

TERMS OF REFERENCE

Office of Auditor General

WEBSITE DESIGN AND DEVELOPMENT

Task: *The Office of the Auditor General seeks a firm or a consultant with competent skills and expertise to design and develop a website that offers a visible web presence for the Office of Auditor General.*

The Website will be used as mechanism to promote the works of the Auditor-General, by providing timely information and audit reports for the public. And also the website will be used as an avenue to get public opinion on any audit reports published and as a tool to communicate and discuss audit findings with clients.

Background

The Office of the Auditor-General is also known as a 'Supreme Audit Institution' (SAI) is established to provide support to the Auditor-General in performing his duties as required by the Constitution and the Public Finance and Audit Act.

The primary function of the Auditor-General is to conduct audits on all levels of Government in Solomon Islands and produce public reports on those audits. These reports are variously tabled in the National Parliament, Provincial Assemblies, Honiara City Council and the Boards of State Owned Enterprises and Statutory Authorities. These reports are available for public scrutiny after they are tabled in the National Parliament.

The Mission of the Office of the Auditor-General

As a centre of excellence we enhance the strengthening of public sector accountability, transparency and integrity to the people of Solomon Islands through professional independent audit services and reports to our elected legislatures.

The Contract will be awarded to a competent and suitable firm or a web designer/developer upon successfully meeting the following selection criteria.

Proven relevant skills in website development.

Having at least three years' work experienced in the field of IT as a website designer/developer and must have strong skills in HTML, HTML5, CSS, CSS3, Java Script, jQuery, PHP and etc. (web programming)

Development experience using content management system (CMS), such as Joomla, Drupal, WordPress, bootstrap and etc. (most recommended).

Developers must have a solid understanding of user experience (UX) design and Adaptive/Responsive Design for cross-platform/devices such as tablet and mobile phone.

Proven ability to build and refine graphic designs for websites. Must have strong skills in Photoshop, illustrator, Fireworks, or equivalent application(s).

Proven history of previously developed websites.

Proven ability to manage web development projects effectively and accurately on meeting project deliverables. Engage in outside-the-box thinking to provide higher value for money.

Upon successfully awarding of the contract, a hired firm or Consultant will be required to develop a website within the allocated timeline that meets the following requirements.

- The website should be build using a content management system (CMS) that is well established (preferably Joomla, and etc.);
- Adaptive/Responsive or is capable of displaying on cross-platform/devices ranging from wider screens to smaller screen such as tablet and mobile phone.
- Average site load-time should be reasonable
- The website design must be secured and should be adhere to the security best practices.
- Able to display appropriately on different browsers
- Discussion Forum: the website should be capable of hosting discussion or allowing users to make comment regarding any report published on the website.
- Public Users should be able to search for, view and/or download report and documents.

- Provide training for officers within the Agency on how to use the website and for IT officers from ICTSU on how to administer the website. Maintenance for 12 weeks immediately after the website goes online.
- Working in close consultation with OAG Manager Corporate Service and a designated IT officer from ICTSU (e.g. concept, features, framework used, and use of plugins).

Proposal Structure (Optional, you can organize your own)

- A. Company profile (If Solomon Islands Registered Firm must provide Company Haus Registration number & IRD TIN Number)
- B. Proposed methodology / Approach and detailed Timeline with Deliverables;
- C. Proposed Technology
- D. Team Strength
- E. Detailed Cost Break-down
- F. Hosting Service (proposed hosting service – Optional)
- G. Sample or Links to good examples of work already completed

Supervision and Contact

For assistance and or point of contact for the project will be the OAG Manager Corporate Service and a designated IT officer from ICTSU IS Team. Note a final product will be approved by the project team which includes OAG Manager Corporate Service and a designated IT officer from the ICTSU IS Team.

Timeline

The website should be designed and developed within 8 -12 weeks of the contract being awarded, and the training and maintenance shall be provided for 12 weeks after the website goes online.

Intellectual Property

The Office of the Auditor General will hold exclusive right to the website designed and all the content that published on the website.

Payment

Payment will be made in instalments based on milestones of work completed.

Submission of proposals

Interested firm or Consultant are required to submit proposals by **Thursday 8th December 2016** before 5pm.

Addressed to:

Auditor General

Office of Auditor General

B.O Box G18

Honiara

Solomon Islands

Attention: Website – Office of the Auditor General

For further information, please contact Matilda Diake Dani via email mdani@oag.gov.sb or call phone 22006 and Richard Nokia via email rnokia@sig.gov.sb or call phone 27667.