



Bangladesh Nari Progati Sangha (BNPS)

Terms of Reference (ToR)

Upgradation of Organizational Website of BNPS

01. Introduction:

Bangladesh Nari Progati Sangha (BNPS) is an activist women organization founded in 1986, working to establish equality for women and marginalized people. BNPS strives to develop women agency at the grassroots and contribute to bringing their voices to national, regional, and international levels. BNPS has been advocating and researching for policy reforms aiming at women's emancipation, including ethnic and religious minorities.

The vision of BNPS is to establish a society free from all sorts of discrimination, where nobody is left behind through its mission of engaging women to discover their potential as change agents and driving forces for social transformation. BNPS believes in the principles of non-discrimination, diversity, and secularism.

BNPS accomplishes its mission via four program areas: 1). Making education gender sensitive; 2). Advocating and researching for policy reforms; 3). Developing women's agency for socio-economic and political empowerment; and 4). Engaging in civic actions against Gender-based Violence (GBV) and Violent Extremism (VE).

BNPS focuses on social, economic, and political empowerment of women, gender equality, strengthening of local government, electoral reform, education reform, gender budget analysis, and women in climate change. In addition, BNPS has been taking many firm steps on many challenging issues like inheritance laws; women's representation in power structure i.e., parliament and local government; Sexual and Reproductive Health and Rights (SRHR); Gender Based Violence (GBV); Women, Peace, and Security (WPS); Prevention of Violent Extremism (PVE); and issues of women workers.

Apart from other projects and programs, BNPS has been implementing a project titled "Women Peacebuilders Lead Social Cohesion: Enhancing Capacities and Collaboration of Women Civil Society Groups from Host Community" at Ukhiya and Teknaf Upazila in Cox's Bazar with the support from UN Women. The objective of the project is: 'Host community women's networks and local women's rights organizations increasingly support crisis affected women and girls in host community and contribute to social cohesion, and social norms change and the advancement of gender equality within the host communities.'

Enhancing capacities of selected 6 CBOs from 2 sub-districts (Teknaf and Ukhiya) for gender-sensitive humanitarian response to serve crisis affected women and girls in the host community as well as of lead organization (BNPS) to collaborate with CBOs are two expected results of this project. Under the result-two of the project, BNPS decided to upgrade its organizational website (www.bnps.org) to make it a dynamic and international standard website for a national level activist women organization. Based on this background BNPS intends to hire a website development firm to generate support in this regard.

02. Objective

The primary objective of this assignment is to upgrade the organization's existing website to make it dynamic, all device responsive, user-friendly, and attractive so that it will serve as an effective communication tool to provide information about the organization's programs and projects including regular initiatives to uphold the vision, mission, principles, and strategies.

03. Scope of work:

The website development firm will be responsible for the following tasks:

- Conduction of an initial meeting with BNPS's relevant officials to understand the vision, mission, principles and strategies, values and branding, programs and projects, stakeholders, and target audiences of the organization.
- Analysis of the organization's current website and identification of specific requirements by discussing the future design with relevant officials of BNPS.
- Design and develop a dummy website that is visually attractive, easily accessible, and convenient for users of all types of devices (mobile, laptop, desktop) and content uploaders which reflects the organization's expectations and present it in an in-person meeting to collect feedback.
- Address all feedback and recommendations collected from BNPS and UN Women and finalize the design of the website.
- Shifting contents of the existing website to the newly designed website and launch.
- Connecting social media channels (Facebook, X, YouTube, Instagram) and enabling webmail facilities.
- Incorporate a convenient system to allow easy updates and maintenance of website content by BNPS staff.
- Build up necessary security measures to protect the website from cyber threats.
- Provide hand-to-hand training to the BNPS team on administration and content management so that the BNPS team can manage and update the website without any hassle.
- Ensure the website complies with web accessibility standards.
- Assist in the website hosting setup (hosting space would be 8 GB with 80 GB bandwidth).
- Provide support service and fulfill requirements for at least 6 months in case any feature is missing, or any deviation is found after launching the website.

04. Methodology:

The website development firm will-

- Consult with BNPS officials to be clear about the requirements.
- Prepare a dummy design of the website and collect approval.
- Develop the website using up to date modern and convenient system.
- Operate testing and quality assurance to ensure functionality and security.
- Provide training sessions for relevant BNPS staff.
- Launch and set up the website.

0.5 Deliverables:

The website development firm shall deliver the following:

- A fully functional, user-friendly, and well-responsive website.
- Provide in-person training and guiding materials for website management.
- Ongoing technical support for at least 6 months after launching the website.

06. Profile of the website development firm:

The expected website development firm should possess the following experience and qualifications:

- Proven experience in designing and developing websites for NGOs, non-profits, or similar organizations.
- Expertise in web design, front-end and back-end development, CMS integration, and web security.
- Familiarity with web accessibility standards.
- Strong portfolio showcasing previous website development projects.
- Clear communication skills and ability to work collaboratively with the team.
- Evidence that the firm is operated by the citizens of Bangladesh with valid and updated business documents.

07. Tasks and duties:

The website development firm is expected to:

- Submit a detailed proposal, mentioning methodology, timeline, and estimated cost including VAT and tax.
- Collaborate with BNPS to gather information about the requirements and provide regular updates.
- Create a dummy design and collect approval before proceeding with development.
- Shift the contents of the existing website to the newly designed website.
- Conduct testing and quality assurance.
- Provide training to BNPS staff on website management.
- Offer technical support during and after the website launch.

08. Timeframe

The website development project is expected to be completed within 45 days starting from 14 March 2024.

09. Activities and time plan:

Sl.	Tasks and Description	Timeline
1.	Initial consultation and gather information about the requirements	18 March 2024
2.	Prepare a dummy design and share it in an in-person meeting to collect feedback	31 March 2024
3.	Address all the feedback and complete website development and testing	15 April 2024
4.	Transfer existing website's contents to the new website	24 April 2024
5.	Training sessions for BNPS staff	25 April 2024
6.	Website launch and setup	30 April 2024