



## **REQUEST FOR COST QUOTATIONS:**

### **Development of Website and Social Media Design for the National Voters' Rights Forum (NVRF)**

#### **1 INTRODUCTION**

The International Foundation for Electoral Systems (IFES) is an independent, non-governmental, non-partisan organization providing professional support to electoral democracy.

As part of its support to civil society led initiatives, IFES Nepal is also supporting the National Voters' Rights Forum (NVRF), a non-partisan civil society-led informal network which aims to bring together election stakeholders as well as professional groups from different sectors to discuss and share issues related to democracy, election and governance that will strengthen Nepal's electoral processes.

The NVRF aims to work on voters' issues, support the conduct of free, fair and inclusive elections through the protection and promotion of voters' rights, advocate for the rights of voters to participate in periodic elections and choose their own representatives, campaign for the elected representatives to be responsible and accountable towards the people and strengthen democratic practices, values and systems with meaningful participation of civil society. The NVRF is jointly led by 21 national level steering committee member organizations working in the field of election, democracy and governance.

As a part of its strategy to communicate and report its functions and activities to a wide range of stakeholders, viz. members, voters, media, and other stakeholders in the field of democracy, elections and governance, NVRF would like to develop and maintain its website and other social media pages.

#### **2 OBJECTIVES OF THE WEBSITE AND SOCIAL MEDIA PAGES**

The objectives of the website and social media pages are:

- 2.1. To keep voters informed and aware by providing essential electoral information and resources on the research, educated discussions, dialogues and interaction programs affecting voters' needs and interests
- 2.2. To provide accurate information on its activities and results to professionals and other stakeholders - such as Members, Voters, Media, and other stakeholders in the field of democracy, elections and governance
- 2.3. To collect and compile essential feedback, and report on essential matters related to democracy, elections and governance

- 2.4. To pro-actively interact with all interested stakeholders by sharing information in a transparent and accessible way
- 2.5. To maintain interactive resources for its members at district and VDC levels through linked or integrated connectivity

The website will be dedicated to the provision of non-partisan, accurate, and timely information on voting rights and issues, democracy and governance issues with the resources presented in a dynamic and user-friendly format.

### **3 PURPOSE OF THE ASSIGNMENT**

The purpose of the assignment is to design website and social media pages/linkages, including update of initial contents (to be provided by NVRF to the selected vendor) and training to NVRF staff.

### **4 SPECIFICATIONS AND REQUIREMENTS**

The website and social media pages will be developed to have, among others, the following features:

- a. Content Management System for regular management of the pages
- b. Keyword Search
- c. Additional Indexed Search functions
- d. Contacting NVRF
- e. Feedback and Queries, Responses
- f. Rating/polling on information
- g. News Updates with RSS feeds
- h. Social Media Links: Facebook, Twitter, YouTube, Blog
- i. Media Gallery (with videos and pictures)
- j. Useful Links (Domestic and International Resources)
- k. Discussion forum, including through feedback on published reports and issues
- l. Provision of contents in Unicode Nepali as well as in English
- m. Based on NVRF branding and colors
- n. Dynamic organization of available contents (initial contents to be provided by NVRF)
- o. The website will be hosted within Nepal and an Open Source Platform is recommended
- p. Simple user interface, including:
  - Simple to use for all types of visitors
  - Clear and obvious navigation
  - Clean and uncluttered pages
  - Good response time
  - High availability
  - Usability with different browsers and resolutions
  - Usability with slow internet connections
- q. Training to NVRF website consultant and steering committee members in using the website and social media should be provided.

### **5 PROPOSAL CONTENT**

For a proposal to be considered it must contain at least the following:

- Executive Summary containing a brief description of your project development approach.
- Accessibility features of the proposed website.

- Description of infrastructure, utilities and tools proposed for website creation and maintenance.
- Proposed phases or steps in implementation of the website and social media design, and maintenance, including the tasks proposed in each phase.
- A timeline for each of the above steps
- Quality control measures.
- Testing and Delivery plans and schedules.
- Proposed implementation schedule.
- Description of ongoing support provisions and prices for each support.
- Training NVRF website consultant and steering committee members in using the website and social media.
- A detailed budget for each phase of the project.
- Proposed payment schedule with justifications.
- Terms and conditions, as well as comments and suggestions on this RFP and Scope of Work, if any.
- Contact Information and the location of field offices, if any.

## 6. COST QUOTATIONS

Vendors must submit their cost quotations for the above assignment, in electronic format along with copies of their company registration, tax registration and clearance, and other documents to support their case to Mr. Ram Bhakta Maharjan, Administrative Manager ([rmaharjan@ifes.org](mailto:rmaharjan@ifes.org)) with a copy to Ms. Nilu Basnyat, Deputy Country Director ([nbasnyat@ifes.org](mailto:nbasnyat@ifes.org)) by 4:00 PM on Monday, November 16, 2015.

All cost quotations must mention unit costs and total costs in NPR for separate items and mention VAT separately. In the event of discrepancies between unit and total costs, unit costs will prevail.

IFES may award the contract for the different deliverables to one or more vendors.

IFES reserves the right to proceed with or cancel this procurement at its own discretion and without any damages, and reserves the right to consider, award or disqualify any vendor/quotation.

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