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| UNICEF BCO: Terms of Reference for IT Firm |
| Assignment Title: Design and Development of a Content Management System (CMS) on Child Related SDGs for General Economics Division.  |
| Output 4.3: By 2020, social policy partners have increased capacity to develop and implement policies to advocate, innovate, engage communities and allocate resources to issues that affect the realization of the rights of the child.  Headline Result: Scaling Up Social Protection |
| 1. **Background**

UNICEF Bangladesh office has initiated a partnership with the General Economics Division with the objective to support the government to develop National Multi-Dimensional Poverty Index and Child Focused Multi- Dimensional Poverty, integrate MPI index in national plans and strategies and capacity building support to the government to use MPI analysis to allocate resources for social investment.   The UNICEF-GED partnership also aims to strengthen the capacity of GED to develop a knowledge management system cum interactive dashboard of MPI and SiTAN analysis. UNICEF Bangladesh and GED also seeks to considerably improve the availability and access to the right data in right time leading to: (a) decisions can be better informed; (b) more equitable; and (c) more likely to produce children’s right. Data for all (DFA) )offers a sustainable, data driven strategy which facilitates the managing, monitoring and dissemination of real time data. DFA promotes interoperability within the eco system of socio-economic statistics by complying with international standards. Using these standards, the DFA toolkit provides tools to manage, track and visualise key indicators across sectors. The DFA platform has new enhanced modules for automatic data uploads, real time data monitoring, user defined dashboards, and monitoring of results based frameworks. One of the key priority activities identified under the UNICEF-GED is to develop a CMS for project documents, reports, policy briefs, results, video, statistical data etc. Besides, through this initiative, General Economics Division and UNICEF want to be vigilant and accessible in terms of sharing the content and project success and challenges.  |
| 2. Objective and Scope of Work To make sure that the platform is sustainable, the design and development of platform will be guided by the following principles: * GED will have the overall ownership and administration of the platform and interactive dashboard
* The platform will be customized with relevant data flows, including the ability to filter by age, location, wealth quintile etc, to mazimize the utilisation of automatd data updates, where feasible and to create a functionality that is user friendly.
* Develop and set up dash boards for MPI and SiTAN primarily and flexibility to create more dashboard in future, if required.
* develop a document library
* Configure and set up an account of RAPIDPRO for GED and set up a survey
* Technical support for a period of 12 months after the completion of the platform and free of cost
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| **Scope of Work**Major considerations should include:**Design Concept*** The CMS shall comprise two parts the Document repository and a Website which is the main site for General Economics Division. This dynamic page will be used to communicate news updates about General Economics Division, published reports, policy papers and other related content. The Document repository which will be used for data management, sharing documents and related data. This could be an IIS/PHP front end with backend for content management.
* The two parts above shall be interlinked to ensure access to both parts from the website and vice versa.
* Human- centred and ease of use to allow limited learning curve to utilise the system.
* Develop Beta-Version which will be used as part of User Acceptance testing General Economics Division Users before full deployment.
* The Consultant shall not use any library or code that has any other copyright claim associated with it which will prevent or restrict smooth transfer of ownership in any ways;
* System hosting issues need to be clearly indicated with potential of hosting under BCC.
* The Consultant shall deliver properly document all such codes to General Economics Division and cannot claim any royalty or authority of any sort in case of replication the source code database or any other deliverables under the TOR for any future use;

**Website*** This is a dynamic webpage allowing easy management of content (documents, news, policy briefs) that have been published to be accessible to both general users and administrators. This is the frontal interface of the CMS that provides landing pages linked to digital content in the repository.
* The Portal shall also have external links to other relevant resources which will be updated from time to time as per framework agreed by General Economics Division and UNICEF
* The portal will also have dashboard that provide visualisation of the content map (e.g. reports, videos info graphs, photos)
* The website shall have a connector into Multidimensional Poverty Index Data for Bangladesh and linkage to SDG reports for Bangladesh to allow analysis and visualisation on the web

**Database**An indicator based data base will be developed using the Data for All warehouse architecture which allows indicators to be disaggregated in terms of sub-groups and dimensions. **SiTAN Dashboard** The SiTAn dashboard will be designed in close consultation with UNICEF and GED. The dashboard will show the data for national and subnational. Trend data, disaggregation will be key during the development of the dashboard. **MPI Dashboard**The MPI dashboard will be designed in close consultation with UNICEF and GED. The dashboard will show the data for national and subnational. Trend data, disaggregation will be key during the development of the dashboard. The MPI dashboard will capture the changes over time. **Data Profiles:** Data profiles will be developed through an online tool. Users will be able to design the profiles online and then generate them in PDF formats for different areas**Document Management and Repository** The document repository/ knowledge library portal will be integrated to the website above. A resource library will be designed and developed for a more enhanced classification of documents, reports, data profile, policy guidelines among others. The items in the knowledge library will be downloadable and users will also be able to share and print them through an admin interface. * Requirement for the CMS to work as live repository to maintain project documents (reports, policy papers, videos, presentation etc.) with key tabs under General Economics Division of GoB
* System will allow for users to collaborate on existing documents and update as necessary.
* Data management and defined taxonomy will allow easy search facilities for uploaded documents
* GED will manage the library- add/edit/ remove documents

**RAPID Pro Configuration** An open source polling tool (to be owned by GED) will be developed. A RAPIDPRO account will be configured for this purpose. The GED team will be trained on how to use RAPID Pro. **Management and Maintenance*** Develop knowledge product such a software design document, technical administration guide, user manual, and training manual;
* Provide two-year warranty period with free service support and maintenance after successful completion of the software
* User Acceptance testing shall include review of the software problems including bugs and malicious codes which will need to be resolved within 3 days
* Data back-up and data recovery should be included in the proposal
* Source code and database configurations shall be made available and owned by cabinet division.
* The firm shall provide service support and maintenance of the software at 7×24-hour basis as required.
* The firm shall provide as and when necessary training to the concern officials of the General Economics Division to manage the CMS during the maintenance period.

**Security Features*** Maintain elevated level of security for data these include secure login, authentication and password recovery. This might include two step verifications through SMS or e-mail.
* Both Website and document management system should include Secure Sockets Layer (SSL) or Transport Layer Security (TLS);
* Audit Log of the CMS tracking logging, access and changes to data structure
* The source code , database and website shall undergo a load balance, vulnerability and penetration test before roll-out

All rights reserved of the CMS by the General Economics Division;* The CMS shall be copyright by the name of General Economics Division;
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| Website should be able to display Multi-Language in Bangla and English, document repository should also recognise documents produced and saved in Bangla |
| 7. Duty station: Dhaka  |
| 8. Indicative assignment dates: The assignment will be delivered through an iterative method with BETA Version ready for testing within 90 days and final product roll out spread over 120 days, From September to December 2019 – to be revised.  |
| 9. Supervision: The consultant shall report to UNICEF point person for this project. Besides, s/he or the firm will be co-supervised by the GED designated focal point. A Technical Committee will be formed under the leadership of the General Economics Division in the process of CMS development/finalization to provide overall guidance and inputs.  |
| 10. Estimated Budget:  |
| 11. Assignment details |
| **Tasks** | **End Product/deliverables** | **Time frame** |
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| **Criteria for the Assessment of Proposal**Prior to the evaluation all proposals will be screened based on the minimum eligibility criteria mentioned below.**Minimum Eligibility Criteria for the Firm:*** Profile (which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured) – describing the nature of business, field of expertise, licenses, certifications, accreditations.
* Business Licenses – Registration Papers, Tax Payment Certification, etc.
* The firm must be a valid member of BASIS
* The firm must have minimum five (05) years of experience in developing similar information system.
* Track Record-
* The firm must have developed active online web-based information system for Government organizations with similar features described in Technical Specifications part (Proposer/Firm must submit evidences for this with the proposal, like screen shot, online URL or any other).

Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;**Technical Skills and Expertise** * Expert knowledge of modern CMS techniques, including graphic design.
* Expert knowledge in Content Management System and Responsive design.
* Expert knowledge of Photoshop, illustrator, acrobat, Word and other graphics applications.
* Expert knowledge of PHP, Java, MySQL, HTML, CSS, DHML, VB Script or Java Script.
* Strong organizational skills and ability to handle multiple tasks under tight deadlines is essential.
* Must be fluent in English.
* Must have experience in similar previous assignments.
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| Prepared by:Name and Title Signature Date: |
| Endorsed by:Chief of SPEARName and Title Signature Date: |
|  Approved by:Deputy representativeName and Title: Signature Date: |

 **Format # BANA/CONTRACT/001-TOR**