

TORs for the Designing and Development of Website

AWARE Introduction:

Association for Water, Applied Education & Renewable Energy (AWARE) is a non-profit organization registered under Societies Act 1860. AWARE is working in Sindh province since last 11 years with physical presence in districts Umerkot, Tharparkar, Sanghar, Tando Mohammad Khan and Badin. The focus areas are Water, Renewable energy, Natural Resources Management, Livelihood and Economic Empowerment, DRR Approaches and Participatory Governance.

AWARE and SPO in partnership with OXFAM under the Strategic Partnership Project implementing a project with title "Women and Marginalized Groups, Natural Resource Management and Peace-Building: Unlocking Potential" in three districts in of Sindh province. AWARE is implementing the project in two districts i.e. Tando Mohammad Khan and Badin;

Strengthening Participatory Organization (SPO) is one of the largest right based civil society organizations in Pakistan is in District Hyderabad Sindh province.

Project Introduction:

The Strategic Partnership- Women and Marginalized Groups, Natural Resource Management and Peace-building: Unlocking Potential' project aims at ensuring that women have a say in local water related

peace building processes and policies and their say is considered in water related aspects. The main

focus of the project, women and marginalized groups in the target districts, dependent on the water share from Akram Wah Division, will benefit as pro

ject seeks to raise the awareness, knowledge and build the capacity of the target groups about water governance and associated dispute resolution. This

will be achieved through establishing linkages with local water governance structures and related stakeholders for equitable representation and meaningful role in decision making processes. At policy

level the project seeks to address structural inequalities faced by marginalized groups and women in

particular, however, given the timeframe of the project, selective policies will be reviewed and efforts

will be made to bring about positive changes for particularly women and marginalized groups at the grass root level.

Assignment:

Under the Strategic Partnership Project AWARE and SPO with the support of Oxfam will develop and launch a website specifically for concerned project to update the stakeholders at local, provincial and

national level about the brief details of project and share the case studies and success stories for the

wider audience, therefore, the following will be the key objectives will be served through website.

Scope of work:

- o The technical consultant shall hold the responsibility to design and develop a website in close coordination with AWARE, SPO & OXFAM teams.

- o The Consultant shall hold overall responsibility in terms of work related to the development of website as per the quality standards/requirements of AWARE, SPO and OXFAM.

- o Design the attractive website, taking into account

t the requirements and standards

- o Clear catalogs & folders attractive page layout, easy to use, update and maintain flexible navigation & search function; Create HTML documents and graphics for implementation in the Web and web pages should be responsive.

- o Make recommendations for backup/restore plan
 - o Orientation to staff on website maintenance and content update
 - o Design and establish secure and interactive website
 - o Support and maintenance service for 2017 and 2018
 - o Make recommendations for software, hardware, and other back-end applications related to
- Web development
- o Design and establish a new website with new domain name
 - o The website must have options to show number of visitors visited the website, likes and comments
 - o Purchasing of domain and hosting plan for years (3 onward 2017-18-19)

Qualification/Selection criteria

- o Consultant firm or individual must have NTN number
- o Consultant firm or individual must be a reputable with prior rich experience in the field
- o Proven and solid knowledge and experience in providing similar service Able to provide user training and all documents in English
- o Solid knowledge on website security and website hosting service
- o The Vendor should provide a proposal include a brief implementation plan
- o The vendor should provide the quotation include below information:
- o Website design and setup.
- o Related software license
- o Provide registered user interface softer for easy update and maintenance on regular basis

The brief roles and responsibilities of Consultant(s)/firm are:

- o Consultant/Firm or individual will share detailed contents for website development
- o Share sample web pages designs for approval after final selection of Consultant/Firm or individual for the assignment
- o Share detailed technical narrative proposal including hardware and software requirement
- o Financial proposal with budget breakup (Website designing, domain purchasing as well as annual charges to retain domain name, software's (If applicable))

All supporting documents, narrative and financial proposal must be part of the application and submitted/ uploaded as one document

Selection Criteria

Criteria for technical evaluation and obtainable score (Total 100)

- o Relevant Education/Degree: 20
- o Relevant work Experience (Minimum 5 years):25
- o Experience in developing same quality website designing: 30
- o Price offer (Financial Proposal): 25

The technical and financial proposal along with supporting documents shall be electronically submitted at info@aware.org.pk by 18th January 2017

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Only shortlisted applicants will be contacted. AWA

RE in consultation with Oxfam reserves the right to reject any or all proposals and is not bound to any legal claim in this regard. For further Assistance please feel free to call on +92-238-5000
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