Date: 04.07.2024

Terms of Reference/Request for Proposal

Proposals are invited by Technology Informatics Design Endeavour (TIDE) for "**Restructuring the backend functionalities of the article section of the WATSAN Data Observatory Website**".

Introduction

Technology Informatics Design Endeavour (TIDE) is a development organization based in Bengaluru that leverages technology for conserving the environment, creating livelihoods, and addressing societal issues. TIDE's work encompasses energy access and biomass-based cooking solutions, environment conservation through energy waste and water interventions, and Technology based innovative livelihoods, particularly with a focus on rural women. TIDE is currently implementing a project titled Integrated Water Management in partnership with BORDA, in different towns of Karnataka. For more information about TIDE, please visit www.tide-india.org

Title	"Restructuring the backend functionalities of the article section of the WATSAN Data Observatory Website".
Location	Bangalore, Karnataka
Nature of Assignment	The purpose of this document is to identify and select a qualified vendor for "*Restructuring the backend functionalities of the article section of the WATSAN Data Observatory Website*" for the Technology Informatics Design Endeavour (TIDE) office in Bangalore. The selected vendor will be responsible for providing the implementation of blog like feature with an increased word count, easy customization options including rich text editing and media management, optimizable on-page content such as integration of key words, social media integration, excerpts, links, images, etc. This functionality allows the project team to post their insights and project findings with their audiences consistently.
Contract period	The contract period will be for the duration of 30 days

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FF1, Sapthagiri apartments, No 30, 10th cross, 15th main road, RMV extension, Sadashivanagar, Bengaluru – 560080
Email – info@tide-india.org   Ph – 080 2361 2031

Background of Project

Technology Informatics Design Endeavour (TIDE) is dedicated to advancing sustainable development through technology innovation and dissemination. Our Bangalore office serves as the hub for our operations, where we design, develop, and implement various technology-driven projects that address environmental, social, and economic challenges.

The WATSAN Data Observatory, focused on eight BORDA partner towns, serves as a vital knowledge repository for water, sanitation, and hygiene (WASH) management and SDG localization in small urban towns. This platform provides WASH-related data, insights, and information to municipalities and relevant stakeholders, enabling them to understand baseline scenarios, identify service gaps, and make data-driven decisions to improve living conditions in disadvantaged communities.

To enhance its functionality and user experience, we are seeking proposals for restructuring the backend functionalities of the website's blogsite/article section. This upgrade aims to improve content management, enhance categorization and search capabilities, optimize database structure, and integrate better analytics tools. By revamping this crucial component to support our expanding initiatives and enhance our social media presence, we seek to strengthen the observatory's ability to disseminate up-to-date information, analysis, and best practices, ultimately supporting sustainable WASH development in small urban towns.

TIDE & BORDA invites qualified developers and agencies to submit proposals detailing their approach to restructure the backend functionalities of the article section of the WATSAN Data Observatory Website. This upgrade will enhance the observatory's ability to deliver accessible, comprehensive, and actionable WASH-related information, while simultaneously improving our team's capacity for effective collaboration, communication, and knowledge sharing across projects. The result will be increased efficiency and productivity in disseminating crucial insights and learnings within the WASH sector.

Link to the website: https://wash-towns.com/

Scope of work:

The selected vendor will be responsible for implementation of blog like feature in a CMS platform with the details given below:

1. Rename 'Article' as 'Insights' on the website
2. Excerpts for the blog – Description below the title of the article can have a limitation of 50 words and 1000-word limit to the main content of the insight.
3. Adding cover image for each insight
4. Ability to add as many images/videos (YouTube)/audio (Spotify) links as possible with captions social media integration of each insight post
5. Ability to add keywords, tag and category management to ensure SEO optimization

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6. Addition of author, location, date and read time details

7. Rich text editing options with various fonts, styling options, text sizes and editable content

8. Suggest similar/recent blogs updated at the end of each post

9. Ability to customize the shareable link

10. Search functionality and comment section to the posts

11. Customize the current CMS or modify the existing CMS as per requirements.

12. Ensure mobile friendliness of the insights section

13. Enable faster page loading and smoother navigation across the site.

14. Security Requirements: Regular security updates, user data protection measures, backup and recovery procedures

15. Administrative Features: User management dashboard, content moderation tools, site statistics and reporting

16. Run user testing on the insights page's core functions

Terms and Conditions:

1. Provide the cost breakdown for development and design with detailed timeline.

2. After the submission of the deliverables, the vendor should provide post launch support for a period of 90days. For the first two months, weekly meetings will be scheduled for doubt clearing or any other requirement from the WATSAN team.

3. Submit the details on hosting and launching the site

4. The ownership of the source code should be transferred to TIDE

5. Design should be responsive to various devices

Deliverables

1. Admin panel for content creation and management

2. Testing reports on functionality and performance tests

3. A fully operational blogging platform with the transfer of the source code ownership

Eligibility criteria:

The firm should meet the following minimum eligibility criteria:

The company/firm/contractor should be registered with a legally binding registration document.
Maintenance of comprehensive documentation related to statutory compliance, including permits, approvals, monitoring records, and compliance reports.

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The company/firm/contractor shouldn't have been blacklisted by central/state government agencies and have no legal liability towards any governmental or non-governmental agency	
Note: The Consultants need to submit supporting documentary evidence for the criteria, if requested.	

Evaluation Criteria:

No	Indicator	Description	Document Evidence	Weightage
1	**Bid Price**	Price quoted by the agency for completion of the assignment	Lumpsum cost	**50%**
2	Vendor Qualifications and Experience	Assess the vendor's experience in website development	Work order/ Work order/Work completion certificate/ proof of work/reports Self-certification providing details of the similar project (Details of the project should include Name of project and description, Start and completion date of the project, Location, and total project cost)	**50%**

All the eligible firms will be graded on the above criteria. The one with the highest grade will be awarded the contract.

Duration of the assignment:

The project shall be executed within 7 days of the contract's award and shall be delivered by the **2ⁿᵈ week of August 2024.** The agency should adhere to the work plan as shown below. **(Subject to revision based on mutual consent or as per ground condition)**

Work Plan

The project duration is from the **10ᵗʰ July 2024 to 10ᵗʰ August 2024.**

Activity	July 2ⁿᵈ week 2024	July 3ʳᵈ-4ᵗʰ week 2024	July 5ᵗʰ week 2024	August 1ˢᵗ - 2ⁿᵈ week 2024
Award of contract	■			
Admin panel for content creation and management		■		
Testing reports on functionality and performance tests			■	■

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A fully operational blogging platform with the transfer of the source code ownership				

Schedule of Payment

No	Deliverable	Stage of payment	Percentage of Payment
1	Admin panel for content creation and management and Testing reports on functionality and performance tests	1st	50%
2	A fully operational blogging platform with the transfer of the source code ownership	2nd	50%
Note: The payment schedule will be finalized in consultation with the Consultant at the contract award stage. All the payments will be done only after we receive the original invoice to the office address.			

Submission of Proposal and deliverables

The proposal must be submitted over email to the email id: anjali.w@tide-india.org & iwm.accountant@tide-india.org with the following documents attached,

- Supporting documents for eligibility and evaluation criteria
- Self-certification of not being blacklisted by central/state government agencies.
- Properly filled Annexure I to V

Confidentiality and Intellectual and Other Property Rights

All reports, notes, statistics and other documents and data compiled and collected, or software developed by the Contractor under this Agreement shall be confidential and the property of TIDE. The Parties herein agree to keep the terms of this TOR all or any information which any or all of the parties herein shall become acquainted with shall not be disclosed, either directly or indirectly to third parties or be used in any way, or in any manner that would be detrimental to the business of the partners.

Sd/-

Director-TIDE

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