



**Terms of Reference (ToR)**

**To**

**Develop a website**

**ILDIP-IRO**

**In Gambella People's National Regional State (GPNRS)**

**Horn of Africa Regional Environment Centre and  
Network (HoAREC&N)**

**June 2023**

**Addis Ababa, Ethiopia**



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## 1. General background

Achieving food security, mitigating and adapting to climate change, protecting biodiversity while at the same time initiating economic growth, guarantying social welfare protecting people from natural disasters, preventing and settling land conflicts or initiating development in a rugged environment are just a few of the many challenges regions in Ethiopia are currently facing. Land use planning is one of the tools that can help to meet them as it focuses on negotiating future land and resource uses by all relevant stakeholders and decision makers in the country.

As part of the effort to support the most vulnerable community, and to ensure sustainable development, HoA-REC&N-AAU with its partners is executing the Integrated Land Use Masterplan (ILDP) for Gambella People's National Regional State (GPNRS) program to help the regional government of Gambella to overcome these gaps and challenges.

The effort aims to support the region in the decentralization process strengthening local representatives and civil society to take initiatives related to environmental conservation and natural resources management. The program helps selected natural resources services to set up a transparent and participatory local socio-economic development planning system for sustainable growth according to the regional requirements. Hence, HoA-REC&N-AAU started to introduce the spatial dimension into local socio-economic development planning.

A number of teams, composed of research scientists in different disciplines have established and have been working in selected thematic areas to support for the development of an integrated land use and development of the master plan of the Region. Hence, several thematic maps of the land use type and database have been developed; indicating the location of technical and social infrastructure from their respective studies outputs.

Hence, the general objective of this assignment is to develop a website.

## 2. Title of the assignment

- Developing a website for ILDP

## 3. Objective

- The main objective of this assignment is to design, develop and implement a website

## 4. Required Skills and Experience

The vendor should demonstrate and provide examples of previous experience in the performance of similar services as follows:

- Be a reputable firm that has successfully completed at least three website development projects in the last five years.



- Have a broad knowledge of current web development technologies and design tools in the field, and new software and other web programming languages

## 5. Functional requirements

### a. Website Pages

- The website should have all the pages as per the requirements of HOAREC, these pages should also include standard pages such as home, page about us, contact us, etc.

### b. Admin Dashboard

- The website should have an admin dashboard that will allow the HOAREC admin to:
  - Administrative and technical support, hosting, and quality control (creation, deletion, and editing of content).
  - There should be a Provision of a CPannel dashboard.

### c. Browser compatibility.

- The site must be compatible with the current versions of the known browsers (Edge, FireFox, Chrome, Safari, Opera)

### d. Audit trail

- The website should have an audit trail of all the activities happening on the website.

### e. Analytics

- The website should have analytics that will allow HOAREC to see all the activities that are happening on the website eg. Google Analytics

### f. Social Media Integration

- The website should be integrated to social media platforms.

### g. Licensed Plugins

- Any plugin to be used should be licensed and non-trial version.

## 6. Non-Functional requirements

### a. Responsiveness

- The website should be displayed on different screen sizes without distorting the content

### b. Security

- The website should have security such as an SSL certificate etc.

### c. Availability

- The website should be available 24/7



- d. Back up and Disaster recovery (DR)
  - The website should allow for scheduled backups
- e. User Interface
  - The website should allow for easy navigation and have a beautiful look
  - The website should utilize pictures and relevant icons
  - The website should speak to the branding of the regional government in terms of colors, icons, pictures, and logos.
- f. Training
  - The website supplier should train relevant experts to perform the content upload, system maintenance, and administration tasks.
- g. User Manuals
  - Develop a detailed Website user manual
- h. Source code handover
  - Full source code including all used plugins and libraries shall be handed over to HOAREC.

## 7. Deliverables

The following are the expected key deliverables

- A. Functional website.
- B. Training manuals,
- C. Technical user guide and training reports
- D. Overall comprehensive report.

## 8. Commencement date & Period of implementation

The commencement date will be the day of the signing of the contract and implementation will be three (3) months period from the date of sign off. i.e. the first two (2) months shall be for the website development and the remaining one (1) month shall be to install and test the developed website.

## 9. Language and type of documents

- The website should be bilingual (English and Amharic)
- All the documents will be produced and submitted under this assignment shall be in English language and submitted both in hard and soft copy (word file).

## 10. Schedule of Payment

In consideration of the services required under this TOR, payment to the consultant shall be made in the following manner.



- Payment will be made by HoA-REC&N through agreed mode of payment, all kind of Taxes and security deposit will be deducted as per prevailing governance financial rules and regulation.
- All payments will be in ETB and HoAREC&N-AAU shall issue the payment as per the payment schedule indicated in the Table -1 below.
- The consulting firm must provide unconditional performance bond (CPO) as a counter guarantee for the amount stated under the first (inception-10%) payment.
- All payments will be issued upon receiving the deliverables as per the agreed details and approved by the technical team and the ICT manager of HoAREC.

Table 1 Payment schedule for the deliverables

S.N.	Deliverables	% of Contract Payment
1	Upon submission and approval of an Inception Report	10
2	Upon 1. Submission of the developed website (Webpage files, code etc.) and 2. completion of the installation of the website at proposed webhosting locations 3. Upon submission of training manual, technical user guide and completion of Training report 4. Upon Delivery of the final comprehensive report with the HoA-REC&N approval	90
<b>Total</b>		<b>100</b>

## 11. Procurement Method

**Procurement Selection Method:** Quality and Cost Based Selection (QCBS)

**Merit Points:** Technical 80% and Financial 20%

### Evaluation Criteria's

- I. Preliminary Screening
- II. Evaluation of the Technical Proposal (80%)
- III. Evaluation of the Financial Proposal (20%)

#### I. Preliminary Screening (General) and Must meet Criteria.

Sr. No.	Evaluation	Merit Point (R/NR)
		Company Name



1	Renewed License, Vat registered,					
2	Signature and Seal, bid proposals					
3	Documents required					
4	Ongoing (unresolved) litigation					
5	Non-performing contract and/or poor deliverables committed					
6	Debarred(banned) by (MoFED) or BoFED					
7	Power of attorney					
	Final Remark					

**Note: The above 7 Criteria should be fulfilled to be considered responsive.**

## II. Evaluation of the Technical Proposal (80%)

The following qualification criteria will be applied to Consultants. In the case of bids submitted by a consortium, these qualification criteria will be applied to the consortium as a whole. Criteria, sub-criteria, and point system for the evaluation of the

### Full Technical Proposals.

1. Specific experience of the Consultant relevant to the assignment
2. Adequacy of the proposed methodology and work plan
3. Key professional staff qualifications and competence for the assignment

<b>1</b>	<b>Experience of the Consultant relevant to the assignment</b>					<b>50</b>
1.1	The bidder should have successfully completed/Substantially Completed at least 5 (five) professional website development Projects in past 10 (ten) years					50
<b>2</b>	<b>Adequacy of the technical proposal, methodology, work plan, staffing and equipment</b>					<b>10</b>
2.1	Understanding of Scope of Work					5
2.2	Approach & Methodology					5
<b>3</b>	<b>Key professional staff qualifications and competence for the assignment</b>					
<b>3.1</b>	<b>Professional Staffs</b>	<b>Qty</b>	<b>Qualification</b>	<b>Education</b>	<b>Minimum relevant Exp. required</b>	<b>30</b>
	For Development Project					



3.1	Project Manager/Leader	1	BSc, MSc, PhD	IT/Computer Science	9,7,5	10
3.2	Web Designer	1	BSc, MSc, PhD	IT/Computer Science	8,7,5	10
3.3	Application Developer	1	BSc, MSc, PhD	IT/Computer Science	6,5,4	10
<b>4</b>	<b>Financial standing (Bank statement, audited financial statement report (at least one report) peak annual turnover.</b>					<b>10</b>
<b>6</b>	<b>Total sum (1+2+3+4)</b>					<b>100%</b>
<b>7</b>	<b>Total Converted</b>					<b>80%</b>
<b>8</b>	<b>Final Remark</b>					

**The bidder whose technical merit point is below 80% shall be nonresponsive for further financial evaluation and its financial document shall not be opened**

### **III. Financial Evaluation (20%)**

The financial evaluation committee will check the amount offered by the bidders and also checks if there is any arithmetic errors. The bidder with the least bid price is given the full financial merit point i.e. 20. The rest bidders are given a financial merit point according to the following formula;

$$M = (L/A) * 20$$

Where, M: is the required financial merit point of a bidder.

L: the adjusted least bid price of a bidder.

A: the adjusted quoted bid price of every bidder.

END