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***Draft Terms of Reference (TOR)***  
for the Development of Website for the  
Department of Women and Gender Studies,  
University of Dhaka

**Submitted to**

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# Terms of Reference<sup>1</sup> (ToR)

## ***Development of Website for the Department of Women and Gender Studies (DWGS), University of Dhaka***

### **1) Background**

Department of Women & Gender Studies (DWGS) is one of the youngest department of the University of Dhaka but first of its kind. In March 2000, the syndicate of the Dhaka University decided to establish a “Department of Women Studies” 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 introduce the department and also to create a virtual environment to foster and nurture gender sensitive attitudes, critical thinking and voluntary engagement among the teachers and students. Besides, a website is also needed to populate the existence of the Department among the potential students. The current students can also be benefitted from a website in terms of access to information regarding courses, circulars/notices, about faculty members etc.

### **2) Objectives:**

Although University of Dhaka has a web portal with deferent departments, institutes’ websites, the Department of Women and Gender Studies has no website. Therefore, the authorities of Dhaka University and the Department of Women & Gender Studies (DWGS) have decided to develop a website. The expectations of the Department of Women & Gender Studies (DWGS) are depicted as the following objectives:

- To enhance the visibility and activities of the department 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.

### **3) Features of the Website**

#### **3.1. Information about University of Dhaka (may be link with DU website)**

#### **3.2. Information about DWGS**

- 1) Foreword of Founder of DWGS
- 2) Aim of DWGS
- 3) History of DU & DWGS
- 4) Chairman of the department’s profile, responsibilities, speeches and messages  
(*should have provision for dynamic updating through admin page*)
- 5) Current Networking & cooperation, projects

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<sup>1</sup> This TOR broadly defines the scope of work involved. The authority of the Department of Women and Gender Studies reserves the right to change the TOR in consultation with the DU and Contracted Consultant.

- 6) Syllabus for Honours & Master's/ Summary of the curriculum
- 7) Formalities of admission, examinations, credits etc
- 8) Facilities

### **3.3. Information about DWGS Faculty**

- 1) Organogram of the department (*should be light in weight so that it should be downloaded quickly*)
- 2) Faculty members directory (*should have provision for dynamic updating through admin page, keeping in mind that there may often be pictures associated with specific items*)
- 3) Extra-curricular activities

### **3.4. Data Archive of the DWGS**

Archiving of annual reports, prospectus, journals, publications, result of admission test and other internal exams etc. (*should have provision for dynamic updating through admin according to time series order*)

### **3.5. Virtual Notice Board of the DWGS**

- 1) News & Events (*should have provision for dynamic updating through admin page, keeping in mind that there may often be pictures associated with specific items*)
- 2) Announcement & Notice Board (*should have provision for dynamic updating through admin page, keeping in mind that there may often be pictures associated with specific announcement*)

### **3.6. Photo Gallery**

Photo Gallery (*should have provision for dynamic updating through admin page*)

### **3.7. Aspirations & motivations of the students**

- 1) Internship experience of students

### **3.8. Related Links**

- 1) Related Links (*should have provision for dynamic updating through admin page*)
- 2) Current linkage with civil society & NGOs

### **3.9. Search Engine**

- 1) Search Engine for every section i.e. Annual Reports, Prospectus, Journals, and Publications
- 2) Search engine for contents under the website.

### **3.10. Download Section**

Different downloadable Forms (*should have provision for dynamic updating through admin page*)

### **3.11. Location Map and Contact Addresses**

**3.12. Frequently Asked Questions (FAQ)** (*should have provision for dynamic updating through admin page*)

**3.13. Site Map for quick navigation.**

#### **4) Technical Features of interactive website of DWGS**

Desired characteristics of interactive website are summarized as follows:

- Should run in LAN and WAN environment
- Integration with database should be smooth and seamless.
- Developed software will allow seamless data migration and if possible, architectural migration, to any new and/or different technologies, if desirable in future interoperability with other systems must be kept in mind.
- Data format should be non-proprietary
- Data should be free from application specific limits, that is, any data can be created in one application and accessed by another for a different task.
- 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.
- The site has to be visually appealing, through proper use of graphics, animations, etc. where applicable
- Quick and Easy navigation, or in other words, to be able to find the expected data/information/section within the soonest possible time is emphasized. This means that the navigation system needs to be well thought and well planned.
- There should be a section of — “Site Map” that will include location of Web Pages.
- The website must have an “Archive” feature, where previous message / news / information / announcement etc. shall be preserved for reference. This Archive should be developed in a thoughtful manner so it can be accessed / browsed easily.

#### **5) Responsibilities**

##### **5.1. Responsibilities of Client (DWGS)**

- 5.1.1. Provide Consultant's (Applicant organization) Analysts / Designers access to information pertaining to the website development process.
- 5.1.2. Provide Consultant's team members access to necessary hardware, system software, software media etc. during the application testing phase.
- 5.1.3. Feedback by Client, if any, on any documents / software submitted by Vendor to DWGS for approval or sign-off, should be communicated in writing to within a week of the submission. Any further delay shall have equivalent impact on the project schedule.
- 5.1.4. Ensure availability of test data at the start of the Integration Test Phase.
- 5.1.5. Ensure availability of personnel during testing the application. DWGS shall arrange necessary test data for such testing.
- 5.1.6. The Client shall, on request, provide the Consultant with a receipt showing the date and time when its Proposal was received.
- 5.1.7. The Client shall ensure availability of appropriate personnel for discussion with Consultant's project team during various stages of the project.
- 5.1.8. The Client shall notify the other Consultants that they were unsuccessful. The Client shall respond in writing to any unsuccessful Consultant who requests the Client in writing to provide a brief statement of the reason (s) its proposal was not selected.

## 5.2. Responsibilities of Consultant (Applicant organization)

- a) The Consultant is expected to examine all instructions, forms, terms, and provisions in the TOR. The Consultant, at the Consultant's own responsibility and risk, is encouraged to obtain all information that may be necessary for preparing the Proposal and entering into a contract for supply of Services.
- b) The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process. If a Consultant submits more than one (1) Proposal, all such proposal shall be rejected.
- c) The Consultant 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.
- d) The Proposal prepared by the Consultant shall comprise two independent proposals; Technical Proposal and Financial Proposal. The original and two copies of the Technical and Financial Proposals shall be typed and shall be signed by a person (with name and position) duly authorized to bind the Consultant to the Contract. All pages of the Proposals shall be signed or initialed by the person signing the Proposals.
- e) The Consultant shall enclose the original and each copy of the Technical Proposal in separate sealed envelopes, duly marking the envelopes as "TECHNICAL PROPOSAL" and "ORIGINAL TECHNICAL PROPOSAL" and "COPY TECHNICAL PROPOSAL, as appropriate." The Consultant shall enclose the original of the Financial Proposal in one single separate sealed envelope, duly marking the envelope as "FINANCIAL PROPOSAL" and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." These three envelopes shall then be enclosed in one single outer envelope. The inner and outer envelopes shall:
  - i. bear the name and address of the Consultant;
  - ii. be addressed to the Client at the address specified in the Request for Proposal (RFP) letter;
  - iii. bear the name of the Proposal as specified in the RFP letter; and
  - iv. bear a statement "DO NOT OPEN BEFORE ...." The date for opening as specified in the RFP letterIf all envelopes are not sealed and marked as required, the Client will assume no responsibility for the misplacement, or premature opening of the Proposal. The Proposal may be hand delivered or posted by registered mail or sent by courier.
- f) The Consultant shall enclose the following supporting documents with the technical proposal
  - i. Trade Licence
  - ii. Certificate of Incorporation or or Articles of association
  - iii. Formal letter of Interest (LOI)
  - iv. Documentary evidence/printed brochures showing organizational background, professional experience and capacity
  - v. List of general and related experience (Foreign and Local) with client's appreciation certificate (must be attested)
  - vi. Signed CVs of professionals showing their experience and academic background with photo (Photo is a must)
  - vii. Bank Solvency Certificate
  - viii. TIN Number & VAT registration documents

The selected Consultant will undertake the following activities:

- 5.2.1. Doing thorough study of the requirements of the authority of Department of Women and Gender Studies.
- 5.2.2. Developing interactive web-page with necessary security features.
- 5.2.3. Responding to change requirements under the guideline agreed upon by both parties (Department authority and selected Consultant).
- 5.2.4. Producing detailed documentation on all aspects of web-page development.
- 5.2.5. Producing an user manual, technical manual for administrator assigned by the department.
- 5.2.6. Provide hosting solutions (perhaps in collaboration with an ISP).
- 5.2.7. Nominate a Project Manager who will be the single point contact on all aspects of this project.

## 6) Website Hosting

The consultant 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.

The consultant may also propose multiple options of web hosting from the 2<sup>nd</sup> year with reasons, specially management and cost-effectiveness. It has to be noted that it is possible to use Dhaka University server for hosting.

## 7) Technology

<i>Operating System for web server</i>	<i>Programming Language</i>	<i>Web Server</i>	<i>Database</i>
<b>Linux</b>	<b>PHP</b>	<b>Apache</b>	<b>MySQL</b>

Innovativeness will be appreciated, including workable suggestions that could improve the quality/effectiveness of the assignment.

## 8) Security

Most organizations today use the Internet as a valuable business tool and depend upon it for their livelihood. However, that same Internet access exposes corporate resources to an ever-increasing number of security vulnerabilities. Whenever data is transferred between an organization's internal network and an outside source, there are multiple risks—all of which can jeopardize data integrity. Examples of today's security challenges include but are not limited to:

- Protecting data from viruses and worms introduced into the network via downloaded files and e-mail attachments
- Controlling access to business-sensitive data by internal and potentially external users; unauthorized access to protected data can result in legal issues and the loss of trade secrets
- Protecting corporate Web sites running on general-purpose operating systems from Denial of Service (DOS) attacks and service exploits-both of which can render them inaccessible and unusable
- Preventing the exploitation of Internet access privileges by employees

## 9) Deliverables

The following will have to be delivered as part of project implementation:

### 1. Detailed Project Plan

This will contain at least the following:

- Resource Allocation
- Detailed Project Schedule
- Review Mechanism
- Progress Reporting Mechanism
- Project Milestone details
- Change management process details
- Standards for use in the project
- Configuration Management Process

### 2. User Requirement Specification Document

This will contain at least the following:

- Purpose and Scope of the Applications/ Web-page
- Definitions, Acronyms, and Abbreviations
- References
- Backup and Recovery
- Security
- Data Loading Approach
- Functional Specification
- User Interface Design Specification

### 3. Technical Documentation

This will contain at least the following:

- System Functions
- Data Flow Diagram
- Database Structure/ Design

### 4. User Acceptance Test Plan Document

### 5. Source Code with Meticulous Documentation

This will contain at least the following:

- Source Code
- Libraries Used
- Database Scripts

### 6. User Manual

This will contain at least the following:

- Purpose and Scope
- Definitions, Acronyms, and Abbreviations
- References
- User Interfaces
- Navigation Details
- Error Messages

### 7. Technical Manual for Administration

## 10) Proposal Opening and Confidentiality

There shall be no public opening of the Technical Proposals, however the Client shall open all Technical Proposals received shortly after the deadline. The Consultant may obtain from the Client the list of Consultant's who have submitted proposals by the deadline. No Proposal shall be rejected at Proposal opening, except for late Proposals, which shall be returned unopened to the Consultant. Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the winning Consultant has been notified that it has been awarded the Contract. Any effort by a Consultant to influence the Client in its decisions on the examination, evaluation, and comparison of either the Technical or Financial Proposals or contract award may result in the rejection of its Proposal.

## 11) Evaluation and selection of applications

The Proposals Evaluation Committee with the assistance of external assessors shall evaluate and rank the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and points system according to the following steps:

- The deadline has been respected. Any Proposal received by the Client after the deadline for submission of Proposals will be rejected, and returned unopened to the Consultant.
- The Application must satisfies all the criteria mentioned in the TOR. If any of the requested information is missing or is incorrect, the proposal may be rejected on that sole basis and the proposal will not be evaluated further.

Section for Proposal Evaluation	Maximum Score
<b>1. Financial and operational capacity</b>	<b>25</b>
1.1 Do the applicant have sufficient <b>experience of website development</b> ?	5
1.2 Do the applicant have sufficient <b>technical expertise and Professionalism</b> (ease of contact, responsiveness & management of requests)?	5 x 2
1.3 Do the applicant have sufficient <b>management capacity</b> (including staff, equipment and ability to handle the budget for the action) to finish the task within the deadline?	5
1.4 Does the applicant have stable and sufficient sources of <b>finance</b> ?	5
<b>2. Relevance &amp; approach</b>	<b>25</b>
2.1 How relevant is the proposal to the <b>priorities and particular needs</b> of the TOR?	5 x 2
2.2 Are the <b>activities</b> proposed appropriate, practical, and consistent with the expected results of the TOR?	5 x 2
2.3 Is the <b>workplan</b> clear and feasible?	5
<b>3. Quality of the Technical Proposal</b>	<b>35</b>
3.1 Does the website focused to universal audience (multilingual, disability access & services, minimum & maximum monitor resolutions) & User Friendliness (search facility, site map, readability, absence of duplication & repetition, pop ups etc.)?	5 x 2
3.2 Does the website considers intelligent synergies of visual elements, color, elegance of graphic design & font styles	5
3.3 Does the website incorporates originality of general layout & use of space & Technology	5 x 2
3.4 Does the website incorporates effective use of leading edge technologies (Java, DHTML, active X, advanced coding, XML, CSS) and functions (website traffic & statistics)?	5 x 2
<b>4. Quality of the Financial Proposal</b>	<b>15</b>
4.1 is the detail description of each item with breakdown included in the budget?	5
4.2 Is the proposed expenditure <b>necessary</b> for the implementation of the action? Is the total Budget includes all <b>payable local tax and VAT</b> as per the applicable law.?	5 x 2
<b>Maximum total score</b>	<b>100</b>

- The proposal will be evaluated using a 100 scoring system. The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.
- If the proposal does not receive 60, the proposal shall be rejected.
- If the total average score is less than 15 points for *Financial and operational capacity* section and total average score is less than 25 points for the *Quality of the Technical Proposal* section the Evaluation Committee will reject the proposal without evaluating the Financial Proposal.

## **12) Contract Agreement**

Based on the verification of the supporting documents, the Evaluation Committee will make final decision on the award of grants. Contract Agreement means the Agreement entered into between the Client and the Consultant together with the Contract Documents. The consultant who will submit the highest scored proposal among the rest shall be selected and will be invited to negotiate the contract. After completing negotiations and after having received the evaluation committee approval to award the Contract, the Client shall award the Contract to the selected Consultant.