***Annex I***

**Term of Reference**

**Web Developer of Gender and Development for Cambodia (GADC)**

**I. Background**

Gender and Development for Cambodia (GADC) is a local non-profit and non-political organization. GADC’s strategic plan is developed in every five years to ensure that its vision and mission are well focused on situation of women’s rights to promote gender equality and women’s empowerment in Cambodia. Currently, GADC would like to run a quotation for a website developer to redesign GADC website. There is required to have a short contract with qualified web developer whose can be contacted on a needed basis. The Consultancy will cover the period 2 months.

**II. Objectives**

1. The consultant will develop the new- interface for GADC website.
2. The consultant will document and develop the new website based on GADC requirement.
3. Provide training to GADC key person on how to manage new website content.
4. Coordinate with GADC IT and communication officer in order to develop new template, upload information into GADC website and reports of website development progress.

**IV. Expected Outcome**

The expected outcomes of this consultancy:

Develop GADC new website, document all necessary technical information about GADC new website, and provide a short training to GADC key person on how to manage content on GADC new website. The result of GADC new website will be published and replace on the old one.

**V. Scope of Work**

The consultant will conduct different activities, including a meeting and discussion with IT, communication officer, and MT of GADC. The specific activities as part of this consultancy include:

1. Review all the information on the current GADC website.

2. Develop a new template for the website.

4. 1st draft, Feedback/input for review

5. 2nd draft, Feedback/input for review.

6. Submit the final design for GADC new website.

7. Provide a short Training to GADC’s key person.

8. Replace the new website on the old website.

**VI. Time frame**

The commencement of this service will take place from 29 November to 27 December 2021.

**VII. Work plan and detail process**

(Refer to consultant’s technical proposal)