

03 August 2015

Dear Service Providers,

Greetings!

SWAPNO Project is looking for development of the project website and request you to submit your price quotation by COB 05th August 2015 to the bellow email with a Cc to <Shahana Begum (shahana.begum@undp.org)>. Detail Specification for the said job is attached for your information.

Looking forward to your response.

Durani Md Abul AHSAN  
MIS Associate  
SWAPNO Project  
Email: durani.ahsan<at>undp.org

## Terms of Reference (ToR) for website development of SWAPNO Project

### GENERAL BACKGROUND:

SWAPNO is a social transfer project for ultra-poor women to be engaged in public works essential for the economic and social life of poor local communities. It promotes employment, and most importantly future employability, of extreme poor rural women. The project is designed following a state-of-the-art graduation strategy that aims at beneficiaries' sustainable exit from extreme poverty. The project is being implemented by Local Government Division, MoLGRD&C with the support of UNDP and Spanish Government.

SWAPNO envisages a delivery mechanism that combines government ownership, transparency, accountability and development impact having graduation out of poverty combined with building public assets. Women will be intensively counseled to save a portion of their wages gained from the public work programmes under SWAPNO project. At the same time, they will be supported to invest their savings wisely. Moreover, the project will enhance good local governance and develop capacity of local government Institutions (LGIs).

### OBJECTIVES OF THE WORK:

Purpose of the project website is multiple, and is expected to cover the following:

- A (by-lingual) user friendly system will give visitors access into all the information on the activities of the SWAPNO project and enable them to obtain information on the latest and upcoming issues as well as share and post readers' views and comments.
- The website will create a project related information sharing system. The Web site will have hyper- links with all relevant Government, NGO, Donor and UNDP web pages to ensure maximum outreach.
- The website will have an archive of reports, case studies, knowledge products, videos and photos, as well as a regularly updated thematic e-library of research and evaluation papers.
- Appropriate tracking system will be established.
- Hold orientation sessions for SWAPNO staff on the use of website before finalisation of the concept and also provide proper training for site administration.
- Prior to finalization, the Vendor is expected to present at least three layouts/ designs for the site to choose from.
- 01 year maintenance services.

### TECHNICAL / SOFTWARE / PLATFORM ISSUES:

- The Vendor will design and develop the website consisting of dynamic pages including home page, using the materials and instructions supplied by SWAPNO project. The interface designs & navigation of the portal has to be very user friendly so that it would be easy for the visitors to find the necessary links easily.
- The Vendor will accomplish the development of the Website with all the necessary materials including texts and layout specification for all pages, downloadable files and pictures provided by SWAPNO project. The designing theme and outlook should be professional. The design template



has to be approved before its finalization. All features and links to access into the relevant content should be placed into the Home Page priority, importance and in organized manner.

- The website should be developed using state of the art technology. The viewers should be comfortable in viewing the website using any platform (Windows, MacOS, \*NIX and so on) or Web Browsers (IE, Mozilla Firefox, Safari, Opera, Chrome, Konqueror etc.), and smartphones and mobile devices.
- For the dynamic content, it is expected that MySQL will be used as database backend and PHP will be used for front end.
- There will be a feature/module for News/Events. General users must have an option to submit complaints, suggestions, and comments.
- There will be a page dedicated to an e-library which will stock online resources that can be downloaded.
- There should have hit counter and the website should appear within first 10 search items in Google search.
- There should be detail contact information of project offices with google map and image mapping system in the website.
- The website should have links to partner organizations, government departments and other UN agencies.
- The vendor will ensure to respond swiftly to the request of the SWAPNO Project to make all necessary adjustments and revisions concerning the designs and contents of the Website at its development stage so far as such adjustments and revisions are technically achievable.
- The Vendor will create an accessible on-line test site with full capacity during the Website development phase for SWAPNO project to review the website in development.
- The Vendor will provide administrative site/pages to the website which allows SWAPNO staff to directly update dynamic pages of the website on on-line basis.
- There should be welcome animation/ graphics/banner at the starting of the web site that will give idea about SWAPNO.
- The Vendor according to the plan will respond and assist to SWAPNO request to create additional pages if required.
- A detailed standard user manual, technical documentation will be prepared so that after providing training to SWAPNO staff, they will be able to manage the portal smoothly.
- The design may follow the wizard with drop-down menu and should be user friendly.
- Any other option not describe here but might be required for the betterment of the website.

#### **DELIVERABLES:**

- Website uploaded in the server (Project has hosting and domain already)
- Technical User Manual (written in English)
- Monthly updating and maintenance report (will be starting after 2nd month)
- A final report at the end of contract



**PROGRESS CONTROLS AND PAYMENT INSTALMENTS:**

Progress will be reviewed by the National Project Manager with assurance support from the National Project Director. Progress will be monitored through regular updates by the Vendor.

Payment is based on output and upon delivery of the services specified here. There will be three payment instalments:

- 30% of the fee on delivery of the website design, approved by the SWAPNO Project and ready for development;
- 50% of the fee on delivery of the website hosting with technical user manual, approved by SWAPNO Project;
- 20% of the fee on completion of all services of the assignment and approval of the final report (UAT) by SWAPNO Project.

A handwritten mark or signature, possibly a stylized letter 'G' or a similar symbol, located in the lower right quadrant of the page.