



## Terms of Reference

### Web Developer: E-Learning website for Online Human Rights and Democracy Academy

**Name of Task** : Developing E-Learning website for Online Human Rights and Democracy Academy  
**Type of Work** : Consultancy  
**Location** : CID Office, Phnom Penh

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#### 1. Background

The Cambodian Institute for Democracy (CID) is a non-governmental organization dedicated to promoting human rights, democracy, peace and inclusive development in Cambodia. As part of our mission, we are launching an Online Human Rights and Democracy Academy aimed at providing accessible, high-quality education on these critical topics. To facilitate this, CID seeks a skilled web developer to design and develop a user-friendly, secure, and scalable e-learning website.

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#### 2. Objective

The primary objective of this project is to design and develop an e-learning website that provides online courses on human rights and democracy. The website should be intuitive, interactive, and equipped with the necessary tools to support effective learning and engagement for users.

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#### 3. Scope of Work

The web developer will be responsible for the following tasks:

- **Website Design and Development:**
  - Design a visually appealing, user-friendly, and responsive e-learning website.
  - Develop a custom Content Management System (CMS) or integrate an existing LMS (e.g., Moodle, LearnDash) to manage course content, users, and other functionalities.
  - Ensure the website is fully accessible and mobile-friendly.

- **E-Learning Features:**
    - Develop modules for course registration, user profiles, and course management.
    - Implement multimedia support (video, audio, text) for course materials.
    - Create an interactive user interface for quizzes, assignments, and discussions.
    - Develop tracking and reporting tools for user progress and course completion.
  - **Security and Data Protection:**
    - Implement robust security measures to protect user data and course content.
    - Ensure the website complies with data protection regulations.
    - Set up secure login and authentication processes.
  - **Integration and Compatibility:**
    - Integrate the website with payment gateways for course fees.
    - Ensure compatibility with popular web browsers and devices.
    - Implement features for social media sharing and communication.
  - **Testing and Quality Assurance:**
    - Conduct thorough testing of the website to identify and fix bugs.
    - Ensure website performance is optimized for speed and user experience.
    - Provide support for beta testing and user feedback integration.
  - **Maintenance and Support:**
    - Provide documentation and training to CID staff on managing the website.
    - Offer ongoing maintenance and support for a specified period after launch.
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#### 4. Budget and Payment schedule

Budget open for vendors to bidding. The fees will be paid upon receipt of the invoice from the Consultant/firm/institution, with the bank details.

- 1) 20% payment will be delivered upon the agreement
- 2) 30% payment will be delivered once the site is fully functional
- 3) 50% payment will be delivered upon all tasks completed

#### 5. Deliverables

The web developer is expected to deliver the following:

1. **Inception Report:** Outlining the project plan, timeline, and initial design concepts.
  2. **Website Prototype:** A working prototype of the e-learning website for review and feedback.
  3. **Final E-Learning Website:** Fully functional website with all specified features.
  4. **User Manual and Training:** Comprehensive documentation and training session for CID staff.
  5. **Maintenance Plan:** A plan for ongoing maintenance and updates.
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**6. Timeline:** The project is expected to be completed by the end of September 2024. The following timeline is proposed:

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## 7. Qualifications and Experience

The ideal candidate should possess:

- 1) At least 5 years of prior experience designing visually appealing and navigation friendly websites
  - 2) Familiarity with and relevant experience in using different content management systems (CMS), particularly as Moodle, WordPress, or similar.
  - 3) 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.
  - 4) Have excellent knowledge of current trends in graphic design web sites, including online video publishing and social media networking
  - 5) Demonstrate the ability to create innovative and visually appealing designs.
  - 6) Knowledge of web security best practices.
  - 7) Excellent problem-solving skills and attention to detail.
  - 8) Ability to meet deadlines and work independently.
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## 8. Evaluation Criteria

Applications will be evaluated based on:

- 1) **Technical Expertise:** Experience and qualifications related to the project.
  - 2) **Quality of Proposal:** Clarity, feasibility, and innovation in the proposed approach.
  - 3) **Cost-effectiveness:** Alignment of proposed costs with the project's budget.
  - 4) **References and Portfolio:** Quality and relevance of previous work.
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## 9. Application Process

Interested candidates should submit their proposal to [info@cid.asia] with the subject line: Web Developer: E-Learning Website for Online Human Rights and Democracy Academy, no later than September 2, 2024.

### Proposals should include:

- 1) A detailed project plan, methodology, timeline, and budget.
- 2) An overview of the firm or individual's qualifications and experience.
- 3) A portfolio of previous work, specifically related to e-learning website and non-profit organizations.
- 4) CV of consultant or team members

Only qualified applicants will be shortlisted and contacted for an interview.

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## 10. Contact: For more information, please contact us:

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