



The Coalition of Feminists for Social Change

Terms of Reference: Design, development and maintenance of COFEM website

1. Organizational Background

The Coalition of Feminists for Social Change (COFEM) is an advocacy collective of thought leaders, activists, practitioners and academics working globally to end violence against women and girls (VAWG). COFEM was formed in 2016 to create a feminist space for practitioners, academics and activists to critically engage with and collectively address challenges facing VAWG work. COFEM's objectives are two-fold:

1. To provide a forum for connection, discussion, problem solving, mutual support and activism to advance feminist, women-centered strategies for ending violence against women and girls (VAWG) and promoting the rights of women and girls;
2. To collectively identify and implement strategies and actions to overcome the challenges facing feminist-informed efforts to address VAWG, and make sure that women and girls remain at the center of all efforts to end VAWG.

2. Scope of the Assignment

COFEM is seeking the services of an individual or a firm to design and build COFEM's website. The website's main functions will be to showcase and disseminate COFEM's research, activities and advocacy work to stakeholders in the humanitarian and development field. Under the guidance of COFEM Coordinator and the Coordinating Committee, the service provider will be expected to undertake the following tasks:

- a. Develop the user-friendly (both on the front and back end) design, layout, structure, all including strong visual language and a responsive design for the website by following an iterative development process with the involvement and support of the COFEM Website Working Group (WWG);
- b. Investigate and propose options to set-up or link to a virtual e-learning system for COFEM's Violence Against Women & Girls (VAWG) Knowledge Summit
- c. Integrate effective search and aggregate functions that interact with social media platforms, a COFEM discussion board, and linkages to an easily managed e-mail newsletter as well as a way to manage visitors and those interested in receiving updates about COFEM
- d. Provide guidance to COFEM WWG on web hosting needs and security setups and administration privileges and controls
- e. Develop a clear and accessible user guide and troubleshooting manual for the website and the CMS
- f. Train a minimum of three COFEM staff on how to manage the new website and CMS and easy to read user guide/training guide
- g. Provide regular maintenance and updates of COFEM website for 12 months during which the contractor will provide training to COFEM staff on the same

3. Required skills and experience:

Ability to meet the technical requirements of the above Bid Request. Previous experiences designing user-friendly websites that host global communities who engage with material not simply extract information.

4. To apply for this position, please submit the following to cofem.hq@gmail.com :

Bid proposal to include the following: Financial proposal, breakdown and total amount in USD, timeline and work plan outlining steps and timeline for completion (to be reviewed and refined together when bidder is selected) with the duration of contract not to exceed three months, CV(s) of designers or members of the team at design firm, and links to at least 3 relevant sites that have been created by designer/firm. **Deadline for submission:** November 30, 2017