



**Sahmakum Teang Tnaut Organisation (STT)
Consultant to Develop the STT's Website
Terms of Reference (TOR)**

1. Introduction and Background

Sahmakum Teang Tnaut (STT) is Cambodian urban land and housing right NGO, located in Phnom Penh. STT was founded in 2005 and officially registered in 2006 as a local NGO supporting urban poor communities. “Teang Tnaut” means “Palm Leaves” and palm leaves are used by poor communities, to build rooves, and walls for their houses. This simplistic name was chosen to forever remind STT that its work serves the poorest members of society. STT started as a small NGO that focused on technical upgrades in poor communities but over the past decade, many communities have been affected by development, land transfers, and evictions. As a result, STT has since grown to produce community maps, research and advocacy in order to achieve its goal of helping poor communities realize their rights to land and housing. STT’s efforts in Phnom Penh alone have reached 270,000 people. STT and its partners have helped communities express their concerns to national and international media, donors as well as national and international NGOs.

STT is seeking an external consultant to develop a new website due to significant issues with the current website. These issues pose potential risks of data loss and hinder access to critical institutional data necessary for showcasing organizational capabilities, such as reports.

2. Objective

- To migrate the current data of organization to new website
- To develop a robust and reliable website that resolves current data security issues.
- To enhance accessibility to institutional data for promoting organizational capabilities effectively.

3. Scope of Work

The consultant will be responsible for:

- Assessing current website vulnerabilities and data access issues.
- Designing and developing a new website that meets modern security standards and ensures data integrity.
- Implementing functionalities to improve access to institutional data, including reports and other relevant information.

4. Expected Results and Deliverables

- Before the commencement of work the consultant is required to submit a final proposal including methodology, support strategy, work plan, and budget to STT.
- Comprehensive assessment report detailing current website issues and proposed solutions.
- Website design mockups and wireframes for stakeholder review and approval.
- Fully developed and tested website, including all agreed-upon functionalities.
- Documentation and training materials for website maintenance and content management
- Progress reports with verbal presentations of progress as appropriate.
- A final report on the work undertaken and presentation to relevant stakeholders.

- The organization of a training session for relevant staff on the whole process of development of the guideline.

5. Methods and Activities

The consultant will employ a variety of methods and activities in order to ensure that the new STT's website is developed fully and functionally. Ongoing feedback and exchange with staff technical staff is in need and part of this assignment.

- A brand-new website
- Receive comments from STT's relevant staff and apply these to the development process.
- Provide training to STT's relevant staff on the whole process of the development of the Website
- Provide the guideline
- Provide the original data as code
- Provide the maintenance service
- Prepare a final report.

6. Support Team from STT

The consultant will work closely with the ICT and Media Project team, Program Manager, Admin Manager, and relevant project managers and staff to facilitate this consultancy.

7. Duration and Place of Work

This consultancy will commence as soon as possible, and the duration of the contract will be three months of service from the start date. Specific duration will be stated in the service agreement once the consultancy is offered.

8. Consultancy Fee

This consultancy fee will be paid is a competitive rate.

9. Required qualifications of the Consultant

STT is looking for consultant with the following qualifications:

- Minimum bachelor's degree in a relevant field.
- Five years' experience in providing organizational consultancy services on the topics mentioned by STT above.
- Highly effective team player.
- Good communication skills.
- Khmer language is an advantage

10. How to Apply

Interested candidates should send their application and CV highlighting relevant experience and a technical proposal, including budget to STT's Administration and Human Resources through email recruitment@teangtnaut.org

Closing date: 10th July 2024