

Terms of Reference (ToR)
Consultancy for Web Portal (Web Site) maintenance
for the 'I am One, I am Many' project

1. Background:

Gender Justice (GJ) Programme of Oxfam in Bangladesh is committed to encourage new initiatives promoting the concept of transformative women leadership and support creative discussions on women's rights and gender equality.

'I am One, I am Many', is a multi-country project with Pakistan and Indonesia to enable youths, communities and institutions to take sensible actions to address/prevent violence, discrimination based on different identities, beliefs and religions. The current project is designed to address violence, acceptance of differences for promoting peace and pluralism. Through sensitization, learning-sharing and interaction this project encourages youth-girls and boys to feel confident to address religious fundamentalism issues and where these are being misused.

The goal of the project is 'People feel confident to address religious fundamentalisms and combat all forms of discrimination on the grounds of religion, religious identities other identities based on sex, ethnicity etc.'.

This project aims to engage young people for positive social transformation in Bangladesh through promoting multiculturalism inter-faith harmony and combat discrimination against minorities in the community, society and state.

2. Objectives of the Consultancy:

The object is to generate and upload related information, redesign and review the current website (www.iamoneiammay.com) in an effective and attractive way to make this site more interactive and live, youth friendly.

The major focus of these website is to establish an online based learning-sharing knowledge hub to connect youths (Bangladesh, Indonesia and Pakistan) on the issue of diversity, pluralism and peace making process with an approach of inclusiveness and also to take stand against all kinds of discrimination.

Key deliverables as output by consultant:

- Domain purchase and registration for one year and Hosting
- Design & Installation [Concept Design, Database Installation (php, MySQL), CMS (Content Management System) Installation]
- Necessary Coding (HTML5/CSS3/jQuery/VBScript)
- Page renovation or development if needed
- Image Enhancements (Header Banners/Slider Design, Product Image Enhancements)
- Search engine optimization
- Interactive comment and discussion system
- Upload the information, documents and documentaries based on need
- Provide orientation to the project staff on related social media operation if necessary
- Design and operate online based competition as per demand (maximum 02)
- To ensure a colourful, attractive and interactive youth friendly webpage & social side

- To ensure comfortability of using the site
- To ensure sharing of information with the wider community
- To ensure better visibility to the program, partners and other stakeholders etc.

3. Scope of Work:

- Review relevant youth centric website and webpage
- Review relevant www.iamoneiammany.org website
- Project documents to understand the project goal, objectives and outcomes (Project Proposal, logical framework, baseline survey report etc.) provided by Oxfam and partners organization.

4. Roles and Responsibilities of the Consultant and Oxfam

In consultation with Oxfam in Bangladesh is expected to complete all activities listed in the terms of reference. Focal person from Oxfam's communication and GJ team will be the main contact person for the expert. Consultant will be responsible for content development, designing, other related works. Oxfam will provide all technical support as well as communication in relation with partners or with other stakeholders (if needed).

5. Timeframe:

The expected period for this assignment is approximately 15th September 2018 to 28th February 2019. This duration is non-negotiable and there is no scope to extend the consultancy.

6. Terms and Conditions:

The consultant is expected to submit a technical and financial proposal for the work with number of similar kind of developed before.

7. Required skills and Experience:

- At least 3 years working experience in website development, data upload, troubleshooting etc.
- Working experience with development organization/INGOs (minimum two references need to submit with proposal)
- In-depth knowledge and understanding of cutting edge tools/web development,
- Have good experience in Dynamic Websites Content Management Systems.
- Strong analytical ability with presentation skill,
- Demonstrates commitment to Oxfam's mission, vision and values.

Ways of working/tasks:

- A formal agreement between the developer and Oxfam would guide the implementation process,
- The developer must follow Oxfam communication and branding compliance,
- Oxfam has every right to monitor and supervise any works under this ToR as and when necessary,
- Changes might be made in the ToR during the period of contract, as per requirements,
- Review existing documents of project,
- Hold discussion sessions with key personnel of Oxfam for present initial idea and get necessary feedback/input for implementation plan finalization.

8. Concept note and budget:

Budget will be developed by Oxfam. But the consultant would get a respected amount.

Proposed budget and concept note will have to submit at the beginning of the work including the daily rates of the Communication expert in BDT.

- Brief concept note on the assignment/tasks,
- Activity plan with job specification of assign expert
- The budget should consists,
 - the per day rate for Communication Expert/consultant
 - 15% VAT and 10% Tax (please calculate the total budget with VAT and Tax).
 - Total amount
- Proposal will be accepted preferably in soft copy form (signed scanned copy) by mentioning subject line “Web Portal (Web Page/ Web Site) maintenance for of the ‘I am One, I am Many’ project”.
- For Website, the total budget will be 1,20,000 BDT (One Lac and Twenty Thousand taka)

9. Selection criteria (Cumulative analysis)

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [70%]

* Financial Criteria weight; [30%]

Criteria	Weight	Max. Point
Criteria A: <u>Technical</u>		
• Experience on web development for development projects.	30	30%
• Experience on dealing with youth lead empowerment social movement and online based platform creations	20	20%
Criteria B: <u>Financial</u>	50	50%

10. The General Terms and Conditions:

1. All soft and hard copy of the assignment will be treated as the property of Oxfam,
2. The consultant/consulting organization must maintain the standard quality in developing website/webpage etc.,
3. In case of any deviation, Oxfam shall have the right to terminate the agreement at any point of the project.
4. Consultant/consulting organization shall be bound to pay back the full money to Oxfam given as advance of payment in case of any deviation, dissatisfaction of quality and other point mentioned in the agreement.
5. Oxfam GB will deduct withholding tax from the consultancy fees which will be in conformity with the prevailing government rates.
6. The service should be completed following the Schedule, which is attached and incorporated into this agreement. The Work shall be of good quality and performed according to generally accepted standards. No substandard / poor performance of work will be accepted by Oxfam Bangladesh and no payment will be made for substandard / poorly performed work.
7. The services should be in with all laws, regulations, and orders applicable to it in connection with the Work otherwise Oxfam reserves the right to take any legal action against consultant / consulting firm under the law of Bangladesh