

## NATIONAL COMMISSION FOR LEBANESE WOMEN

### TERMS OF REFERENCE

<b><u>I. GENERAL INFORMATION</u></b>	
<b>Consultancy Title</b>	Web Research, Design, Development, Testing & Support
<b>Project</b>	NCLW'S Website Renovation
<b>Duty Station</b>	Remote
<b>Reports to</b>	NCLW Projects Development Coordinator
<b>Duration of consultancy</b>	3 months

### **II. BACKGROUND AND PURPOSE OF CONSULTANCY**

The National Commission for Lebanese Women (NCLW) is an official body established in 1998 by law 720 and is directly affiliated to the presidency of the Council of ministers. As a National Women Machinery, NCLW works on enhancing the status of women and ensuring equal opportunities between men and women. NCLW acts as the consultative body of the government and national councils and institutions on all issues related to the status of women including gender-based issues.

As per its communication strategy and its communication assessment, needs, and recommendations, NCLW aims to upgrade its image and use its website to portray NCLW's mission, vision, team, publications, and events; as well as to promote its work by providing timely information.

NCLW is seeking a web design and development agency to enhance and update its website accordingly and provide technical and creative expertise to redesign, create, manage and update NCLW's website.

### **II. SCOPE OF WORK**

Based on the above and under the overall guidance of NCLW's Executive Director and in close collaboration with the NCLW Projects Development Coordinator, the agency will undertake the following duties:

	Description
Research	Project mapping, kickoff workshop/ meeting with NCLW team
Web design	Concepts & sketches, digital wireframes, illustrations, UI, UX,
Web development	Back-end (database- CMS), Front-end (HTML, CSS, Javascript), porting information, fine tuning
Web testing	Testing- focus group workshop, final testing, and launching
Support options	Suggestions that the agency has to offer

- The Web design and development agency is expected to:
  - o Be flexible and responsive to the services requested as well as provide innovative ideas and recommendations, and serve as a resource for problem analysis and solution.
  - o Open to NCLW's comments and feedback, as well as to back-and-forth revisions.
  - o Display the content of NCLW's website in a more organized, attractive, and user-friendly way.
  - o Transfer and integrate the data from the old website
  - o Guide/ Train on how to manage the new website and update content, make sure the new website works properly (even though it will be hosted and maintained by another company), and collaborate with the hosting company.
  - o Consider in the design the need for English and Arabic versions
  - o Prepare a fully functional PowerPoint version of how the website will look like (in terms of visitor's use, the hierarchy of the content, etc...)
  - o Guide the NCLW team through the web hosting needs and security setups/ controls to consider with the hosting of the new website
  - o Following an internal appraisal process, install the website on the server and transfer all archived content from NCLW's current website
- The Website design must be secured and should be adhered to the security best practices
- NCLW team may request the development, design, and implementation of new specific features on the website (linkages to other subsites/ systems (e.g., portals, tools etc...))
- For reference: NCLW's current website: [www.nclw.gov.lb](http://www.nclw.gov.lb)

### **III. AGENCY'S REQUIRED QUALIFICATIONS**

<b>Qualifications</b>	<p>User experience (UX)  User interface (UI)  Visual design  Coding languages including HTML and CSS  Frontend web programming languages and skills such as JavaScript, Ajax, and web animation techniques  Backend web programming languages such as C# or Java, PHP, and Ruby  Design software like Photoshop and Illustrator and Sketch  understanding of SEO  Understanding of End Users needs to match with adequate technical solutions  Familiarity with web servers and their functionality</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Strong knowledge and experience in website design and development</li> <li>- History of previously developed websites</li> <li>- At least five years' work experience in the field of IT as a website designer/developer and must have strong skills in HTML, HTML5, CSS, CSS3, JavaScript, jQuery, PHP and etc. (web programming)</li> <li>- Strong experience in well-known frontend and backend web programming languages</li> <li>- Solid understanding of user experience, design and Adaptive/Responsive Design for cross-platform/devices such as tablet and mobile phone</li> <li>- Ability to build and refine graphic designs for websites: strong skills in Photoshop, Illustrator, Fireworks, or equivalent application</li> </ul>

### **III. GENERAL CONDITIONS**

The following should be noted by interested applicants:

- Intellectual property and ownership of all products developed in the execution of the contract will be vested in NCLW
- Products may not be made available to any unauthorized person or institution or sold for profit without prior written consent from LADE.
- On completion or termination of the agreement, all products must be handed over to NCLW.
- No information concerning the tender or award of the tender may be made available by the contractor to other parties without prior consultation and written approval from NCLW
- The successful contractor will be required to be bound by confidentiality.

#### **IV. SELECTION PROCESS**

The proposal should (i) clearly establish an understanding of the services required and separate out activities according to the areas of work listed above (Scope of Work); (ii) describe how the company engages with its clients, especially what processes followed and requirements regarding timelines, rates, requests, sign off and payments; (iii) include a CV of the team assigned to the work; (iv) include a timetable and financial proposal.

The proposals received will be evaluated according to the following criteria:

- a. Profile and experience of the company 40%
- b. Professional capacity and experience of the team assigned 10%
- c. Accessibility of the support team 10%
- d. Pricing 40%

#### **V. APPLICATION PROCESS AND DEADLINE**

Interested agencies must submit the following documents/information to demonstrate their qualifications:

- A web design and development Proposal projecting the timeline, alongside the deliverables and the **budgeting (in USD)**
- Company's profile and samples of similar work done (provide any links to active web addresses and websites designed or edited by the contractor, as well as any proof of successful communications/web assignments)
- Company's relevant legal documents

Interested agencies/firms must submit their application to [info@nclw.gov.lb](mailto:info@nclw.gov.lb) and include a title of "Web Design & Development Proposal" by March 27<sup>th</sup>.

Applications received after the closing date will not be considered.

**Incomplete submission will be a ground for disqualification**