
**Expression of Interest**

**Languages**
Fluency in English is required. Knowledge of French, Kiswahili, Portuguese is an asset

**Closing Date**
28 August 2020

**Location**
South Africa (desired) or remote based

**Background**
PATA invites Expressions of Interests from individuals or companies interested in developing a PATA (2020 Summit) Virtual Hub and provision of technical support before, during and after the PATA 2020 Summit.

The name PATA is an acronym for Paediatric – Adolescent Treatment Africa, but also means ‘to touch’ in isiXhosa and isiZulu, and ‘to reach out’ in kiSwahili. PATA reaches out to mobilise, strengthen and build resilient health providers who in turn reach out to touch the lives of children and adolescents who can live long and healthy lives when accessing optimal HIV treatment, care and support.

1. **About the PATA 2020 SUMMIT**

Each year, PATA organises a summit which bring together participants and speakers from across the African regions and globe. In response to travel restrictions and various COVID-19 lockdown regulations, the PATA 2020 Summit format will change and for the first time will be held via a centralised virtual platform (hub) that is connected to several regional in-country forums (spokes). A hybrid virtual summit will allow for a regional online PATA summit, linked to several in-county forums (dedicated forums and in-country meeting sites) and extended to its membership to allow for expanded participation through the central hub.

A hybrid format will enable multiple sessions that build upon the PATA 2020 Summit methodology and will include unifying and jointly attended prime sessions (real time), with keynote presentations and Q&A. Africa cafe sessions will offer a variety of best practices and
accelerator strategies from the frontline (on demand), as well as provide access to specific zones for thematic discussions and daily Lekgotlas (real time).

2. About the Virtual Hub
The virtual platform is aimed to have a longer life expectancy than the summit only. The platform will be a combination of both real time (synchronously), and/or on demand (asynchronously) activities with in-country spoke forums and meetings having the additional advantage of smaller in-person group discussions and in-country meetings. The summit will be structured in such a way that synchronised, real time activities are aligned across GMT and EDT zones.

Virtual on demand activities, best practises and in-person forums will be linked to in-country time zones and can respond to shifting lockdown regulations. In-country forums and meetings (spokes) can be arranged at centralised conference venues providing the necessary supported technology and internet access, whilst also being extended to meeting rooms in health facilities, clinics and community-based organisations to allow for broader participation.

3. Summit Participants
The PATA 2020 Summit will reach a minimum of 300 pre-registered participants and speakers from across the globe, with most participants being based in countries where PATA has active programmes, and include: Eswatini, Kenya, Malawi, Mozambique, South Africa, Tanzania, Uganda, Zambia, and Zimbabwe. Participant from across PATA partnerships may join at anytime and therefore the hub must be able to accommodate fluctuating numbers that can, at any time manage up to a max of 1000 log ins.

Registered spokes participants will be able to join remotely through in-person group forums in a selected number of countries at an established forum venue or designated clinic/organisational training room or individually from their own device. It is anticipated that a group of participants from the broader PATA network, together with key global experts, policy makers, networks of young people living with HIV, donors and Ministry of Health representatives will be connected solely virtually through the PATA online summit hub.

The Assignment
The purpose of this assignment is to provide guidance and develop the best PATA (2020 Summit) Virtual Hub that meets the scope of work and provide technical support before, during and after the summit. There are three critical components of the assignment.

The first component is creating and designing the PATA 2020 Summit Virtual Hub in collaboration with TeamPATA. This is a summit website with a landing page that will enable summit participants spread anywhere in the world to register, log in simply and participate and engage in various sessions, individually or as a group, as part of an in-country meeting (spoke). The summit website (PATA virtual platform) should be well integrated with the PATA website and the current plug insns used should be preferable the same used for the virtual hub. The participants
of the summit who log in need to be able to see and hear presentations and engage with other participants/organizers (via chat).

The second element is the provision of technical support and training before, during and after the summit on the established conferencing platform, such as Zoom for example.

The last component is preparing, delivering, and archiving the summit event and or presentation recordings on the Summit Hub.

The individual or company is expected to deliver the following:

1. **Conceptualise user journey, design and create a Virtual Hub**
   - Domain name registration
   - Provide a branded mobile responsive portal (fresh website or sub domain- WordPress powered) that will include the relevant summit web banners uploaded, PATA brand colours and logos (for PATA and the supporting partners), upload content both front end and back end
   - Web designing of the landing page of summit website will include a simple registration or login tab – (participants are invited to apply and register – this is a closed meeting that does not involve registration fees), calendar of events tab, news tab, watch/listen to recordings of virtual sessions tab, spokes events tab, newsletter
   - Live streaming of sessions
   - Website to include social media plugins, including the setting up of relevant social media pages (Facebook, Twitter, Instagram, SoundCloud and YouTube) and ensuring they are well branded with banners and populated with information about sessions
   - Pre-register participants (PATA to provide registration template) linked to MailChimp survey
   - Integrate the summit website with Mailchimp, Survey Monkey, Zoom
   - Integrate up to 15 sessions (zoom or other platform) links
   - Provide the ability for PATA to view registered participants
   - Provide the ability for PATA to communicate with registered participants on the virtual hub, send reminders, conduct surveys via Survey Monkey
   - Provide chat functionality on the landing page
   - Allow participants to create a profile page (TBC)
   - Ensure safety and security for all participants and website users including drafting privacy and security guidelines and posting them on the website
   - Chat box on the landing page that will be managed by the PATA summit team
   - The homepage will also include a grid view of upcoming sessions on the summit website and speaker bios etc
2. Provide technical support before during and after the summit
   • Provide support to participants facing any technical difficulties
   • Ensure that summit participants are able to seamlessly navigate in and out of the virtual summit hub via the summit website, summit social media platforms
   • Troubleshoot/fix broken links
   • Compile a visual participants guideline- to be available for download on the website registration page. The visual guideline will include information of how to download zoom, join a session etc
   • Provide training to speakers and session moderators (checklist of technical requirements and suggestions, for example, camera, background, lighting, and microphone advice for live session or pre-recording)
   • Interpretations options considered and language options available
   • Provide a system requirement checklist for the summit to test the system for speakers, facilitators, interpreters and participants before the sessions (Internet Speed, Network, Operating System, Browser, Audio, Microphone and Webcam)
   • Conduct pre-test sessions of the Summit (October) with speakers and moderators

3. Prepare, deliver and archive all the summit events (web and social media)
   • Assist (virtually) with the setting up of any equipment (computers, cameras, recorders), avail logins for the virtual and in country events that will ensure swift livestream of the summit
   • Provide a stable platform that can host up to 1000 participants online for free (even with slow internet) across three days with up to 15 sessions
   • Record all the summit proceedings and ensure that they are edited and available on the summit website and associated platforms
   • Post daily summaries/blogs
   • Develop a clearly marked and accessible library of recorded sessions, presentations, with links to associated resources and materials
   • Ensure all sessions recordings videos and audio (edited version) are available on YouTube and SoundCloud (TBC)

Timelines
20 August - 30 August 2020: Submission of a technical support proposal including approach, work plan and budget.

1 September - 30 October 2020: Domain name registration, user journey design, landing page design and launch (to allow registration of participants), integration of Zoom and social media plugins, uploading summit and session descriptions, testing of virtual platform and loading pre-recorded sessions.

Desired Technical Expertise:
- Minimum 5-10 years of relevant development life cycle experience in systems and applications development
- Proven track record in building and supporting virtual hubs as well as using this for real time conferencing is an advantage
- Advanced University Degree in Technology/Information Technology/Engineering
- Proven experience in web interface development, graphic design and technical implementation of user interfaces in a web-based environment is a must
- Experience in programming languages like C, C++, Java, Python...etc.

Application Process
Applicants are advised to send their applications to glynis@teampata.org before 28 August 2020.

The application pack should include the following:
- Cover letter
- Detailed proposal demonstrating an understanding of the deliverables listed, and the individual/company approach to the assignment
- Financial quote (daily rate or detailed lump sum for professional fees)
- CV or Company profile/Portfolio
- At least 2 contactable referees
- Availability to provide a short 30min pitch