



Terms of Reference

Awaz-e-Niswan Website

About the Organization

Awaz-e-Niswan (AAN) is a non-profit that functions as a nationwide membership based network of women voters to increase their visibility and influence amongst duty bearers including elected representatives and draw attention and resources to their priority areas of concern. AAN has a national secretariat in Islamabad and chapters in districts.

AAN seeks to expand its membership as well as provide useful information and civic education to its members by developing its current website.

It is looking for firms that can provide the needed services over a period of four years.

Scope of Work

The existing AAN website requires upgrading and enhancement so that it can facilitate online membership and host a variety of resources for its members. The website will need to be in English and Urdu. It should have the capacity to host videos, podcasts, blogs, and log-in for members to access specific resources.

Key tasks and responsibilities

The responsibilities include, but are not limited to the following:

1. Domain Renewal, Hosting, Data Migration and Technical Support

- The domain of aan.org.pk will be renewed by the vendor and will be included in the overall price for the period of the Contract.
- The website will be professionally hosted. The annual hosting charges will be included in the overall price for the duration of the Contract.
- The vendor will provide technical support related to the website, troubleshooting, and user support, adding new content security.
- The vendor will also provide additional content support for uploading new content on a regular basis to the new website in coordination with AAN staff.

2. Technology

The technology for the website will be based on the latest technology and vendor must provide needed specifications such as database, responsiveness, performance and security:

3. Features and Modules

The various features and modules required to be supported for the website are indicated below:

- English language as well as multi-lingual support (Urdu, other)
- Data migration ability from existing website to new one
- Control panel and facilities for uploading new content
- Membership module with details of user particulars



AWAZ-E-NISWAN

- Multi-level site membership with user privileges to access particular site content
 - E-Learning module with videos, documents, PDF files, quizzes, etc.
 - Newsfeed
 - Links to relevant websites and resources
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- Social media integration with pointers to AAN social media resources
 - Newsletter module integration (quarterly newsletters)
 - Surveys and polls module
 - Ability to support customized multimedia content such as animated videos and interactive presentations

4. Website Appearance

The website must have a modern and contemporary theme that is relevant to the thematic focus of the organization.

Time Frame

The duration of the assignment is from March 2021 to Dec. 2023.¹ The bulk of the work is expected to take place in the first year as the website is revamped and different items of E-learning produced. The remaining 1 year will have a relatively lower load.

Eligibility Criteria

The applying firms must possess a strong team with good understanding of the development sector IT needs. It should have demonstrated experience in managing websites, developing content including E-learning modules, and providing technical support.

Submission Details

Interested firms should submit i) a brief technical proposal outlining their experience and capacity as per these Terms of Reference, and the method and approach that will be used to meet the specified tasks ii) a financial proposal that should include website hosting, maintenance, technical and content development support.

Submissions must be received by close of day June 13th, 2021 by email to:

HR@aan.org.pk

Please mark **Awaz-e- Niswan Website** in the subject line of the email. Your technical and financial submissions should clearly state organization name and address, and name and contact details of contact person.

Awaz-e-Niswan reserves the right to reject any proposal. We regret that we will not be able to inform applicants individually about the status of their submissions.

¹ Subject to continued funding