

Report on the Web Design & Terms of Reference Needs for the Website of Department of Women and Gender Studies

A report on the assessment of web design needs to prepare of a draft Terms of Reference (ToR) of a Website for the Department of Women and Gender Studies, University of Dhaka

Submitted to

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1.1 Introduction

The present report on “*Assessment of needs of a Website for the Department of Women and Gender Studies, University of Dhaka*” is a part of the Department of Women & Gender Studies (DWGS) project “*Institutionalising the Department of Women’s Studies*”. The DWGS is implementing this project in collaboration with The Institute of Social studies (ISS) at The Hague, The Netherlands.

The purpose of the need assessment report is to obtain a quick review regarding the different types of needs of the DWGS website in various phases (conceptualization to implementation). Besides, based on the need assessment report, a Terms of Reference (ToR) will be prepared for the invitation of tenders from the website development vendors.

1.2 Background

Founded in March 2000, the Department of Women & Gender Studies (DWGS) is one of the youngest department of the University of Dhaka but first of its kind. In 2006, acknowledging the fact that gender shapes the identity of both, women and men and is not just a women’s concern, the department was renamed as “Department of Women & Gender Studies (DWGS)”.

The DWGS, its faculty members have been frequently interact with other Gender studies Institutions, other universities abroad. Through this interaction, the DWGS felt the need for a Department website to enhance the visibility of the Department within and outside Bangladesh and planned to commission the design of a webpage. The Vice Chancellor (VC) of the University of Dhaka has approved the tendering of a design of a web page for the DWGS. However, during discussion with possible tenders, the Department has found that they require external expertise to design a TOR according to the needs of the DWGS incorporating technical aspects. Therefore, to ensure the cost effectiveness and quality, the Project Management Team decided to assign a short consultancy to a suitable expert for the preparation of TOR.

In response to DWGS invitation, Coastal Development Partnership (CDP) has submitted a proposal for the short consultancy and consequently awarded to carry out the assigned tasks. CDP is human rights focused not-for-profit, and public interest serving research and advocacy organization in Bangladesh. CDP has been providing development support service on ICT Management to the not-for-profit sector such as NGOs and academic institutions. Internet Technology has revolutionized the concept of access to information and the CDP since 2002 has been using such technology to promote Article 19 of the Universal Declaration of Human Rights which state that “*Everyone has the right to freedom of opinion and expression, this right*

includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers". Although CDP is operating in all the 19 coastal districts, for direct project implementation, CDP is primarily cover the Khulna, Bagerhat, Shatkhira, Jessore, Jhainidha, Pirojpur Barguna, Patuakhali, Cox's Bazar, Chittagong, Barisal and Gopalganj districts. Since 2007, Coastal Development Partnership has been assisting the grassroots level NGOs, CBOs and activists all over the Bangladesh.

1.3 Methodology

In methodological view point, the assessment & TOR development has been guided by "Participatory Consultative Process". Since inception the assignment has been following a continual process of both formal & informal consultation and interaction among the members of the Digital Innovation & ICT Management (DIIM) sector of CDP, Director and teachers of the Institute of Informarion Technology (IIT) of Dhaka University, teachers of the Department of Women & Gender Studies (DWGS) of Dhaka University, as well as the Project Management Team of the DWGS.

The need assement meeting for the development of website for the Department of Women & Gender Studies (DWGS) was held on 27th October, 2008. The objective of the need assessment meeting was to attain a profound understanding about the various needs of the DWGS concerning their website. In this need assement meeting, 4 teachers of the department, responsible person of the project "Institutionalising the Department of Women's Studies", 2 representatives from the Institute of Informarion Technology (IIT) of University of Dhaka and 2 representatives from Coastal Development Partnership were present. Moreover, regarding the technical features of the website, Director of Informarion Technology (IIT) of University of Dhaka has provided many valuable technical inputs and all of their recommendations have been incorporated in the report.

1.4 The Team

CDP felt very honoured about the DWGS invitation for the consultancy task for the recognition of CDP expertize & commitment for the ICT Management to the not-for-profit sector. Although it is a very short consultancy for an individual expert, members of the Digital Innovation & ICT Management (DIIM) sector of CDP voluntarilly assisted because the proposed consultancy job falls into CDP's development support service for the not-for-profit, academic and public interest category. The core team comprised of two senior level members of the CDP and represents multidisciplinary characteristics, one having strong IT background and the other one have both ICT based programmatic and knowledge management exposures. The team members were S. Jahangir Hasan Masum, Executive Director, Coastal Development Partnership (CDP) and Mr. Masudur Rahman, IT Chief of CDP.

1.5 Identified Needs for the development of DWGS website

Although University of Dhaka has a web portal with deferent departments, institutes' websites, the Department of Women and Gender Studies (DWGS) currently has no website. The Department of Women & Gender Studies (DWGS) needs a website:

- to introduce the department
- to create a virtual environment to foster and nurture gender sensitive attitudes
- to foster voluntary engagement & critical thinking among the teachers and students
- to populate the existence of the Department among the potential students
- to ensure access to information regarding courses, result of internal exam, circulars/notices, class routine, about faculty members etc to the current students

1.5.1 Objectives of the DWGS website

Concerning the focus of the website, it has been agreed that the DWGS website must fulfil the following objectives:

- To enhance the visibility and activities of the DWGS within the Bangladesh as well as outside of Bangladesh.
- To provide department related information notice, circulars, prospectus and necessary documents through internet.
- To provide admission information and publish result of admission test, internal exam, class routine and other related information.

1.5.2 General features of the DWGS Website

Regarding the general features of the Website, the Department has agreed that the website must contain the following features:

- Information about University of Dhaka
- Information about DWGS
- Information about DWGS Faculty
- Data Archive of the DWGS
- Virtual Notice Board of the DWGS
- Photo Gallery
- Aspirations & motivations of the students
- Related Links
- Search Engine
- Download
- Site Map for quick navigation

1.5.3 Technical Features of the DWGS website

Regarding the technical features of the website, Institute of Information Technology (IIT) of Dhaka University has provided many valuable technical inputs. Based on IIT recommendations, the of Women and Gender Studies (DWGS) has agreed to incorporate the following technical features in the website:

- The website should have provision for dynamic updating through admin page according to time series order while keeping in mind that there may often be pictures associated with specific items. However, the website should be light in weight so that it should be downloaded quickly
- The website should have capabilities for applications designed initially for use in simple LAN and WAN, provision should be kept to upsize data in higher Server & higher Environment.
- Integration with database should be smooth and seamless. Data format should be non-proprietary and any data can be created in one application and accessed by another for a different task.
- The site has to be visually appealing, through proper use of graphics, animations, etc. where applicable
- The website should have capabilities to find the expected data/information/section within the soonest possible time is emphasized. There should be a section of “Site Map” that will include location of Web Pages.
- The Operating System for web server should be Linux, Database platform should be MySQL and Programming Language for the web must be PHP.

1.5.4 Webhosting of the DWGS website

Regarding Website Hosting, the website development vendor/organization should be responsible for web hosting for 1 year and while submitting and testing the project, hosting related all documents with authentication information should be provided to the authority of Department of Women and Gender Studies. Concerning the need of web server for the hosting, according to the IIT of Dhaka University Institute, either DWGS can buy a server for hosting or they can use Dhaka University server for hosting. Considering this aspect, the option of independent server only for hosting DWGS website is discarded, rather it is decided that DWGS will provide additional parts like storage expansion (Hard disk), if needed.

1.6 Drafts for the TOR

The DWGS agreed to provide following supports to the selected Vendor (website development organization, except Coastal Development Partnership)

- Coastal Development Partnership will not participate neither in the tender process nor favor any organization who take part in the tender process
- access to information pertaining to the website development.
- access to necessary hardware, system software, software media etc. during the application testing phase
- arrange necessary test data for the Test Phase
- ensure availability of personnel during testing the application.
- ensure availability of appropriate personnel for discussion with the DWGS during various stages of the project.

The DWGS expects following supports from the selected Vendor (website development organization)

- to examine all instructions, forms, terms, and provisions in the TOR for supply of Services according to the requirements of the authority of Department of Women and Gender Studies.
- to bear all costs associated with the preparation and submission of its Proposal.
- One website development organization must submit only one (1) Proposal. If any organization submits all such proposal shall be rejected.
- The website development organization is subject to local taxes on amounts payable by the Client as per the Applicable Law. It is the responsibility of the Consultant to be familiar with the relevant laws in Bangladesh, and to determine the taxes amounts to be paid.
- The Proposal prepared by the website development organization shall comprise two independent proposals; Technical Proposal and Financial Proposal and must enclose the following supporting documents with the technical proposal
 - Trade Licence
 - Certificate of Incorporation or or Articles of association
 - Formal letter of Interest (LOI)
 - Organizational background, professional experience and capacity
 - CVs of professionals
 - Bank Solvency Certificate
 - TIN Number & VAT registration documents

The selected website development organization has to accomplish the following major tasks:

- Developing interactive web-page with necessary security features.
- Producing detailed documentation on all aspects of web-page development.
- Producing an user manual, technical manual for administrator assigned by the department.
- Provide hosting solutions.
- Nominate a Project Manager who will be the single point contact on all aspects of this project.

1.7 List of Website Development Service providing Organizations

The following organizations are currently active in the business of developing website.

1. WANIT Bangladesh

Gulfeshan Plaza (1st Floor)
8 Shahid Sangbadik Salina Parvin Road
Moghbazar, Dhaka1217, Bangladesh
Telephone: 880-2-8355801 Mobile: 0152 467157

2. web.com.bd

1/10 Lalmatia, Block-A, Road-5
3rd Floor, Dhaka-1207
Bangladesh
Office Phone no. 880-2-8157351 Mobile: 88-01712147261

3. Kernel BD corporation

KA-77,Hakim Mansion(2nd Floor) Kuril, Progoti Sharani, Badda
Dhaka-1229, Bangladesh
Phone :88-02-9897034. Fax : 88-02-9897034
Hotline : 88-01717-690003, 01819-512005.

4. Winux Soft Ltd

House # 16(1st Floor), Road # 36,Gulshan-2,
Dhaka-1212, Bangladesh.
Hotline (+880 1711) 336825 or (+880 1552) 383932

5. **Dhaka-bd.com**

7 Atish Diponkor Road (ground floor), Dhaka-1214, Bangladesh.
Phone: 880-02-7217128

6. **Micromaxsoft**

126/3, Monipuripara, Gate no-1, Tejgaon
Dhaka-1215, Bangladesh.
Phone : +88 01727152157

7. **Digital Vision**

House : 239, Road : 11, Block : B, South Paik Para, Mirpur.
Dhaka 1216, Bangladesh.
Phone:+880-1819487411, +880-1819132850, +880-1711160981

8. **APEX INFOTECH LTD.**

House # 69, Road # 9/A, Dhanmondi R/A, Dhaka
Phone: 880-2-9131746, 9123276, 018-224226 Fax: 880-2-9556487

9. **FORTUNE WEB DESIGN & DEVELOPMENT**

64/1.DIT. Extension Road (2nd.Fl.) Opp.Fakira pool water tank, Dhaka
Phone: 880-2-8318833.

10. **IT BANGLA LTD.**

32, Topkhana Road (3rd Floor), Chattagram Bhaban,Dhaka
Phone: 880-2-9557053, 9558519 Fax: 880-2-9559433

11. **CORONA INFORMATION TECHNOLOGY LTD.**

86, Inner Circular Road (VIP), 5th Floor, Nayapaltan
Phone: +880-2-8312104, 9350473, 9351069 Fax: +880-2-9342973

12. **WEBHOST BD**

A.K. Complex (3rd Floor),19, Green Road, Dhanmondi,Dhaka-1205
Phone: +88.01911389232, +88.01712169781

13. **MINDSCRIPT CORPORATION**

SUite # 5, Level # 12, HM Plaza, Sector # 3, Uttara, Dhaka.

Phone: 880-2-8957199 Fax: 880-2-8959952

14. NETEX

Plot # 146, Road # 02 Block - A, Section -12 Pallabi, Dhaka-1216

Phone: 880-2-8060720

15. NOGOR SOLUTIONS

166, Mirpur Road (4th floor) Kalabagan, Dhaka-1205

Phone: +88 02 8142341 Fax: +88 02 8142341

16. 3LL BANGLADESH – IT

1/12 Block-C, Lalmatia, Level-3, Dhaka-1207

Phone: +880 666 261 8959, +880 666 261 8960, +880 173 1767 991

17. WIN2WIN

45, Kemal Ataturk Avenue, Banani C/A Dhaka-1212

Phone: 9882556, 9861554, 01720-566730 Fax: 9883158

DWGS can add more names in this list. It can be ensured that among the above organizations the consultant has neither personal or professional involvement.

1.8 Conclusion:

It has been agreed that a draft TOR will be prepared based on this report which the DWGS will finalize and send to the potential vendors for participating in the website development process.