Instruction and Template for
PROPOSAL Submission
Consultancy Title: NTP WEBSITE DEVELOPMENT
PR No. PR288433

Date of Proposal Submission: <Insert date>

This instruction & template for proposal development consists of the following sections:

1. **Section A**: Instruction for Proposal Development
2. **Section B**: Proposal Development Form
3. **Section C**: Essential Evaluation Questions

Section A: Instruction for Proposal Development

Please **READ** and **FOLLOW** the instructions <u>before</u> completing the proposal form.

1.   A proposal will not be considered for review if:
   - It is received after the deadline.
   - It is not sealed properly (NA in case of email proposals)
   - There are any missing documents mentioned in the ToR
   - Information submitted by the company is found to be false.
   - It is incomplete.

2.   A proposal should have <u>three (3) separate</u> envelops (NA in case of email proposals):
   - 1st for CVs of Proposed Consultants listed in Section B, Part 2 below.
   - 2nd for technical proposal
   - 3rd for financial proposal

Each of the above envelopes should be sealed, and properly labelled respectively as "supporting documents," "technical proposal" and "financial proposal." Each page of the proposal should be stamped and signed. All these three (3) envelopes then should be kept in **another envelop sealed with wax** *(laha chhap).*

4.   Only shortlisted bidder/s will be contacted by Save the Children at each stage of the selection process.

5.   Shortlisted bidder/s will be invited to deliver a 15-minute presentation to the Procurement Committee on their technical proposal.

Section B: Proposal Development Form

I.   Organization Information (NA in case of individual consultant)

Name of the organization : …………………………………….
Address : …………………………………….
District/State : …………………………………….
Country : …………………………………….
Phone number : …………………………………….
E-mail : …………………………………….
Website : …………………………………….

II.   Details of contact person

Name : …………………………………….

Position   : …………………………………….
Phone Number   : ………………… (Landline) ……………………. (Mobile)
E-mail   : …………………………………

III. Major topics and sub-topics for proposal development

1. Organization Background (NA in case of individual consultant)
    1.1   Work experience.
    1.2   Existing and current human resources and organization organogram.

2. Signatory and Proposed Consultants Information:

SN	Full Name (Avoid abbreviations)	Date of birth (dd/mm/yyyy AD)	Designation	Academic Qualification

Add rows as required

3. Please provide your proposed web developers experience of API development and integration and version control tools like Git;

Date (From & To)	API development and integration project details and version control tools like Git	Client Name	Link

Add rows as required

4. Please provide your proposed web developers experience of establishing and maintaining virtual servers and regular backup in multiple servers;

Date (From & To)	Details of Establishing and maintaining virtual servers and regular backup in multiple servers	Client Name	Link

Add rows as required

5. Have you worked on similar web development assignments? Please provide reference links;

Date (From & To)	Details of web development assignment	Client Name	Link

Add rows as required

6. Do you have Experience in development and implementation of websites for government? If yes, Please provide details;

Date	Details of web development assignment	Client Name	Link

Add rows as required

7. Please provide your understanding of ToR and proposed modality / approach to conduct this assignment.

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8. Proposed Budget with clear breakdowns (specify the proposed cost is inclusive / exclusive of VAT)

ESSENTIAL CRITERIA (Exclusion if not met)

In order to qualify as a bidder you must be able to answer 'Yes' against all of the Essential Criteria. After passing the essential criteria you will be scored against Capability and Commercial criteria.

S. No.	Criteria	Please specify **Yes / No**
a)	Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities. If yes, have you attached a copy of registration documents with this proposal? (not applicable to individual bidders)	
b)	We, the Bidder, hereby confirm we compliance with the following policies and requirements: Terms & Conditions of Bidding — 1. Terms & Conditions of Biddir (PDF) Terms & Conditions of Purchase — SC-C-01 Short Form Goods and Services (Word) Supplier Sustainability Policy and the included mandatory policies — Click Here to Access	
c)	Do you confirm that the company is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity?	
d)	Do you confirm that you are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this?	
e)	Do you confirm that you are not a prohibited party or on government blacklisting	
f)	Do you have academic qualifications and experience as mentioned in ToR?	

NTP WEBSITE DEVELOPMENT

PR288433

Terms of Reference (ToR)

Background on Save the Children

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

Our vision: A world in which every child attains the right to survival, protection, development, and participation.

Our mission: To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Our values: Accountability, ambition, collaboration, creativity, and integrity.

We are committed to ensuring our resources are used as efficiently as possible, to focus them on achieving maximum impact for children.

Background information/context

The strategic objectives of the Global Fund to Fight AIDS, TB and malaria for 2017-2022 include supporting countries that apply for grants to develop and scale up programs to remove human rights-related barriers to health services. In fulfilment of this objective, the Global Fund has undertaken a special initiative, *"Breaking Down Barriers"* in which 20 countries, including Nepal, have received catalytic funding to reduce human rights and gender-related barriers to services for HIV and TB. Human rights-related barriers remain major obstacles to the uptake of prevention, treatment and care for HIV, TB and malaria. Based on a baseline assessment of human rights-related barriers to HIV and TB the project *"Reducing Human Rights and Gender related barriers accessing HIV and TB services in Nepal"* is developed and implemented in 60 districts across all 7 Provinces of Nepal.

The National Tuberculosis Control Centre (NTCC) is the lead organization of the National Tuberculosis Program (NTP) in Nepal. As the focal point it is responsible for overall data management, monitoring and evaluation of the Tuberculosis Control program. NTP had lunched its official website (http://nepalntp.gov.np/) on 2012 and till date using same website. Existing

NTP website functionality, security and appearance does not meet NTP current day requirement. It's high time that NTCC upgrades its existing website.

Objective

Objective of this assignment is to design new websites based on existing websites to ensure enhanced functionality, security, and improved content.

This new website will act as a tool to raise awareness about vision, goal, and objective of NTP

Scope of Work

The total assignment duration will be 40 days. In order to minimize the complexities and make the webpage development effective and efficient the consultant would be expected to adopt the following key principles in the development of NTP website.

- **Requirement Study** - Here the consultant creates a written specification in words for the front end and back-end software to be built.
- **System Design** - Conceptual, logical, and physical design steps in taking specifications to physical implementable designs.
- **Implementation** - Once a new web page is designed, webpage source code is to be installed in NITC web server under existing domain (http://nepalntp.gov.np/)
- **Testing and evaluation** – New webpage, once implemented, must be tested against the specification supplied by the NTCC. It is also useful to test the webpage in Live server. In addition, this step in the life cycle offers the chance to the consultant to fine-tune the system for best performance.
- **Operation** - This step is where the system is actually in real usage by the NTCC and other users.
- **Maintenance and evolution** - Designers rarely get everything perfect first time, and it may be the case that the company requests changes to fix problems with the system or to recommend enhancements or new requirements.

The consultancy firm will be required to create (design, develop, test and implement) a web platform within the designated timeline which meets the following criteria:

- Interactive, appealing, highly usable and responsive web design
- Webpage contents should be in multiple languages (Nepali and English)
- Contents to be updated in federal structure.
- Attractive organogram to be created to display NTC staffs
- New Section to be created to list of all NTC director with image.
- Average site load-time should be reasonable.
- Responsive mobile-friendly design that can be used on different devices - ideally designed with mobile as the foundation.
- Search engine friendly (Search Engine Optimization)
- Incorporate google analytics that tracks and reports website traffic.

ToR for NTP Website Development

- Able to render appropriately on a wide variety of different web browsers.
- Be Secure: The design of the solution should adhere to security best practices, for example: passwords should not be stored in plain text, all form data should be validated, all user input should be sanitized. Interactions and activities should be logged etc.
- Site news/Trending now/Quarterly reviewed data content blocks
- Secured & Authenticated Web Access Web solution should be secured in accordance with current best practices and appropriate access control methods. Access to web solution to be authenticated.
- Content Management: The solution should allow authorised project staff (or appointed personnel) to edit and update the website including the ability to create, remove, edit, and publish content.
- Site Statistics/Management Reports: The solution should provide authorised users with a number of relevant reports, for example user registration, site usage, key interests/topics being discussed within the collaborative spaces and other relevant statistical data.
- Social Network Integration: The solution should provide users access to NTP social networking pages.
- Spam Control: The solution should provide an automated challenge system that reduces the number of spam comments/posts that either need moderation or slip through filtering mechanisms.
- Search: The solution should provide users with the ability to search for and locate content based on keywords and key phrases.
- Popup Notification: New system should have mechanism to display popup notification, there should be tool to enable and disable this notification from content management system.
- Webpage should be developed using following programing language/framework/tools: HTML5, CSS3, JavaScript, PHP7, PostgreSQL or MySQL, Apache2
- The consultant will develop electronic and hardcopy documentation for all aspects of the software developed and provides appropriate training to relevant users. This will include on-the-job support and handholding (including in-person, telephone and on-line support), as well as formal courses at regular intervals throughout this assignment.
- The consultant will have to deploy and demonstrate software for NTC's final approval.
- New website should be designed/Developed following Nepal government following policy: Government webpage management and development guideline, 2068 and Nepal IT policy, 2067

Location and official travel involved

The logistic arrangements, including transportation cost will be managed by the consultant firm.

Services the Supplier will provide
Services the supplier/consultant or consulting firm will provide as just as "Scope of work" mentioned above.

Web Developer's Academic Qualification, Experience and skill set required

ToR for NTP Website Development

Essential:
- Minimum Bachelor's degree in Information Technology or relevant subject.
- At least 3 years of experience in open-source software rapid development web framework like Joomla, CodeIgniter and Laravel with opensource database.

Preferred:
- Good knowledge of API development and integration.
- Good knowledge of version control tools like Git.
- Experience in establishing and maintaining virtual servers and regular backup in multiple servers.
- Past record of completion of similar assignment.
- Experience in development and implementation of websites for government agencies.

Intellectual Property Rights

The Developer acknowledge and agree that the NTCC will hold all intellectual property rights in the Software including, but not limited to, copyright and trademark rights. The Developer agrees not to claim any such ownership in the Software's intellectual property at any time prior to or after the completion and delivery of the Software to NTCC.

Confidentiality

The Developer shall not disclose to any third party the business of NTCC, details regarding the Software, including, without limitation any information regarding the Software's code, the Specifications, System Credentials or the Client's business (the "Confidential Information"), (ii) make copies of any Confidential Information or any content based on the concepts contained within the Confidential Information for personal use or for distribution unless requested to do so by NTCC, or (iii) use Confidential Information other than solely for the benefit of the NTCC.

Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable number	Deliverable title	Description
1	Planning	Identify and developed best platform, technology to developed website for NTCC complying all requirements
2	Research and analysis	Requirement Analysis
3	Design	Designing Frontend Interfaces Designing Backend Interfaces
4	Database Schema Designing	Develop database for website
5	Programming	Frontend Programming

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		Backend Programming
6	API Integration	Develop API to integrate UI and Database
7	Migrating Major Existing Contents	Migrate old contents from old website to new website
8	Implementation	Deploy the developed website in NTP server
9	Debugging & Errors Solving	Debug any errors during deployment
10	Functionality & Security Testing	Perform User Acceptance Testing and Venerability testing

Timeline

Estimated Commencement Date: 26 June 2023
Estimated End Date: 30 September 2023

Deliverable number	Deliverable title	Submit to	Delivery date
1	Planning	NTCC Team	
2	Research and analysis	NTCC Team	
3	Design	NTCC Team	
4	Database Schema Designing	NTCC Team	
5	Programming	NTCC Team	
6	API Integration	NTCC Team	
7	Migrating Major Existing Contents	NTCC Team	
8	Implementation	NTCC Team	
9	Debugging & Errors Solving	NTCC Server and NTCC Team	
10	Functionality & Security Testing	NTCC Team	

Status updates/reporting

The Consultant/consulting firm shall provide the below status updates for the duration of the services to M&E Specialist (PMU section):

- Weekly progress update
- Final report on completion of consultancy

Acceptance

All Deliverables are to be accepted by M&E Specialist (PMU section) and steering committee task force members within 5 working days of delivery date.

 General assumptions and dependencies

ToR for NTP Website Development

NTCC will provide access to test server, live server and required data sets.

Payment information
Detail the payment arrangement for the services. To better control costs the SCI preference is that payment is made on a milestone basis, on specific dates or all on satisfactory completion of the work.

The Fees are inclusive of all costs, overheads, and expenses, including travel, subsistence, and accommodation.

Evaluation Criteria:

Criteria	Sub-criteria	Weightage %
Commercial (40)	Budget	40
Capability (60)	Web Developer's Academic Qualification:	5
	Web Developer's experience of API development and integration and version control tools like Git:	10
	Experience in establishing and maintaining virtual servers and regular backup in multiple servers:	10
	Similar assignment completed by web developer: 10 (Link to be provided by bidder)	10
	Experience in development and implementation of websites for government (If yes , Link to be provided by bidder)	5
	Understanding of ToR and proposed modality / approach to conduct this assignment.	10
	Presentation: (For shortlisted bidders only)	10

How to apply for the services

Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- **11th June 2023**
- Required Documents-
    - o Filled out Consultancy Proposal Form (enclosed with this ToR)
    - o CV(s) of the proposed consultant(s) with full date of birth in dd/mm/yyyy format.
    - o For firms: Copies of- Firm registration certificate, PAN / VAT registration certificate, Latest tax clearance certificate.
    - o For Individuals (Nepali): Copies of citizenship certificate and PAN/VAT registration certificate.

If an individual is a full-time staff member of another organization, a no objection/consent letter signed by the organization head must be submitted along with the proposal. This is not applicable for proposals sent through a firm.

Proposals should be submitted via email to eoiconsultant.nepal@savethechildren.org