



TERMS OF REFERENCE (ToR)

Position:	Consultant
Scope of Work:	Design and Creation of a Website for Terre des hommes Bangladesh
Place of Work:	Dhaka, Bangladesh
Work Period:	40 days

About Terre des hommes foundation

Terre des hommes foundation (Tdh) Lausanne, founded in 1960, is the leading Swiss organization for children's aid, assisting over four million children and their families in 26 countries. Tdh's mission is to make a lasting impact by focusing on maternal and child health, children and young people's migration and access to justice, with a vision to ensure the rights of children, as defined by the Convention on the Rights of the Child, are always respected.

Background

Tdh has been working in Bangladesh since 1974, initially implementing relief, recovery, and development projects in flood-affected areas, before expanding to respond to the Rohingya refugee crisis in 2017. Tdh now operates four field offices in Kurigram, Dhaka, Teknaf and Ukhiya, with the delegation head office in Dhaka, implementing responses in child protection, child labour, health, nutrition, WASH (water, sanitation, and hygiene) and social cohesion. Our team works in both the host and refugee communities to improve the health of children and their mothers, alleviate child protection risks, prevent exploitative child labour, and provide emergency aid services. Between 2016 and 2023, Tdh reached over 560,000 beneficiaries across Bangladesh, with 70,981 beneficiaries supported in 2023 across all projects, with a total budget of approximately USD 7 million.

Objectives

Tdh Bangladesh intends to procure the services of a consultant to carry out the design and development of a dynamic website. As part of its ongoing efforts to raise awareness and improve communication with stakeholders, Tdh plans to create a dedicated website that will serve as a platform for sharing information, advocacy, project updates, and engagement with donors, partners, and the community. The proposed website intends to establish an online presence that effectively reflects Tdh Bangladesh's mission, vision, and values. It will serve as a platform to showcase Tdh Bangladesh's ongoing projects, impact, and initiatives. The site will feature up-to-date information on child protection, health, education, and humanitarian efforts, while also providing a means for engagement with local communities, donors, and other stakeholders. Additionally, the website will allow visitors to access critical resources, publications, and reports, and it will play a vital role in supporting child rights campaigns and advocacy initiatives.

Scope of Work and Deliverables

The Consultant must develop a website according to the brand guidelines of Tdh's global policy, which is visually attractive and well-designed, looks professional and polished, as well as maintains ease of use. The website design also needs to bear in mind that stakeholders accessing the website will be varied and will include members of the public (national and international), government, donors as well as project staff. The design also needs to consider that some users are likely to have low bandwidth. Staff of Tdh will need to be able to upload material regularly and make modifications to its structure, if required, after the consultancy.

The Consultant will be responsible for advising on the proposed design, structure, and layout, developing the website and training members of Tdh's team on how to upload material and make changes to the structure if required. The outcome of this training will be Tdh's technical staff have full control over all aspects of the website, including structure.

Application Method

Applications should be directed to bgd.tenders@tdh.org no later than **22nd October 2024**. Only shortlisted consultants will be notified for an in-person interview.

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