

## Kenya Water and Sanitation Civil Society Network

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### **TERMS OF REFERENCE FOR A WEBSITE & KNOWLEDGE MANAGEMENT INTERN**

#### **1.0 SUMMARY**

<b>Organization</b>	Kenya Water and Sanitation Civil Society Network (KEWASNET)
<b>TOR Purpose</b>	KEWASNET is looking for an intern to support with website review and knowledge management
<b>Position Location</b>	Hybrid
<b>Duration</b>	3-6 Months
<b>Consultations</b>	KEWASNET Programme Department
<b>Application deadline</b>	26 <sup>th</sup> May 2025
<b>Contact/Address</b>	Applications to be sent to: <a href="mailto:procurement@kewasnet.co.ke">procurement@kewasnet.co.ke</a>  Only short-listed applicants will be contacted.

## **2.0 ORGANIZATIONAL BACKGROUND**

The Kenya Water and Sanitation Civil Society Network (KEWASNET) is a legal non-governmental and non-profit membership organization incorporated in August 2007 under the Non-Governmental Organizations (NGO) Act. The network is an organization set within the overall national strategy of encouraging networking, collaboration and corporation of Civil Society Organizations (CSOs), Private Sector Organizations, individuals and others who elect to join the network. It envisions: *‘A Kenya where Universal, Sustainable and Equitable Access to Safe Water, Sanitation and Hygiene is realized by all’*. Its mission is *‘To Enhance Political Will and Collective Development Capacity, and Mobilize Resources for transformational Change in WASH Governance & WRM’*.

The membership is drawn from CSOs working towards the improvement of water governance, WASH service delivery, water resource management (WRM), and efficiency in the water sector. The overall purpose of the network is to influence the policy environment to ensure Kenyans have access to affordable and safe water and sanitation services in a sustainable context.

As part of its strategic objective to strengthen communication, learning and knowledge management, KEWASNET looks to enhance its digital presence and improve access to its knowledge resources. KEWASNET therefore seeks a proactive intern to support website upgrading and maintain the functionality and user-friendliness of its knowledge-sharing platform which is designed to serve as a centralized repository for resources, tools, and learning materials.

## **3.0 PURPOSE AND SCOPE OF THE INTERNSHIP**

This internship will focus on strengthening KEWASNET’s digital infrastructure to facilitate knowledge management, sector learning, and public engagement. The intern will be responsible for supporting the review and enhancement of KEWASNET’s website and ensure that the knowledge-sharing platform is fully functional and effectively serves its intended purpose which is to enable access to WASH-related publications, data, tools, and best practices.

## **4.0 KEY RESPONSIBILITIES**

The intern will;

- Support the full review of the KEWASNET website and Knowledge Sharing Platform, and ensure recommended improvements are implemented.
- Assist with the technical aspects of the website upgrade, including reorganization of content, testing new features, and ensuring mobile responsiveness.
- Work with the web developer to improve website layout, navigation, and user interface.
- Support the review and restructuring of web content to ensure clarity, relevance, and alignment with KEWASNET's branding.
- Work with the Communications Officer to update new content (blogs, publications, news, event updates) and archive outdated materials.
- Ensure the knowledge-sharing platform is functional and well-organized, including proper tagging and categorization of resources.
- Ensure platforms are secure, mobile-friendly, SEO-optimized, and compliant with accessibility standards.
- Conduct regular platform audits to identify broken links, missing files, or system errors.
- Monitor platform analytics and provide basic reports on user engagement and traffic.
- Assist in training KEWASNET staff or members on use of the upgraded platform, as needed.

## **5.0 DELIVERABLES**

1. Upgraded KEWASNET website with improved design, structure, responsiveness, and performance.
2. Fully functional Knowledge Sharing Platform.
3. Training and technical support to KEWASNET staff.
4. User manual and system documentation.
5. Final internship report detailing process, challenges, achievements, and recommendations.

## 6.0 EXPECTED PROFILE OF THE INTERN

- Final-year student or recent graduate in Information Technology, Computer Science, Web Design, Knowledge Management, or a related field.
- Demonstrated experience with website content management systems (e.g., WordPress, Joomla, Drupal).
- Basic understanding of web development, including HTML, CSS, and UX principles.
- Good writing, editing, and organizational skills.
- Familiarity with document management and digital knowledge-sharing tools.
- Be familiar with web security and responsive design.
- Ability to work independently and collaborate with multidisciplinary teams.
- Interest in development, civil society, and WASH issues is a plus.
- Be self-driven and able to deliver assignments independently and on time

## 8.0 DURATION AND WORKING ARRANGEMENTS

- Duration: 3-6 months
- Working hours: Maximum of 40 hours per week
- Modality: Hybrid
- Stipend: A modest monthly stipend will be offered to help cover transport and basic expenses

## 8.0 HOW TO APPLY

Interested applicants should submit a cover letter and updated CV with evidence of similar work to **[procurement@kewasnet.co.ke](mailto:procurement@kewasnet.co.ke)** by 26<sup>th</sup> May 2025 with the subject line: "Application for Website & Knowledge Management Intern"