**Terms of Reference (ToR) for the Development of an e-Library in Provincial Health Training Centre (PHTC) of Madhesh and Sudurpashchim Province**

| TERMS OF REFERENCE for hiring service from "Individual or consultancy firm for developing e-library in PHTC" | |
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| Hiring Office: | ADRA-Nepal Country Office, Kathmandu |
| Purpose of hiring consultancy service: | ADRA Nepal, part of the global ADRA network, is dedicated to improving the well-being and health outcomes of vulnerable populations through sustainable development and emergency response initiatives. With decades of experience in health, education, livelihood and emergencies, ADRA has been a key partner in strengthening Nepal's healthcare systems.<br>In this context, ADRA Nepal is supporting the Provincial Health Training Centers of Madhesh and Sudurpashchim provinces in developing a pilot e-library. This initiative aims to create a centralized digital platform to store and provide access to essential public health documents ranging from training materials, guidelines, manuals, and policy documents. By facilitating easy access to these resources, the e-library will empower health professionals, trainers, and policymakers to enhance public health practices, improve training, and promote transparency across the health sector. ADRA's involvement underscores its commitment to leveraging digital solutions for capacity-building and health system strengthening in Nepal.<br><br>**Objectives of consultancy hiring service:**<br>The primary objective is to develop an e-library where users can access, and download various health-related learning material and documents. The platform will host resources *(but not limited to)* such as:<br>• Guidelines, protocols.<br>• Training manuals.<br>• Education and communication materials.<br>• Learning resources, books etc.<br>The e-library should support user-friendly navigation and categorization of documents based on criteria such as:<br>• Document Name, year of publication, document type, authoring agency, keywords and tags, language and document status like draft or final or updated version etc. |
| Scope of work:<br><br>*(Description of services, activities, or outputs)* | The e-library systems developer is expected to deliver the following key components:<br>**3.1. E-Library Platform Development**<br>• Design and develop a responsive, secure, and user-friendly website or tab in existing website that can be accessed via both desktop and mobile devices.<br>• The platform should include a clean, intuitive user interface (UI) and a robust backend for document storage and management.<br>• Create an operating manual to handover the e-library to PHTC<br>• Establish easy trouble shooting mechanism<br>**3.2. Document Management and Categorization**<br>• Implement an organized document management system, allowing for: |

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| | <ul><li>o **Document categorization by year of publication** (e.g., 2020, 2021, 2022)</li><li>o **Document categorization by type** (e.g., guidelines, training manuals, policy documents)</li><li>o **Segregation by province** (Madhesh or Sudurpashchim)</li><li>o Search filters to retrieve documents based on keywords, categories, or dates.</li></ul>**3.3. Search Functionality**<ul><li>Incorporate a robust search engine that allows users to find documents by:<ul><li>o Document title</li><li>o Keywords in the text</li><li>o Year of publication</li><li>o Document type (manual, guideline, etc.)</li><li>o Province (Madhesh, Sudurpashchim)</li></ul></li></ul>**3.4. User Access and Permissions**<ul><li>Implement access control for the platform. The platform should allow public access to most resources but also allow restricted access for sensitive or internal documents.</li><li>Create user profiles for administrators to upload, edit, and manage documents.</li><li>The system should log activities, such as document uploads, edits, and deletions, for accountability.</li></ul>**3.5. Document Upload and Management**<br>Develop a streamlined document upload system for administrators in word, PDF, Power point, excel format.<br>**3.6. Security Features**<ul><li>Ensure the website is secure and protected against unauthorized access, cyberattacks, and data breaches.</li><li>Implement SSL encryption for secure browsing.</li><li>Include user authentication and secure login for administrators.</li></ul>**3.7. Maintenance and Support**<ul><li>Provide technical documentation for the system architecture and user manual for both administrators and users.</li><li>Offer orientation for the provincial health training center(PHTC) staff on how to upload, categorize, and manage documents.</li></ul> |
| Duration and working schedule: | The duration of the working period will be two months starting from Oct 1 to 30 Nov however it does not limit the number of working days between the period. |
| Extension of working period: | Any extension of this working period shall be discussed by ADRA Nepal and the service provider and will be informed 2 working days prior to the end of contract. |
| Place where services are to be delivered: | Provincial Health Training Centre of Madhesh and Sudurpaschim provinces |
| Deliverables | The following deliverables are expected from the website developer or IT personnel and consult the draft with ADRA and finalize.<br>**E-Library Website**: A fully developed and tested e-library platform accessible to users which can be integrated into the existing website. |

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| | **Training & Documentation**: Orientation for public health staff and technical documentation on how to use the e-library.<br>**Report of e-library establishment:** A detail report should be submitted to Project Manager after completing the work. |
| Supervisory arrangements: | The consultants will work under supervision of Project Manager and close coordination with ADRA Team. |
| Expected travel: | • Service Provider need to travel to Janakpur and Dhangadhi frequently during working period. |
| Required expertise and competencies: | • Experience in similar e-library preferred in health and education sector.<br>• Strong knowledge of program languages; python/Django/php, web-designing, well knowledge of web security, standards and practices.<br>• Ability to provide training and produce technical documentation. |
| Inputs / services to be provided by ADRA | • Coordination meeting with PHTC, NHTC and UNFPA will be arranged by ADRA. |
| Proposal for the consultancy service | • A simple plan with list of process activities for the e-library development.<br>• Examples of previous work (e.g., similar e-library projects or document management systems, provide at least 2 links).<br>• Budget estimate and timeline for completion.<br>**Required Documents:**<br>• Application<br>• Technical Proposal<br>• Financial Proposal<br>• Firm Registration Documents for Consultancy firm or individual consultant<br>• VAT certificate<br>• Latest tax clearance certificate<br>• Technical certificates if any |
| Evaluation Criteria | • Working experience similar<br>• Technical expertise<br>• Sample observation of works<br>• Clear mapping of activities with implementation plan.<br>• Financial Budget |
| Signature<br><br>Date: | |
| Signature of Representative<br><br>Date: | |