



TERMS OF REFERENCE

for

Upgrading SAWEN Website with integration of data analytics and enabling cloud infrastructure setup

Background

WWF is the world's leading independent conservation organization originated in Switzerland in 1961 and currently running in more than 100 countries across 6 continents. In 1967, WWF initiated WWF Nepal with a rhino conservation program in Chitwan. To keep up with the evolving face of conservation and environmental movement, WWF Nepal's focus has progressed from its localized efforts in the conservation of a single species in the 1960s to integrated conservation and development approach in the 1990s to a new horizon of landscape-level conservation encompassing national, regional, and global scales of complexity in the early 2000s. WWF Nepal set up its office formally on 19 May 1993.

South Asia Wildlife Enforcement Network (SAWEN) is an intergovernmental organization of eight South Asian countries working to combat wildlife crime in the region. The Secretariat, based in Kathmandu, Nepal, coordinates and collaborates with the member countries. It manages a public facing digital platform to support collaboration, communication and information sharing on wildlife crime related issues along with enforcement support in the region. The current website requires modernization to enhance usability, improve security, support cloud-based storage and enable a secure international donation mechanism. With the aim of updating SAWEN website, the consultancy opportunity has been opened for expressing the interest.

WWF Nepal, on behalf of SAWEN is seeking the services of a consultant to design and upgrade the existing [SAWEN website](#).

Objective and Purpose of the Assignment

The objective of this assignment is to design, upgrade, and deploy a modern, dynamic and secure digital platform for SAWEN that enhances communication, supports global engagement, and enables informed decision making.

Scope of Work

To fulfill the objectives as specified above, WWF Nepal seeks services from a qualified and experienced consulting firm/ individuals. The consultant's work will include but not limited to:

- Review the SAWEN existing websites and the process of existing systems.
- Review websites of other relevant organizations and take reference to upgrading the SAWEN website
- Create a dynamic, modern, clean and responsive website that is easy to navigate on any device, supports multiple audiences, and clearly represents SAWEN's mission and activities.
- Enable the Secretariat to update pages, add new information, and publish photos or documents while keeping full control and ownership of all content and data.
- Ensure information, images, publications and videos are stored safely online and room to grow as SAWEN expands its work.
- Support secure access for member countries and internal teams so that sensitive or operational information is only accessible to the right people.
- Include a trusted and secure feature for supporters worldwide to contribute donations that directly aid SAWEN initiatives.
- Offer analytics and reporting tools that help SAWEN track wildlife crime trends, monitor enforcement activities and make informed decisions through clear visual summaries. Provide analytics features to support tracking, reporting and visualization of illegal wildlife trade, and related enforcement support activities.
- Migrate existing information into the new platform, confirm all features work smoothly before launch, and validate performance after deployment.
- Enable global donation processing with reliable transaction handling and supporter trust.
- Manage and publish content independently while retaining full ownership of data, administrative access, and platform controls.
- Store and organize information, images, and videos in a sustainable cloud environment that can scale with growing operational needs.
- Provide training to designated officials to confidently operate and update the system, with full documentation and a complete handover of access credentials and ownership to SAWEN.

For reference, the current website details are as follows:

Component	Type	Version
Operating System	Cloudlinux	V8.10.0
Web server	Lite Speed	
Backend framework	CodeIgniter	
Programming Language	Php	V8.4.11
Database server	MariaDB(MySQLnd)	V8.4.11
Front end & Backend	CMS	

Deliverables

The deliverables for the Consultant will be:

- A fully functional updated, user friendly, dynamic SAWEN website as quoted on scope of work.
- Project completion report with **User Manual** for using web admin and news reporting system and specific hardware requirement to run this system if deemed.
- Webmaster training to operate website and News reporting system.

Reporting and Time Schedule

PHASE I: **Planning and Design**, deliver an inception report in hardcopy and softcopy, including work plans, timelines, required inputs from the Secretariat, initial proposals on system design, and requirements finalization.

PHASE II: **Website build and deployment**, submit a draft report on the proposed website including the operating manual.

- Admin Panel: roles and permissions, content types, media handling, basic workflow.
- Backend: Django models, REST APIs, authentication, object storage links.
- Frontend and Payment: public site, admin UI polish, donation flows, success and failure handling.
- Website go live at the end of Week 8, hand over the draft manual.

PHASE III:

- **Analytics Platform development**, share staged demos and collect feedback, deliver data ingestion and scraping, interactive dashboards, maps and charts, and tables with export.
- Testing, migration of data, security checks, finalizing documentation for both website and analytics.
- Ongoing refinements from feedback sessions in this window.

PHASE IV:

Provide necessary advisory and operational support for a period of at least 12 months after submission of final report and system. At the end of the whole advisory and operational support period the Consultant shall produce a short report including lessons learned, and further scope of improvement etc.

Schedule

S.N	Scope of Work	Month		
		1	2	3
1	Planning and designing			
2	Website Build and Development			
3	Analytics Platform Development			
4	Provide Necessary Advisory and Operational Support			

Qualification requirement

- Academic qualification of minimum a bachelor's degree in computer engineering, Electronics Engineering, or a closely related field.
- Experience and knowledge on both front-end and back-end with latest development technologies (for example HTML, CSS, Python, JavaScript, React, Django).
- Demonstrated experience with SQL and database development tools (for example MySQL, PostgreSQL, Oracle).
- Familiarity with scripting languages (e.g. Java, Python) is a plus.

- Hands-on experience in data analytics (Power BI) with specific work on the global databases such as CITES database and related biodiversity compliance data.
- Preferably experience in Odoo and Django development, proficiency in python framework backend development.
- Previous involvement in initiatives that aim to combat illegal wildlife trade or support related conservation programs.
- Previous experience in working with inter/governmental organizations and international agencies is plus.
- Demonstrated professional work experience in the South Asian region or proven cross-country experience.

Coordination and Communication

The consultant will work in close coordination and communication with SAWEN Secretariat and Senior Program Officer- Enforcement Support, Wildlife-Trade Monitoring, WWF Nepal.

Documents Required

The consulting firm should provide the following documents:

- i) CV/s of the individuals/s involved
- ii) PAN/VAT registration

In Case of organization

- iii) Organization registration certificate
- iv) VAT/Tax Clearance report
- v) Audit report

Selection Criteria

Consultant will be selected based on the technical and financial proposals, following WWF Nepal's standard procedure for procuring consultancy service.

Proposal Submission Details

Interested PAN/VAT registered individuals /organizations are requested to submit technical and financial proposals providing a detailed breakdown of total budget in Nepali rupees, electronically to proposalsubmission@wwfnepal.org. Please mention **“Proposal-Upgrade SAWEN Website”** as an email subject and submit the proposal by **5 p.m. Nepal Standard Time, 30th November 2025**.

Proposal must include following

- Signed (and stamped) cover letter specifying the value of the proposal.
- Technical proposal (Not exceeding 5 pages, Times New Roman 12 pt.)
- Samples of past work
- Signed CVs of team members
- Organization profile with experience (Not exceeding 2 pages)
- Financial proposal
- Organization registration and renewal certificates
- VAT registration certificate
- Latest tax clearance and audit report

Please refer to Annex 1 and Annex 2 for the detailed supporting documents to be submitted.

Mode of Payment

The payment is made based on the norms of WWF Nepal and upon submissions of satisfactory deliverables.

Annex 1: The financial proposal should be submitted along with:

1. Organization Registration, and latest renewal
2. VAT registration certificate
3. Latest tax clearance certificate
4. Registration with Social Welfare Council for NGO
5. Tax Exemption Certificate, if applicable
6. Latest signed curriculum vitae/s of all Experts
7. Authorization letter from the current employer, if working

Annex 2: Budget template *

S.N.	Description	Unit	Qty.	Rate	Amount (NPR)
1	Fee				XXXX
1.1	Team Leader-Name	Days			XXXX
1.2	Expert-Name	Days			XXXX
1.3					XXXX
1.4					
	Sub-Total Fee (1.1+1.2+1.3+...)				XXXX
	VAT 13% on Fee				XXXX
2	Other Expense				XXXX
2.1					
2.1.1					XXXX
2.1.2					XXXX
2.1.3					XXXX
2.1.4					
2.2					
2.2.1					
2.2.2					
	Sub-Total Other Expense (2.1+2.2+....)				XXXX
	VAT 13% on Other Expense				XXXX
	GRAND TOTAL (1+2)				XXXX