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TERM OF REFERENCE (TOR)

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| References | Project documents, Helvetas cost norm and other related materials |
| Project  | Secure land rights for all- Giving ethnic minorities a voice - L4A |
| Activity Code | 6.4.1 |
| Mission | Design and construct the L4A webiste and hand-over administration skills  |
| Purpose | Provide consultancy serivces to layout and construct an e-platform / webiste for the L4A |
| Timeline | 30 July 2020 to 30 Jan 2021 |
| Supervision  | L4A Manager, LANDA Coordinator and Accountant |

# **PROJECT SUMMARY**

The project on **“Secure land rights for all-Giving ethnic minorities a voice”** (L4A) is funded by the European Commission and implemented by HELVETAS Intercooperation gGmbH, and the Land Alliance (LANDA) which is coordinated by Centre for Rural Communities Research and Development (CCRD). HELVETAS takes responsibility for managing and monitoring the project implementation while LANDA/CCRD acts as a facilitator, and technical advice provider regarding the management and use of land and forest resources. The project will coordinate with key departments and organizations at all levels such as Ethnic Council of the National Assembly Office, Committee of Ethnic Minorities Affairs, Fatherland Front, MoNRE/DoNRE, MARD/DARD, the Vietnam Lawyers' Association and reputable experts to promote project implementation.

The goal of project is to contribute to the effective promotion and protection of land and forest resource rights of ethnic minorities (EMs) in the northern provinces of Vietnam. Through the project support, LANDA member organisations and Commune Mediation Committees (CMCs) will be resourced to support marginalised communities to claim their land and forest resource rights and to pro-actively participate in land governance processes. The project is being taken place in three northern provinces of Vietnam including Cao Bang province (Nguyen Binh district), Hoa Binh province (Da Bac and Mai Chau district), and Nghe An province (Tuong Duong district), in the period from June 2020 to May 2023.

To increase the access of EMs to land and forest resource rights-related information, the L4A will set up an e-platform -a Land Right Portaldesigned explicitly for the needs of the target groups including CSOs, CMCs, local communities, private sector and related government bodies. Content and structure of the portal will be designed based on a throughout discussion among implementation team, LANDA and local users such as CMCs, CBOs, local authorities and community representatives. The portal will provide the land and forest resource right-related information and data, Land Right Toolkit (LRT), legal documents, tools, good practices, events and news, etc. in a user-friendly way. Besides, the portal will function as a platform enable interaction and knowledge sharing among users and with the wider audience and getting experts’ advice on land right-related issues.

The L4A is seeking for a consultant, or a team of consultants, or local research organization (hereafter called ‘Consultant(s)’ to undertake the above tasks. The Consultant is required to submit a detailed proposal and related documents as described below.

**CONSULTATION OBJECTIVE**

The consultancy is expected to achieve the following objectives:

1. Review the existing information of the L4A in order to develop the layout of webiste for the L4A
2. Provide the technical gadgets that make the website compatitble and feasible to be hosted on secured cloud computing platform. These could be including:
* Content Management System (CMS)
* Mobile compatible
* Others if needed
1. Provide backstopping and maintain the services in the first 6 months after the website is completely hosted and open to public viewer.

**SCOPE OF WORK AND TIMELINE**

In order to achieve the above objectives, the consultant(s) are expected to carry out the following tasks within the timeframe from 30 July 2020 to 30 January 2021:

* Desk review of existing, relevant background information;
* Review the webiste / layout structure requested from the L4A team;
* Propose and construct the CMS including layout;
* Migrate the website to the recommended cloud computing service;
* Provide training the website administrators of the L4A in using the CMS;
* Maintain the website for 6 months after it is successfully hosted on the recommended cloud computing service.

**DELIVERABLES**

The consultant(s) are expected to provide the following deliverables by 30 Jan 2021

1. A CMS on cloud computing platform to manage the website; the website layout / structure including colour is easily followed and friendly with visitors;
2. The website is running without problems during the first 6 months since it was developed;
3. At least two L4A staffs know how to manage the website content.

**REQUIREMENTS FOR THE COUNSULTANT**

* Proven experience and knowledge on webiste construction;
* Familiar with web CMS and hosting services;
* Strong coordination / organiztion/ networking skills;
* Excellent analytical, communication, design and coding skills.

**PROPOSAL SUBMISSION**

The proposal should be submitted in English by email to landrighvn@gmail.com before 22 July 2020. The proposal should be specified in terms of:

* A technical proposal that sets out methods, detailed working plan to achieve the objectives and tasks requirments within expected timeframe, budget and detailed timeline to undertake these assigments. The proposals will be evaluated based on technical capacities (70%) and financial proposal (30%);
* Up -to-date CV(s) of the consultant(s). In case the applicant is an organization / company, kindly add an up-to-date organizational porfolio.

***Note:*** *The selected applicant is required to sign on the Assignment Contract, HELVETAS’s Code of Conduct (CoC) and other needed documents before conducting the assignment.*

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| **Approved by****Helvetas Country Director****Pham Van Luong** | **Checked by****CCRD Director****Phan Van Ngoc** | **Prepared by****Project Manager****Dam Trong Tuan** |