Terms of Reference (ToR)

RERL web site update and maintenance

1. Background

Renewable Energy for Rural Livelihood (RERL) has been providing TA support to implement Asian Development Bank (ADB) funded SASEC project. The main objective of the technical assistance is to increase electricity access in rural Nepal by completing 4.3MW mini hydro and 0.5MW solar/solar wind hybrid mini grid (SMG) subprojects with 20% capacity utilized in productive uses and mainstreaming gender equality and social inclusion. Recently, RERL initiated implementation of Norwegian Government funded Renewable Energy for Resilient Agro-Food System (RERAS) project activities with aims to increase agricultural productivity and food and nutrition security by enhancing the use of reliable and affordable energy solutions for production, irrigation, processing, storing, packaging, and marketing of locally grown farm products in 11 municipalities of Bajura, Jumla and Mugu districts of Karnali and Sudurpaschim Provinces. RERL's main responsibility in RERAS is to ensure supply of reliable and quality electricity, mechanization of agricultural production and marketing, promotion of agricultural product based productive end uses, etc.

In this new context, it is felt that the RERL existing website need to be updated and upgraded, as AEPC/RERL is giving equal importance for dissemination of experience and best practices both at national and international level through print and electronic media. Thus, the RERL is planning to hire a consulting firm to update, upgrade and maintain its website.

2. Objective

The objective of this assignment is to design and develop attractive interface, qualitative information, dynamic, user friendly and easy to access.

3. Scope of Work

To fulfill the objectives as specified above the RERL seek services from a qualified and experienced consulting firm or company. The consulting firm will be responsible, but not limited to carrying out the following tasks.

a. Review the existing RERL websites hosted on AEPC domain.
b. Integrate portal within AEPC domain: www.aepc.gov.np
c. Upgrade and enhance of existing RERL website with recent technology using Laravel Framework with VUE.JS on Backend.
d. Make necessary changes as required by RERL in its existing website for enhancement of interface design and layout of web pages, addition or removal of contents, media elements, menu and navigational elements in any or all of the following modules;
   - Photo Gallery Management Module
   - Page Management Module
   - Document Management Module
   - Dashboard Management Module
   - Important Links Management Module
   - User Groups Management Module
   - User Management Module
   - Report Management Module

- Publication Management Module
- Monthly Updates Management Module
- Annual Progress Management Module
- Staff Management Module
- Success Stories Management Module
- Calendar of Events Management Module

e. Design the Web Application Frontend with Modern scalable User Interface using HTML 5 and with SCSS using Mobile first Approach.

f. Minimize HTTP Requests by using asynchronous loading for scripts and defer java script loading and minimize website loading time and reduce the server response time.

g. Access the Security Standard and implement Secure Socket Layer on the existing website.

h. Use simple, cost-effective techniques to test designs with representative users before implementation of major features such as restructuring the main navigation menu.

i. Optimize the site for low bandwidth users.

j. Browser compatibility. The site must be compatible with the current versions of the following browsers (Firefox, Internet Explorer, Safari, and Chrome), as well as Internet Explorer version 6 onwards.

4. Duration and Schedule

Upgradation shall be completed in 2 months and technical backstopping shall continue for another 6 months.

5. Deliverables:

The deliverables for the Consulting Firm/Company will be:
- A fully function dynamic and comprehensive RERL website with CMS under the APEC's domain.
- User Manual and training to operate the website.

6. Eligibility of the Consulting Firm:

- Minimum three years of experience on webpage development.
- The consulting firm should be registered with Government of Nepal.
- The consulting firm must be VAT and should submit the tax clearance certificate 2079/80.

7. Terms of Payment:

The payment will be made in three installments upon the designing of the content. Final payment will be made only after completion the technical support period.

Amount in percentage	Payment
1. 20%	Upon the content design
2. 60%	After the development of draft website
3. 20%	After 7 months technical support

8. Qualification of the consulting firm

- At least three years of proven experience in website & database design
- Excellent knowledge of web design software
- Relevant experience of executing similar projects in government or development partners will add an advantage.

Moreover, the project shall have proposed the followings professionals:

The team should consist of the following human resource with at least proper education and experience on designing and development of web based application using various platforms. The detailed CVs and work experience (with proper references) of the personnel to be involved for the proposed task has to be submitted along with the original signature and the written commitment on the assigned work.

a) **Team Leader**: Project manager must have at least Master's Degree in relevant field with minimum five years of experience in project coordination and management.

b) **Database Architect/Interface Designer:** Database Architect/Developer must have at least Bachelor in Computer Engineering or related field with minimum of five years of experience in database design or development using popular RDBMS. Certification on related filed will add an advantage.

c) **Developer/Programmer:** Developer/Programmer must have at least Bachelor in relevant field with two years of proven experience in programming with popular programming languages.

9. Documents to be submitted by the firm:

- A signed and stamped Cover Letter
- A signed and stamped Detail Technical Proposal
- A signed and stamped Financial Proposal
- Tax clearance certificate 2079/80
- VAT register certificate
- Company registration certificate