

Term of Reference (ToR) for outsource to monitor, update and troubleshooting Malaria CSO platform website.

Call for outsource: Company or individual.

The Regional Malaria CSO Platform in the Greater Mekong Sub-region (GMS) is a network of Civil Society Organizations (CSO) from the Global Fund RAI implementing countries: Myanmar, Thailand, Cambodia, Lao PDR, and Vietnam. The Platform serves as the CSO constituency engagement mechanism for the RAI RSC. The platform was established in 2014 with the initiative of the CSO representatives at the RAI RSC (2014-2017) to fill the gap of coordination and communication at the national and regional level. The platform is aiming to address an issue of Malaria vulnerable and at-risk population who are always not the priority for the countries due to their legal status or nature of work through advocacy. To date, the platform was able to create a network with more than 50 CSO, CBOs and community network at national and regional level. The platform is currently hosted by Alight (formerly American Refugee Committee). The platform currently has its own website www.malariafreemekong.org under the Alight project partner Raks Thai Foundation. The main objective of the website is to provide updated information about Malaria from the region through disseminating malaria-related information and reports.

1. PURPOSE OF TOR

This TOR is to identify interested individual or company to regularly monitor website, update contents and troubleshooting.

2. SCOPE OF WORK (EXPECTATION FROM THE SERVICE PROVIDER)

The qualified company /person will be required to design, develop, test and implement a web platform within the designed timeline which meets the following criteria:

2.1 Regularly monitor www.malariafreemekong.org and support troubleshooting.

2.2 Search engine: user-friendly, able to render appropriately on a wide variety of different browsers.

2.3 Content Management: Update content, and attachment on the website.

2.4 Photo & Video: Upload videos and photos with features such as caption, date uploaded, copyright info for video and audio, download large/medium/ small size of photographs as an option for users.

2.5 Mass Email/Messaging: Maintain a database of subscribers to be used for the dissemination of newsletters and update.

2.6 Maintain website server, domain, and maintenance for period of 2021-2023

Alight

CRC Tower All Seasons Place, 87/2 Wireless Road, 36th Floor, Office 17, Lumpini, Patumwan, Bangkok 10330, Thailand. [Tel:+66 2 625 3133](tel:+6626253133), [+66 2 625 3136](tel:+6626253136). www.WeAreAlight.org

2.7 Provide graphic design (maximum 3 final design/month) as needed for the website and its materials.

3. TIMELINE

Work expected to start from 1st July 2021 – 30 June 2022 and subject to revisit within 120 days after signing of agreement.

4. PAYMENT

The payment for this service will be made monthly.

5. TRAINING, MAINTENANCE / SUPPORT

Company/individual will provide technical support for the website, regularly until 30 June 2022. Related cost for annual technical support including maintaining domain and server should be included in the cost proposal.

6. QUALIFICATIONS

1. Company should demonstrate their qualifications and proven experience in the web designing, hosting, troubleshooting and content management including graphic designing. CV of person proposed to this task must be submitted. Applicant must be able to communicate (read, write and speak) professionally in English, and have understanding of the nonprofit organization website audience. At least 2 references of previous work similar to this task is required
2. For individual applicant, proven academic (bachelor degree) or training qualification related to web designing, maintenance and hosting is required. Applicant must submit most updated CV. At least 2 references of previous work similar to this task is required.

Interested Company/individual is requested to submit their proposal with cost breakdown **by 25th June 2021** to Alight in address below. Company/individual must submit following information during proposal submission.

- A. CV and 2 references of past work similar to this task
- B. Professional certificate of web designing or related work.
- C. Contact person and address of Company/individual

Address to submit proposal.

Alight (formerly American Refugee Committee),
CRC Tower, All Seasons Place, 87/2 Wireless Road, 36th Floor
Office 18, Lumpini, Pathumwan, Bangkok 10330, Thailand
Tel: + 66 2 625 3133
Email: Raparakank@wearealight.org

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