254-710 856 304 Email: secretariat@kda.or.ke Website: http://www.kda.or.ke
27	Kenya Association of Radiologists	KAR		KNH,UON X-Ray Dpt-2ndFlr., P.O Box 30401 – 00100 Nairobi, Kenya; Tel./Fax: +254 20 2720607; Mobile: 0718244911 Email: kenya.assoc.rad@gmail.com Web: www.radiography.or.ke.
28	Kenya Institute of Food Science and Technology	KIFST		Kenya Institute of Food Science and Technology, C/o Department of Food Science JKUAT, P.O. Box 62000 - 00200, Nairobi.Cell 0720350903 Email: kifst2016@gmail.com

TORs for Design & Upgrading of APSEA website *(www.apsea.or.ke)*
into an Interactive Knowledge Management Portal – October 2016

Page 13

APSEA

Association of Professional Societies in East Africa (APSEA)

Annex 2: The APSEA Organizational Structure

TORs for Design & Upgrading of APSEA website (www.apsea.or.ke) into an Interactive Knowledge Management Portal – October 2016

Page 14

Figure 1: APSEA Organizational Structure

Annex 3: The Professional Centre – APSEA's HQ in Nairobi, Kenya.

Figure 1: The Professional Centre on Parliament Road in the CBD of Nairobi, Kenya

APSEA Association of Professional Societies in East Africa	The Association of Professional Societies in East Africa, P. O. Box 72643 – 00200, City Square, Nairobi, Kenya. The Professional Centre, Parliament Road, Nairobi, Kenya. Email address: apsea@apsea.or.ke; Website: www.apsea.or.ke Tel 1: +254 20 2241230 /+254 20 2212660 Cell No. 1: +254 726 610 498 / +254 733 610 948 Fax No: +254 20 341 883

TORs for Design & Upgrading of APSEA website (www.apsea.or.ke) into an Interactive Knowledge Management Portal – October 2016

Page 15