

# **Terms of Reference for The Development and Installation of a Website for National Council on Education**

## **1. Background:**

The National Council on Education (NCE) was established in 1993 by the enactment of the National Council on Education Act. NCE was established as a national organization strategically positioned to address a wide range of issues which impact the education process. Its establishment reflects a concerted attempt to ensure continuity in educational policy development and greater community involvement in the management of educational institutions. The Council consists of 23 members representing a wide cross-section of sub-sectors/ organizations which impact on the effective management of the education portfolio. A new Council was appointed in January 2008 for a period of three years.

The foregoing is a summary of the functions of which the Council currently performs:

- (1) Advise the Minister on policy matters relating to education in Jamaica.
- (2) In respect of every public educational institution owned by the Government, nominate for the purpose of appointment as members of the Board of Management such institution, such number of persons as may be prescribed.
- (3) Assist in the preparation of plans and programmes for developing and maintaining an effective efficient educational system.
- (4) Monitor and evaluate the implementation of the plans and programmes referred to in item (3) above and in respect thereof, make to the Minister such recommendations as it thinks fit.
- (5) Stimulate the development of education in Jamaica, whether by means of training programmes, competitions, exhibitions or otherwise as the Council thinks appropriate and

## **2. The Project:**

To achieve the foregoing objectives the organization must ensure that it has strong, consistent and positive image. In keeping with the thrust of improving the visibility of the organization the Council is seeking to establish a website. The website will serve as a formal communication channel and information resource. It will inform and educate stakeholders of the Council's activities, projects and a range of accomplishments. With respect to the Council's governance mandate the website site is intended to facilitate easy access to and retrieval of information to support the

expeditious and timely processing of Board Appointments. It is in this regard that the Council is seeking to engage the services a consultant to develop a website to facilitate timely dissemination of information.

### **3. Statement of Objectives:**

The objectives of this assignment is to design, develop and implement the website for the National Council on Education. The website is intended to facilitate heightened awareness of the organization's role and functions, improve its corporate on-line profile, and support the organization's general objectives through high-impact communications and content development.

### **4. Scope of Work:**

- (a) Design,
- (b) development and implementation of website with information provided by NCE.
  
- (b) Review hosting arrangement with Infochannel and advise as to its appropriateness for the Council.
  
- (c) Design appropriate security architecture for the website and implement this security mechanism for the interactive method through the website.
  
- (d) Maintenance and weekly up-date on website for the project period.
  
- (e) Trouble shooting of Website for the project period.
  
- (f) Provide adequate training to staff to enable them to effectively operate, update and maintain the websites.
  
- (g) Source code to be handover to NCE
  
- (h) Development would be at NCE office premises.
  
- (i) The Website will include,
  - (i) Information about the NCE
  - (ii) Organizational Structure
  - (iii) Board of Management
  - (iv) Corporate Plan
  - (v) Annual Reports and Expenditure statement

- (vi) Events Calendar/Upcoming events
- (vii) Listing of School and Boards of Management
- (viii) Training Of School Boards
- (ix) Relevant Laws and Regulations
- (xi) Advertisements
- (xii) Bid Documents
- (xiii) Download Forms and Application
- (xiv) Links with all related Departments
- (xv) News letter
- (xvi) Photo gallery
- (xvii) Site Map
- (xviii) What is new?
- (xix) Frequently Asked Questions (FAQ)
- (xx) Feedback
- (xxi) Suggestions
- (xxii) Complaints and grievances, etc.
- (xxiii) Help Desk
- (xxiv) Research documents

**Note:** Mail and Domain ID will be provided by NCE

#### **5. Schedule for Completion of Tasks:**

**Duration of the assignment:** 3 months from the date of award.

**Updating and Maintenance :** Project period

#### **6. Data, Services and Facilities to be Provided by the Client :**

All the static data electronic format to be provided by NCE.

#### **7. Reporting and Review Procedures To Monitor Consultants work:**

(a) The Governance and Public Relations Committee will be responsible to review the progress on completion of the entire programme or as and when necessary.

(b) The NCE reserves the right to cancel the consultancy at any point of time if the performance is found to be unsatisfactory.

(c) The Consultant will report to the Professional designated for this task by the NCE on a regular basis. Schedule and progress report should be submitted to NCE by email.

## **8. Approach and Methodology**

Proposals must include the approach and methodology to be employed by the consultant. It should also include:

- (i) List of similar projects
- (ii) An indicative production schedule outlining time-lines for the completion of the website
- (iii) Track record of previous work with possible links.
- (iv) Demonstration of the understanding of the assignment and proposed approach to the development of the website.

## **9. An indicative budget outlining the cost to effect the services required.**

## **10. Expertise Required and Criteria for Awarding Contract**

Proposals will be assessed against the following criteria:

- (a) Relevant experience in the field of the assignment – 30 points
  - a. Extensive web development, hosting and maintenance expertise and experience
  - b. Extensive electronic communications expertise and experience
  - c. Extensive content management expertise and experience
  - d. Ability to facilitate and manage required processes
  - e. Ability to provide the required software and technological solutions
  - f. Previous experience working within the audio-visual industry will be advantageous. Kindly include examples of previous work and at least three contractable references.
- (b) Practicality of proposed production schedule and method of approach - 30 points
- (c) Cost-effectiveness of proposal – 20 points
- (d) Qualification of Team Members – 20 points.

## **11. Qualification and Experience:**

Advanced degree in Communications, Information Technology or New Media. At least 5 years experience in web design, development and maintenance, with proven track record of successful web design activities in the education sector. Expert knowledge of solutions for image editing, web programming, e-commerce and project management .