

## **TERMS OF REFERENCE FOR THE DESIGN AND HOSTING OF THE ORGANISATIONAL WEBSITE**

### **0. ORGANIZATIONAL BACKGROUND**

Caritas Gikongoro has been created in 1993 with the mission of assisting all the needy (poor, vulnerable, oppressed people) by improving their livelihood, improving their health, promoting social and charitable works, as well as promoting a culture of justice and peace. The vision of Caritas Gikongoro is to Promote the human dignity according to the evangelical values such as love to each other, solidarity, transparency, honesty, justice, truth, complementarity and charity"; while its mission is "to assist the needy people (poor, vulnerable and oppressed) by increasing their revenues, health improvement, accomplishment of social and charitable actions (Oeuvres Socio-Caritatives) and promoting the culture of peace". To achieve this vision and mission, Caritas Gikongoro operates through three main departments such as "social department, Health department, and lastly Development department. Apart from those departments, Caritas Gikongoro collaborates with other diocesan services and commissions such as Economat General Gikongoro, Catholic schools Representation and Justice and Peace Commission (CDJP) through different joined interventions. The Catholic Diocese of Gikongoro covers the districts of Nyamagabe and Nyaruguru plus a portion of Nyanza and Huye in Southern province and Karongi in Western province.

#### **1. Purpose and scope of the assignment**

The purpose of this term of reference is to solicit the services of a company or individual to (i) design website for Caritas Gikongoro and to (ii) develop maintenance guides, provide training on website update and maintenance, and provide technical support.

#### **2. Expected Results /Deliverables**

##### **2.1.Websites design**

- a. The Caritas Gikongoro is consulted in terms of design;
- b. The Caritas Gikongoro website is created and made functional.

##### **2.2.Maintenance guides, training, and technical support**

- a. Website maintenance guides is develop and validated by Caritas Gikongoro and its partners;
- b. Relevant staff members across the Caritas Gikongoro, are trained on website maintenance;
- c. Relevant staff members across the Caritas Gikongoro are trained on website update;

- d. Technical support is provided (2days) to upload project related documentations and to insert linkages to other webpages as required and requested, as well as to assist with any other support request as reasonable and possible to be provided within two working days.

### **3. Technical Expertise and Experience required**

- The consultant/consultancy firm will have:
- Demonstrable experience in designing websites;
- Demonstrable experience in the web development skills of simple website user maintenance guides in Kinyarwanda and English;
- Capacity to deliver training for NGOs staff; and
- Websites maintenance experience.

### **4. Documentation required for EOI (Expression of Interest)**

Consultants/Consulting companies submitting EOIs should submit the following:

- Technical bid showing clear understanding of the scope of the assignment and a timeline based on the expected deliverables and examples of similar assignments done before;
- Financial bid with clear breakdown of costs and rate per day in RWF;
- VAT Registration and Tax Clearance Certificate for companies;
- Payment terms and pricing structure;
- Contact details of 3 references (including NGO); and
- Proof of registration with relevant institutions.

### **5. General Terms and Conditions**

The Caritas Gikongoro reserves the right to reject any and all Expressions of Interest not fulfilling requirements associated with this request. Caritas Gikongoro will not be responsible or liable for any and all costs associated with the preparation and submission of Expressions of Interest.

- The Caritas Gikongoro does not bind itself to accept the lowest priced tender;
- The Caritas Gikongoro reserves the right to engage other companies / consultants if required.

The Caritas Gikongoro shall be free to:

- To republish this Request for EOIs if required;
- In the event of not accepting any of the EOIs received on foot of this Request for EOI, Caritas Gikongoro shall be free to make such arrangements as it considers necessary in relation to the provision of the services;
- The EOI shall maintain strict confidentiality in relation to the services being sought and the evaluation process;

## 6. Safeguarding

The Caritas Gikongoro is committed to safeguarding programme participants from any form of exploitation or abuse as a result of our programmes or activities. Anyone working for or on behalf of Caritas Gikongoro must share this commitment. The Caritas Gikongoro's Position Statement on Exploitation and Abuse and Caritas Gikongoro's Child Safeguarding Policy Summary document outline expectations in this regard, including a Code of Conduct. All consultants, representatives and volunteers of Caritas Gikongoro will be expected to sign these documents along with a Declaration Form and a Self-Declaration Form.

## 7. Submission of expression of interest

All interested and qualified companies or individuals should submit hard copy well-typed financial and technical proposals to Catholic Diocese of Gikongoro office located at Gasaka Sector, Nyamagabe District, and Southern Province not later than October 21, 2024 by 5h: 00 pm.

The financial proposal should be inclusive of tax and quoted in Rwanda Francs (RWF). Demonstrable experience and value for Money (VFM) will be key considerations in evaluation proposals submitted. Only qualified consulting firms and individual consultants' resident in Rwanda will be considered.

Done at Nyamagabe, on October 4, 2024

**Father Jean NDAGIJIMANA**

Director of Caritas Gikongoro



Diocèse  
de Gikongoro  
Caritas Diocésaine