

Annex -1

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.
- Website should be mobile friendly.
- Multilingual.

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 fee should be quoted for annual basis.

Proposal should include:

- Technical proposal for the website. 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