



Working for nature conservation

Call for Expression of Interest

Job Title:	Service Provider – Website Developer
Type of Contract:	Consultancy
Department:	Administration
Duty Station:	Monrovia
Reporting line:	Report to Admin & Logistics
Duration:	10 Days (Beginning November 6, 2023)
Remuneration:	Cost will be negotiated based on qualification and experience

ORGANIZATIONAL DESCRIPTIONS

Save My Future (SAMFU) Foundation is a registered community rights-based conservation non-governmental organization that aims at ensuring Liberia's remaining natural resources are efficiently and sustainably managed towards fair benefits-sharing. SAMFU promotes environmental and bio-diversity conservation, and sustainable natural resources management from a community-driven perspective. We facilitate our program activities towards strengthening resilience of community dwellers against impacts of extreme poverty, climate change, biodiversity loss and scarcity of livelihood options.

SAMFU has two core programs that are implemented with cross-cutting focus on advocacy for human rights, peaceful co-existence and conflict prevention in rural communities. Interventions under our core programs, Extractive Industries (Natural Resources Governance) Program and the Endangered Species Conservation Program are facilitated with local communities at the heart.

SUMMARY BACKGROUND OF TASK

SAMFU is currently in the process of improving on its branding and communications within its institutional environment and wider public. Key components of this process is to improve its online platforms, internal and external communication strategies and reporting.

As such, we are seeking an experienced and reputable firm to redesign our webpage (website), create social media handles (and link them website), create personalize email addresses for staffs (based on new domain name), create new info email address for SAMFU and create an email listserv.

When recruited, the firm will also provide hands-on technical training for at least two SAMFU staffs to effectively manage information on the (redesigned) website.

REPORTING LINES

The incubator will work under direct supervision of SAMFU's Admin and Logistics Officer and as well



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as the Executive Director when necessary. The firm will also liaise with other staff in program and finance to undertake the tasks outlined below.

PREFERRED QUALIFICATION

Entity or firm interested in submitting expression of interest must...:

- Be legally registered to operate in Liberia
- Be current taxes
- Have a physical office that is accessible
- Have proven record of developing or redesigning websites for organizations / entities operating in Liberia
- Must have operated in Liberia for at least three years
- Have experience of timely executing tasks

HOW TO APPLY

Interested firm desiring to provide this service are requested to send a cover letter with contact details of three (3) references minimum (for entities you have worked for), send copies of legal registration, business registration and tax clearance via email @ samfurecruitment23@gmail.com. Applications are accepted on or before 4:30 pm, Monday October 30, 2023. Interested applicants should address EXPRESSION OF INTEREST to ‘**THE MANAGEMENT, SAVE MY FUTURE (SAMFU) FOUNDATION**’ with subject line ‘**WEBSITE REDESIGN - 001**’. EXPRESSION OF INTEREST received after this deadline will not be considered. We encourage applicants not to do follow up at any stage of this recruitment process as we will frequently communicate with candidates along the way.

KINDLY NOTE: SAMFU DOES NOT SOLICIT ANY FEE AT ANY POINT OF OUR RECRUITMENT PROCESSES. CANDIDATES PAYING FEES TO ANYONE AS MEAN TO SUPPORT RECRUITMENT WILL BE DOING SO AT HIS/HER OWN RISK. ***SAMFU IS AN ORGANIZATION HIGHLY THAT VALUES DIVERSITY, AS SUCH QUALIFIED FEMALE CANDIDATES OR PERSONS WITH SPECIAL NEEDS ARE ENCOURAGE TO APPLY.***