

TERMS OF REFERENCE

For

Responsive Web Design and Content Management System

Development

1. JUSTIFICATION

The main aim of the designing website is to share information with clients and stakeholders within and outside the country. Water Resources and Irrigation Development Division Office, Bardiya (WRIDDO Bardiya) is also wish to make the website interactive so that clients and stakeholders can send and receive feedback and suggestions. New notices, reports and staff changes all need to be added to website on a regular basis.

2. OBJECTIVES

Development of WRIDDO Bardiya's website for better disseminations of information. The website will give information about water resources, activities, policies, notices, partners, key stakeholders and other information. Weekly updating of information based on need.

3. SCOPE OF WORK

To fulfill the objectives as specified above the WRIDDO Bardiya seeks services from a qualified and experienced consultancy. The consultant's work will include but not limited to:

- Domain *www.wriddobardiya.gov.np* registration.
- Webhosting in the webserver of National Information Technology Center (NITC).
- Develop website for WRIDDO Bardiya with following features and works:
 - Responsive layout (i.e. compatible in viewing with mobile phones and other PDA devices like I-pad, Tablet, Laptop etc.) with use of HTML5, CSS3, Media Queries Fluid Layout and jQuery.
 - Manage download facility for publications.
 - Other (Organization Structure, Notices, Press Release, ... etc)
- Content Management System (CMS) for creating, managing, and publishing dynamic, information driven website.
- Provide operation and maintenance support including of the system for at least fiscal year 2076/077.

The Consultant will work under the direction and supervision of the Division Chief.

4. DELIVERABLES

The deliverables for the Consultant will be:

- A fully functional, user friendly, responsive website and content management system as quoted on scope of work.

5. TIME SCHEDULE

The overall time period for completion of the services shall be 4 weeks from the date of start.

PHASE I: Week 0 - Week 1st (1 Week): Collecting information, photographs & other required materials regarding WRIDDO Bardiya's information;

PHASE II: Week 2nd – Week 4th (3 Weeks): Deployment of website

PHASE III: Provide necessary advisory and operational support for a period of at least fiscal year 2076/077.

6. PAYMENT SCHEDULE

The payment schedule for the consultant shall be based on the progress milestones as follows:

Phases	Schedule	Payment schedule
PHASE I	End of 1st Week of start of the Project	
PHASE II	End of 4th Week of start of the Project	100%
Total		100%

7. CONSULTANT'S QUALIFICATION

The consultancy firm/individual should have previous experience of developing user-friendly, visually-attractive, maintaining modern websites for similar organizations.

8. OWNERSHIP

The contents of the website will not be altered, updated or deleted without the prior permission from the client.

The agency shall not use the domain for any advertisements and personal use without the prior permission of the client. The website will be under the direct supervision of the Division Chief of WRIDDO Bardiya.