Annex 16: Terms of reference – Uploading

1. Input of data as held on 200 Technology Records to the live TECA portal[1]. This will involve:

- Enter correct category data as indicated on each form.

- Upload of the supporting documentation and images to the TECA portal database. Documents and images to be linked from the text as denoted by science writer on each technology via html coding for each completed form.

- Uploading and documentation linkages to be checked.

ALSO any documentation too large to be uploaded onto the TECA portal (size limited was in operation last time data entry system was tested) to be burnt to CD Rom for the TECA portal programmer to upload and link to the appropriate text on the corresponding form.

2. Jointly documenting the project process and outcomes, and preparing the lessons learned, for reporting back to DFID.

3. In respect of each technology record uploaded to the TECA portal, to supply for uploading purposes in a consistent format:

§ Name(s) and Email Addresses of Project Leader(s);

§ Name and Physical Address of Lead Institution(s) (also called 'Managing Partner(s)');

§ Names of Project Partners (also called 'Collaborators');

§ Names and Physical Addresses of Partner Institutions (also called 'Collaborating Institutions').

The information supplied – with the exception of the email addresses of project leaders – will subsequently be uploaded in the Technology Records, in a place to be agreed with the project leader. The uploading falls under ToR1, not under this extension.

NR International recognises that it may not be possible to track all the information down. The objective is to obtain as much of it as possible.

Note: This information is partly supplied already on the 'Four Cats' spreadsheets for each Programme. Programme websites, the R4D portal and NARSIS should provide much of the missing information. Former Programme Coordinators may be contacted directly by the consultant for assistance.

4. To assist the Project Leader to design an efficient process for publishing the RNRRS technology records. This will include:-

- Based on the programming limitations of the portal, advising on a housestyle for publication of RNRRS records;

- Developing guidelines for the copyeditor;

- Liaison with FAO's TECA team to flag aspects of the TECA uploading mechanism which have emerged as problematic (eg programming glitches and lack of suitable fields for data entry).

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[1] A dedicated copy editor will be responsible for checking grammar, spelling, etc prior to uploading.