

TERMS OF REFERENCE

Layout development of RSPN website.

RSPN wants to have its official website revamped to adapt to the current trends and new themes available. The templates will have an intuitive, user-friendly and responsive website with modern attractive layouts, graphics and will unlock the potential functionalities of the current webpage while displaying the content in a more organized, attractive and user-friendly manner.

Therefore, RSPN is inviting proposals from reputable and qualified firms with a track record of success in designing and producing digital solutions to develop new templates and updating plugins for the current website. For this, the organization has laid down terms of reference for the vendors to base their quotation for the work.

The website development firm will be referred to hereafter as “**Service Provider.**”

I. REQUIREMENTS OF THE ORGANIZATION

1. The organization currently has a functional website. There is no requirement for domain registration or web hosting service from the service provider.
2. The new website should be responsive to any device (including any mobile/Tab devices) with appropriate graphic resolution and page layout.
3. To use genuine paid themes that best align with the organization's mandate.
4. The website should be dynamic and secure to process donations from donors. Payment gateways to be fully functional, preference will be given to those who can offer both national and international online payment systems.
5. The overall website layout should be done as per suggestions and recommendations from the organization.
6. The website should be easy to manage by people who have no technical or core website development skills.
7. Each page would differ in layout and administration options.
8. The graphics, images, and videos on the website should be sharp and crisp to adapt to the latest high-resolution displays of various devices.

9. The Service Provider must align color schemes and layout as per the requirement of the organization.

II. Responsibilities of the Service Provider

1. The Service Provider will be given a total of 30-40 days to work on the new website. However, there is flexibility to extend the duration (7-14 days) depending on the comment reviews and feedback (if any) from the organization.
2. The Service Provider should be open to integrating comments and suggestions by the organization.
3. The Service Provider should provide support services for six months after handing over the website to the organization with no additional charges. It would include addressing issues of functions and features of the new website.
4. After the expiry of the free support services, the Service Provider should notify in writing to the organization.
5. All contents and resources of the website are solely owned by the organization. No part of pictures, videos, content or related materials of the website should be shared with any third party in any circumstances.
6. The Service Provider agrees not to maintain security credentials to access any part of the website after the delivery of the website to the organization.
7. The Service Provider agrees to use existing platforms for domain and web hosting of the organization.
8. The Service Provider agrees to abide by existing laws and regulations while executing the assigned job.
9. The Service Provider agrees to use only genuine and legitimate scripts or software while executing the assigned job. The Service Provider will be entirely responsible if any security lapses arise from the usage of illegitimate scripts or software.
10. The Service Provider should migrate existing content, pictures, videos and resources to the new website in its assigned categories.
11. The Service Provider agrees to complete the assigned tasks within quoted rate and given duration.

12. The Service Provider should integrate donation forms from the payment gateway (national donors) platform flawlessly into the new website.
13. The Service Provider should integrate newsletter subscriptions from the mail emerge platform to let website visitors subscribe to the e-newsletter directly from the website.
14. The service provider will work in close consultation with the Communication and Education Service, Program Development Department and ICT Services, Administration and Finance Division.