MOJAZFOUNDATION
Call for Proposal

MOJAZ Foundation envisions sustainable economic development by creating opportunities for people to escape out of poverty and improve their lives. MOJAZ Foundation is working across Punjab, Khyber Pakhtoonkhwa & Sindh to provide financial services, improve livelihoods, humanitarian assistance and social sector services. The Foundation has its mandate to provide financial and non-financial services to the poor and vulnerable segments of the society to improve their economic conditions. Currently, MOJAZ Foundation is seeking proposals for website development. Individual consultants and Firms may submit their financial and technical proposals along with payment schedule before May 13, 2019 not later than 4.00PM. Scope of work, Deliverables and Evaluation Criteria is as under-

Scope of Work

1- The technical consultant shall hold the responsibility to design and develop a website in close coordination with MOJAZ Foundation's team on website development.
2- The Consultant shall hold overall responsibility in terms of work related to the development of website as per the quality standards/requirements of MOJAZ Foundation which includes
   - Designing of an interactive and dynamic website on the already existing domain, taking into account the requirements and standards including;
     - A back end for updating data on regular basis.
     - Clear catalogs & folders with an attractive page layout that is both user and administrator friendly.
   - Orientation to staff on website maintenance and content update
   - Security measures incorporated in the newly developed versions.
   - Support and maintenance service for 2019.
   - Make recommendations related to
     - Software, Hardware, and other back-end applications.
     - The back-up and restore plan of content already available on the website and
     - Back-up and restore plan in case of disasters linked with hacking and viruses.

Project Deliverables
The deliverables for the project includes
1- Functional Website with a functional Database Back End
2- Support and Maintenance for 2019

3- Technically averse website team for maintenance after service period ends which includes
   - Trainings of the team.
   - Technical understanding of making various maintenance related activities.
   - Giving on hand experience for back-up and restoration in case of web disasters.

Requirements for the Proposal
1- Consultant firm or individual must have NTN number.
2- Consultant firm or individual must be a reputable with prior rich experience in the field.
3- Proven and solid knowledge and experience in providing similar service able to provide user training and all documents in English.
4- Solid knowledge on website security and website hosting service.
5- The Vendor should provide a proposal that includes a brief implementation and risk mitigation plan.
6- The vendor should provide a detailed quotation including below information
   - Website design and setup.
   - Related software license.
   - Provide registered user interface softer for easy update and maintenance on regular basis.

All supporting documents, narrative and financial proposal must be part of the application and submitted/ uploaded as one document.

Roles and Responsibilities
The roles and responsibilities of Consultant(s)/firm are:
1- Consultant/Firm or individual will share detailed contents for website development.
2- Share sample web pages designs for approval after final selection of Consultant/Firm or individual for the assignment.
3- Share detailed technical narrative proposal including hardware and software requirement.
4- Financial proposal with budget breakup (Website designing, database and software (If applicable).

Selection Criteria
Criteria for technical evaluation and obtainable score (Total 100) includes the following:
1- Relevant Education/Degree: 20
2- Relevant work Experience (Minimum 5 years):25
3- Experience in developing same quality website designing: 35
4- Price offer (Financial Proposal): 20

Best 3 of all the bids for the tender will be called upon for the prototypes exhibition. The criteria for scoring on the prototypes include:
1- Attractive Web Designing.

2- Comprehensive and Easy to use Nature of the Website

Applicants may send their proposals at MOJAZ Foundation

Opposite old DC House Narowal.

Or at info@mojaz.org not later than 16:00 Hrs. May 13, 2019

Ph. # 0542-412313 Website: www.mojaz.org