

Terms of Reference (TOR) for website development of Akhter Hameed Khan Foundation (Ref: AHKF-2022-03-001)

Objectives

The Akhter Hameed Khan Foundation (AHKF) wishes to develop a new website to showcase its work in the development sector and publications. This website should carry a modern design consistent with pre-agreed color palettes and fonts. A clean and minimalistic yet rich with content website is desired (see <https://www.gatesfoundation.org/> , <https://www.akdn.org/> , <https://akhuwat.org.pk/> , www.fordfoundation.org).

Scope of Work

- The consultant or firm shall be responsible for designing and developing a secure and interactive website in close coordination with AHKF teams;
- Choose an appropriate, easy to use website building and hosting service such as Webflow (code-free, with a highly customizable interface option available) – WordPress is not acceptable;
- The website is adaptive/responsive or is capable of displaying on cross-platform/devices ranging from wider screens to smaller screen such as tablet and mobile phone;
- The consultant shall hold the responsibility in terms of work related to the development of website in accordance with the quality, standards and requirements of AHKF; Attractive page layouts, easy to use, update and maintain with flexible navigation & search function; Make recommendations for a backup/restore plan;
- Orientation to AHKF staff on website maintenance and content update; Support and maintenance service for up to 30 days after the development of website; Make recommendations for software, hardware, and other back-end applications related to Web development (if any required);
- Update and employ any security protocols pertaining to the domain or website building and hosting service. The website design must be secured and should adhere to security best-practices.
- Set up a bill to company payment option of the website hosting platform with AHKF.
- Domain name is already purchased on GoDaddy.

Duration and payment schedule

The duration of the assignment should not exceed 30 days. The consultant shall be paid in full upon successful completion of the assignment.

Screening Requirements and Qualifications of firm:

- Consultant (firm or individual) must have an NTN number
- Consultant must be reputable with prior rich experience in the field
- Proven and solid knowledge and experience in providing similar services.
- Able to provide user training and all provided documents are in English
- Excellent knowledge on website security and website hosting service
- The applicants should provide a technical and financial proposal including an implementation plan
- The vendor should provide the financial quotation inclusive of all costs with a suitable breakdown.

Application Requirements: Consultant will share detailed contents for website development:

- A technical and financial proposal in one document, formatted as a PDF, no greater than 15MB.
- Financial proposal with budget breakup.
- Company or Consultant's Profile
- NTN Number/FBR Registration Certificate
- List of previous clients with 3 references

All supporting documents, narrative and financial proposal must be part of the application and submitted/ uploaded as one document

Selection Criteria

Criteria for technical evaluation and obtainable score (Total 100)

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| • Relevant qualification: 10 | • References: 15 |
| • Relevant prior Experience (Minimum 5 years): 35 | • Price offer (Financial Proposal): 40 |

The technical and financial proposal along with supporting documents shall be electronically submitted to moheeb@ahkrc.org and twangar@ahkrc.org by 18th March 2022 (11:59PM), with the subject: "Terms of Reference (TOR) for website development of AHKF (AHKF-2022-03-001)".