

**Invitation for Tender - Website Development for SOS Bangladesh****Project/Programme Name : SOS Children's Villages Bangladesh****Publish Date : 15.04.2025****Procurement Method : Open Tender****Last date of submission : 12.05.2025 (5:00 PM)****RFP Reference Number : SOS-WEB-RFP-2025-01****1. Introduction**

SOS Children's Villages Bangladesh is inviting qualified web development agencies or firms to submit a proposal for the design, development, and deployment of a new website utilising the WordPress platform. The new website will be based on the structure, content, and aesthetic of our current website (<https://www.sos-bangladesh.org>) with significant performance improvements, integration with other applications, payment gateways, user experience, and security.

**2. Organization Overview**

SOS Children's Villages Bangladesh is a non-governmental social development organization that has been active in the country since 1972. We are dedicated to the care, protection, and advocacy for children who have lost parental care or are at risk of losing it

**3. Project Objectives**

- Develop a responsive, user-friendly website using WordPress solutions.
- Replicate and improve upon the design and structure of the existing site.
- Ensure high-level cybersecurity practices and measures throughout the solution in the platform
- Create a content management system (CMS) that is easy to maintain by our internal team, especially non-IT team members.
- Allows easy content management by internal staff (business team members)
- Integrate essential features, including a donation gateway, integration with other applications, event calendar, news section, and contact forms.

#### **4. Scope of Work**

The scope includes, but is not limited to:

##### **a. Website Design**

- Custom WordPress theme development, inspired by the existing site
- Responsive and modern design (desktop, tablet, and mobile)
- Integration of SOS Children's Villages' branding and color scheme
- Multilingual support (English & Bangla)

##### **b. Development**

- WordPress CMS installation and configuration
- Migration of all current website content (as per need)
- Development of essential modules:
  - News & Events
  - Contact and donation forms with validation
  - Social Media integration
  - Photo & Video Gallery
  - Blog/Updates
  - Donation Integration (e.g., SSLCommerz, bKash, etc.)
  - Volunteer Registration Form
  - Child Sponsorship Section
  - Payment Gateways integration and other applications

##### **c. Security Requirements**

- Implement SSL and HTTPS across all pages
- Harden WordPress against common vulnerabilities
- Two-factor authentication (2FA) for admin logins
- Limit login attempts, CAPTCHA integration
- Role-based access control
- Security plugins (e.g., Wordfence, iThemes Security)
- Daily backups and site activity logs
- Firewall configuration and malware scans

##### **d. Performance**

- Optimize loading speed and performance
- Image and file compression
- SEO best practices implemented
- Google Analytics and Search Console integration

**e. Training & Handover**

- Admin training for the internal team
- Documentation for content updates and plugin usage

**f. Hosting & Maintenance**

- Recommendation for a secure and scalable hosting environment
- Post-launch support (minimum 3 months)
- Ongoing solution maintenance proposal as a separate line item

**5. Deliverables**

- Fully functional WordPress website
- Source code and credentials
- Admin manual and training
- Documentation for customization and updates

**6. Timeline**

Phase	Duration
Proposal Submission	12 May 2025
Vendor Selection	22 May 2025
Project Kick-off	29 May 2025
First Prototype Review	30 June 2025
Final Delivery	13 July 2025

**7. Proposal Requirements**

- **Company Profile:** Name, address, website, and contact details. Experience with WordPress and NGO/Non-Profit websites
- **Technical Approach & Methodology:** Understanding of the requirements, proposed solution, project management methodology with timeline
- **Team Composition:** Key personnel and their qualifications
- **Portfolio:** Portfolio of previous WordPress projects (at least 3 relevant examples)
- **Cost Breakdown:** Itemized budget (design, development, testing, training, maintenance) and payment schedule
- **Security Approach:** Tools and strategies for ensuring cybersecurity

## 8. Evaluation Criteria

- Relevance and quality of past work
- Technical approach and methodology
- Cost-effectiveness
- Timeline and delivery schedule
- Team qualifications
- Understanding of SOS values and requirements

## 9. Budget

- Vendors should submit a detailed financial proposal. The budget must include all costs (design, development, testing, training, and post-launch support if proposed)
- The proposal should include applicable VAT and Taxes

## 10. Submission Instructions

Please submit your technical and financial proposals (in PDF) to:

- Email: [National.Office@sos-bangladesh.org](mailto:National.Office@sos-bangladesh.org)
- Deadline: **12 May 2025**
- Subject Line: **"Proposal – Website Development for SOS Bangladesh"**

## 11. Contact for Clarification

For any queries, please contact:

Name: Mr. Rabiul Islam & Mr. Mohammad Ali

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## 12. Confidentiality

All submitted documents will be treated as confidential and used solely for evaluation.

Post selection of the vendor should sign our internal documentation on NDA, Data Protection Agreements, etc.