

ToR for MJF Website Development & Maintenance

Background

Manusher Jonno Foundation (MJF), a non-government and non-profit organization, works with more than 100 NGOs to improve the well-being of poor and marginalized communities, through increasing their voices, capacities, realization of their fundamental rights and demand-driven institutional responsiveness. MJF believes in equal rights of all human beings and, therefore, is working for upholding the dignity of socially excluded and marginalized people. MJF is dedicated to mainstreaming gender in its operation in terms of participation, capacity and programmatic focus. It is one of the largest national non-governmental organization in Bangladesh providing grants and capacity building support for human rights and good governance.

MJF's existing website publishes a wide range of communications and promotional materials (such as event coverage, press releases, speeches, annual reports, research papers, brochures), to facilitate its work, promote its activities and share information with its staff members, partners and the general public. However, both internal and external stakeholders strongly observed that MJF's website has a lot of room for further improvement in terms of design, ease of accessibility and content management. In view of this, MJF management has decided that a new-look website will be developed to facilitate both information dissemination and building MJF's support-base.

Scope of Service:

- Assess the current **MJF** website structure and content for ease of accessibility, quality of content, user-friendliness, ease of maintenance/update, information retrieval, etc.
- Develop website similar to reputed INGOs & development organization websites and review those for reference, customizing the advantages of layout design, navigation, usability & etc. to the redesign and implementation.
- Make proposal for redesign of MJF website based on corporate guidelines for Management's review and approval.
- Design the website structure, taking into account the requirements from MJF office: clear catalogues and folders for data and page storage, attractive site and page layout, easy to use, update and maintain, flexible navigation & search function; counting function for web pages visited, etc.
- Gather informative contents for the Web presence (text, documents, pictures, key speeches, etc.) from MJF office.
- Create HTML documents and graphics for implementation in the Web
- Make recommendations for backup/restore plan.
- Training to MJF staff on website maintenance and content update.
- Design and establish anti-hacker and antivirus plan for the website.
- Warranty and maintenance service for one year

- Make recommendations for software, hardware, and other back-end applications related to Web development.
- Integration with various social media platforms of MJF.

Basic structure of the MJF website

Following estimated structure of the MJF website in single (English) language:

- (i) Home page
- (ii) Static pages: 25-35
- (iii) Dynamic and interactive pages: 5
 - Notice & Announcement:
 - News channel: [Activities, Event Coverage, Press Releases & Speeches]
 - Jobs channel:
 - Publication channel: [Publication, Study & Research, Reports, Annual Report, Flyer/Boucher, Newsletter]
 - Procurement channel:
- (iv) Functions:
 - Subscribe email
 - In site search
 - Auto Notification to Subscribed email for any updation
 - Analytics
 - Photo and Video gallery
 - Automatic homepage recover (optional)
- (v) CMS with remote administration
- (vi) Website should be responsive

Objectives/expected results

Design and establish a new MJF website to match request from MJF office

Duration/Timeframe

In between 30 to 45 working days

Qualifications/selecting criteria

- Consultant/organization must be a legal entity registered in Bangladesh
- Proven and solid knowledge and experience in providing similar services to international organizations
- Able to provide user training and all documents in English
- Solid knowledge on website security service
- The Consultant/organization should provide an proposal which will include a brief implementation plan
- The Consultant/organization should provide the quotation as per the following:

- i. Website design and setup.
- ii. Related software license
- iii. Quotation of maintenance service, with one year

Key Deliverables

- Software Requirement Specification (SRS)
- Full functional MJF Website with responsiveness with modern design and outlook
- Full functional CMS with admin panel to manage the content of portal and user activities
- A guideline and hands on training on the final version of new-look website
- Website security manual

How to apply:

Interested consultant/organization is requested to submit hard copies of proposal and documents in a sealed envelope on 17 January 2019 to Manusher Jonno Foundation (MJF), House 22, Road-4, Block-F, Banani-2, Dhaka-1213. The Envelop must be marked with the title of the assignment. The consultant/organization is also requested to send soft copies of proposal and documents by email on 17th January (between 3 to 3.30 pm): baki@manusher.org and cc to zubair@manusher.org.

Key Contact Persons from MJF:

Md. Abdulla Hell Baki , Deputy Manager, MIS of MJF (baki@manusher.org) and S.M. Zubair Ali Khan, Director-,M&E & MIS of MJF (zubair@manusher.org). Please contact with anyone from aforementioned individuals for any clarification and query.

Payment Schedule:

- The payments will be made in A/C payee cheques after successfully completing the assigned work .

Security Issues (including data security):

- Data and Information of MJF is potentially sensitive and not be disclosed with outside parties or personnel and will be confidential.

Termination of the Agreement:

Either party can terminate this agreement with a written notice within 15 (fifteen) days from the date of signing of this agreement. MJF reserves the right to unilaterally terminate the contract if:

- The External Consultant/organization cannot fulfil any clause of Terms of Reference.
- The External Consultant/organization cannot develop website within the specified time.

General Terms and Conditions:

- a. The individual consultant/organization will not be allowed to delegate his duties or obligations made under this contract to be performed or carried out by any other person, or reassign its interest in a contract without first obtaining the consent in writing from MJF.

- b. In the event that the consultant/organization requires additional time to complete the contract, over and above that previously agreed to, but without MJF changing the scope of work, MJF's prior written concurrence to the same is necessary.
- c. MJF may make general changes, in written, within the scope of the content affecting the services to be performed or time of performance. If any such changes cause an increase or decrease in the cost or time required for performance of any part of the work under the contract, MJF shall make equitable adjustment in the contract price, delivery schedule, or both and shall modify the contract in writing accordingly.
- d. In the event of failure on the consultant's/organization part to meet the agreed deadline MJF reserves the right to penalize the consultant or his/her firm.
- e. Notwithstanding anything contained in the agreement or these conditions, MJF may at any time terminate this agreement in whole or in part by requiring the consultant/organization to stop performing the work or any part thereof. In this event the consultant/organization shall have no claim against MJF by reason of such termination, other than payment' in proportion to the work performed under the agreement less any sums previously paid on account thereof.