TERMS OF REFERENCE

1. **INTRODUCTION:** Human Rights Commission of Maldives (HRCM) is seeking interested parties to develop the commission website and provide technical support throughout the implementation process. The new website needs a cleaner and more intuitive navigation and architecture, as well as relevant and visually appealing design elements for improved user experience. Any new user should be able to easily find any needed information on the new site, as well as understand the path that got them there. The new website must also be in accordance with the HRCM Branding Standards. As we want to make the best use of the website with most updated contents (add future web pages), it is important to make use of style guides, improved typography and reduced page elements. HRCM requires services of a web design and development firm/individuals experienced in designing and development of robust web experiences for desktop and mobile.

2. **SCOPE OF WORK**

   2.1 Overview Design and development of website for HRCM as per requirements stated below.
   - Target Audience: Users and public who are seeking the information.
   - Improve familiarity with all the activities of HRCM through the documented process flows/policies and procedures.
   - Determine detailed user requirements for the HRCM website based on requirements of the HRCM.
   - The design should be based on close interaction with HRCM and be flexible to interpolate changes in activities or future phases of the project, within the initial project goals.
   - Propose an appropriate hosting service provider (Traffic: Unmetered, Disk Space: Minimum 50GB).
   - Provide One year hosting subscription.

   2.2 RESPONSIBILITIES
   - Create website layout/user interface by using standard HTML/CSS practices; using PHP / Laravel framework.
   - Write well designed, testable, efficient code by using best software development practices;
   - Integrate data from various back-end services and databases;
   - Gather and refine specifications and requirements based on technical needs;
   - Be responsible for maintaining, expanding, and scaling our sites; Preparation and maintenance of product documentation;

- Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- Cooperate to match visual design intent.

2.3 Maintenance Period
- Minimum six months from the date of uploading the website. During the first 3 months we expect to fix any bugs and bring minimal changes.

2.3 REQUIREMENTS

- Secure the existing site during the transition to the new platform; preservation of all current website content and functionality
- Should have a dynamic content Management system (CMS)
- Multi-language website (English and Dhivehi).
- Use simple, cost-effective techniques to test designs with representative users before implementation of major features such as restructuring the main navigation menu.
- Adopt Role-Based Access Control (RBAC) to authorize system resources allocation to users based on roles.
- Access to different features/pages (edit/update) based on their role / department.
- Maintain consistent aesthetics and UI of the website;
- Ensure compatibility to all modern browsers (Mozilla Firefox, Microsoft Edge, Google Chrome, etc.);
- The website should run optimally (page load time below 5 seconds) on a PC connected to a network with minimum band width of 512 kbps;
- Image and other content customization features should be inbuilt within the system to allow standard content sizes (eg. standard image sizes for easy uploading and processing).
- Fully Responsive Design /All content must be optimized for mobile and for faster performance
- Featured products / Featured Posts / Features Banner.
- Integrated dynamic mapping –integrated google/GIS map functionality
- Navigation pack; design and develop navigations needed for the site including multi-level mega navigation, footer navigation, and bread crumbs
- Implement a basic "blog" function with integrated social media posting.
- Implement Gazette page and Job portal
- Social Media integration (FB, Twitter, YouTube etc..)
- Progressive web app (PWAs) functionality
- All pages must be dynamic
- Should have the ability to add information pages in future
- Streamlined search functionality with predictive search ability

2.4 SECURITY REQUIREMENTS:

The consultant shall adhere to following security requirements:

• The software should provide audit trails and logs mechanism for content changes performed by all system users.

• Maintain time series data so that certain information is not lost with passage of time and repeated updating.

• Handle Session Hijacking, session replay, etc

• Input Validation to prevent attacks such as buffer over-flow, cross-site scripting, SQL Injection, etc

• The contracted web development company will have an automated testing system that checks for broken hyperlinks on the site.

2.5 PROPOSAL SHOULD INCLUDE:

• Technical proposal for the website including the gazette and job portal.
• Work plan including deliverables with milestones.
• Documents mentioned in the Information Sheet.

2.6 DURATION: The work shall commence within 01 week of awarding the contract. The duration of the contract shall be 2.5 months.

2.7 OWNERSHIP OF SOURCE CODE:

Human Rights Commission of Maldives shall be the sole owner of the source code, Intellectual Properties and patent rights.

The contracted web development company will maintain full backup of the web site through the duration of the contract. The backup, code and source files will be delivered in full to client on closing of the contract.

2.8 REPORTING ARRANGEMENTS:

The firm/ Individuals will report directly to the Corporate Affairs Department. Below are the minimum requirements for the reporting arrangement and methodology for execution of this assignment.

• Work plan and meeting schedules. The firm/ Individuals shall conduct assessment (detailed requirement) analysis before commencing the work. The firm/ Individuals shall conduct an initial kickoff meeting and submit a work process and a schedule of meetings and discussions. The schedules should be submitted for approval prior to commencement of work.

• Wireframe /Layout Design Presentation. The firm/ Individuals shall present a minimum 2 design concepts/direction. With wireframes and layout design.

• A Gantt chart shall be provided at the start of the project indicating all the different phases. Should meet the focal points of HRCM every week to show and explain the progress.

• Final Submission - Website/Source Code.