







**TERMS OF REFERENCE – WEBSITE DEVELOPMENT**

**Job brief**

We are looking for an outstanding Web Developer or firm to be responsible for the coding, innovative design and layout of our website. Web developer responsibilities include building our website from concept all the way to completion from the bottom up, fashioning everything from the home page to site layout and function.

**Responsibilities**

- Write well designed, testable, efficient code by using best software development practices
- Create website layout/user interface by using standard HTML/CSS practices
- Integrate data from various back-end services and databases
- Gather and refine specifications and requirements based on technical needs
- Create and maintain software documentation
- Be responsible for maintaining, expanding, and scaling our site
- Stay plugged into emerging technologies/industry trends and apply them into operations and activities
- Cooperate with web designers to match visual design intent

**BCM website should include:**

- A Home Page: slideshow, banners, images, Current Events and Updates
- About: Introduction and background of Bar Council of Maldives
- Newsroom: This should include News, Downloads, Advertisements, Embedded Video’s playable
- Downloads: Reports, Publications
- FAQs: Frequency Asked Questions
- Contact Us: Messaging portal regarding grievance, (which will be sent to the grievance redress mechanism in the user portal along with an email receipt to the aggrieved.) And contact Information of the bar Council of Maldives, Google Map Location.
- Multilingual.

**BCM User Portal should include:**

- User Portal Features should include the following.
- Users should be able to do user Registration, verification, application submission (via online form), upload documents for verification.
- Keep track of last updated date of user personal information and work experience and prompt users to update the information if it hasn’t been updated for over a year
- System should have verification capability to automatically assess the eligibility of users that apply for trainings, scholarships, grants and other opportunities announced by BCM for its members
- The system also should have a proposal submission system where BCM should be able to make a call for submissions and receive submissions, have the capability to deal with inquiries, feedback and also accept documents as part of the submission.
- The system should also have a grant monitoring system. Where BCM would post grants that it’s members can apply for. This system should also have the capability to deal with inquiries, feedback and also accept documents as part of the submission. As well as the ability to track the amounts dispersed through the grant and the status of the Project being conducted through the grant. If there are milestones to be achieved and timelines in the form of a Gantt chart.

- The portal also would have a grievance redress mechanism. BCM should be able to accept grievances submitted to it by its members either anonymously or otherwise. The submissions can be made either on the website or through the portal.
- The portal also has to be mobile friendly
- OAuth2 implementation to enable users to sign-in to third-party systems using their Bar Council user account
- Slack integration – BCM members should be able to join the BCM Slack Team using their BCM account
- Bulk SMS and bulk email sending through the Admin Portal with option to send to only specific user groups

**Hosting and Maintenance:**

- Service provider should provide support, hosting and maintenance for the website for a period of 3 years to ensure that it's running without issues. The hosting and support fee should be quoted for annual basis.

**Proposal should include:**

- Technical proposal for the website and the user portal. Work plan including deliverables with milestones. Details of the proposed hosting solution.

**Required qualification and experience**

- Bachelor's Degree in software engineering/ web development and other relevant fields.
- Proven 3-5 years of work experience in website development
- Proven ability to deliver high quality websites according to specified technical requirements and under tight schedules
- A solid understanding of how web applications work including security, session management, and best development practices
- Basic knowledge of Search Engine Optimization process
- Adequate knowledge of relational database systems, Object Oriented Programming and web application development