



Terms of Reference

Title: Website Maintenance

Consultancy: Group Development Pakistan (GDP) is looking for a consultant for maintenance of their website.

Url: <https://gdpakistan.org/>

1. Technical maintenance, administration and trouble shooting

- Communicate with the hosting service provider when needed, anticipating and resolving issues of online security, viruses and other threats.
- Host and administrate a source code repository for all components of the websites.
- Support the integration of third-party code and modules.
- Handle all regular website backups and website content downloads as needed.
- The service provider will address issues related to hosting/cloud, web hosting /system administration support for certain websites/elements.

2. Website Maintenance services

- The service provider will be responsible to provide a complete website maintenance services and upgradation service for GDP's website developed on WordPress.
- The service provider will create, analyse, and update the pages and templates of the GDPs website based on requirement.
- Implementation of pages based on visual design templates, and system integration.
- Content Management System (CMS) upgrades as needed.
- Ensure a consistent visual language on the new site by introducing fixed styles in templates ensuring consistency in fonts, formatting, icons, images, layout techniques.
- Content changes and updates on homepage, sections, subsections, and the following components of the site: resources, about us, actions, justice with children, COVID-19, media, opportunities, online learning etc.
- Standard page elements including header, footer, tabs, persistent navigation, contact us, email and print options should be updated as required.

3. Eligibility Criteria

- Excellent English writing skills is a must, the company/developer must ensure that no mistakes in spellings, punctuation and grammar while updating the content shared by GDP team.
- Either a company or an individual developer can apply.
- The service provider must demonstrate and provide examples of previous experience in the performance of similar services as follows: Be a reputable firm with at least 5 years of prior experience designing visually appealing and navigation friendly web sites
- Familiarity and relevant experience in using different Content Management Systems (CMS), particularly WordPress or other more advanced but user-friendly system that may be proposed by developer/company to us
- Have a broad knowledge of current web development technologies and design tools in the field, and new software and other web programming languages and programs
- Have excellent knowledge of recent trends in graphic design, web sites, including online video publishing, and social media networking
- Demonstrate the ability to create innovative and visually appealing design
- Be able to meet deadlines.

4. How to apply

The proposals must reach at the following address by COB on **8 June 2021**. Office no 11-18 Lower ground floor, Magnum Arcade Northern Strip, F.E.C.H.S. Sector E-11/2 Islamabad
Email: hr@gdpakistan.org Proposal submitted after the deadline will not be entertained.
The sealed envelope must clearly mention the title of consultancy.