

TERMS OF REFERENCE FOR PROCUREMENT OF PROFESSIONAL SERVICES

1) Introduction

dVentus Technologies, an ISO certified company is a developer and manufacturer of customized smart grid, smart water, energy conversion and energy management solutions. dVentus Technologies is committed to offer its robust smart metering solutions along with Meter Data Management and Grid and Distribution Network Monitoring Systems that enable the complete visualization and digitalization of the grid and water systems. We are exceptional in our localized innovations, tailor-made products and customized system solutions that transform energy and water management systems in emerging markets.

In the interest of maintaining its presence in these markets – local, regional and sub-Saharan Africa, dVentus is looking for to procure professional services including

- Refurbishment of its website into a dynamic and interactive one that includes portals for customers, suppliers and clients communication
- Connecting and integrating the website to social media
- Facilitate the search engine optimization of the website

2) Objectives

- i. Establish and communicate the dVentus brand to clients, targeted local and international customers and end-users of our products and systems
- ii. Maintain an interactive platform in the form of website for the general public, clients, customers
- iii. Market dVentus electric and water smart meters along with the communication and back office management systems for emerging markets.

3) Scope of work

Scope of work is

- the refurbishment, development and deployment of a dynamic website with interactive portals for different users
- search engine optimization of the website
- integration of the website with social media including but not limited to Facebook, LinkedIn, YouTube, etc

4) Responsibilities

Responsibilities of the service provider

Take over the refurbishment, development and deployment of the company website

- Revise the existing website of dVentus and recommend areas of improvement and possible ways of deployment of a dynamic website
- Connect and integrate dVentus' website to social media including YouTube, Facebook, LinkedIn, etc
- Assign an IT savvy designer, developer of website systems
- Submit drafts of website to dVentus assigned staff for comments and remarks
- Submit and deploy final versions

Responsibilities of dVentus

- Assign relevant staff and point of contact to work with the service provider
- Avail resources and content for website
- Supervision of website refurbishment and provision of technical assistance
- Provide necessary logos and factual information about the company and its products

5) Deliverables

1. A dynamic website and a backend system with ease for updating the website and hierarchy of access
2. All the source codes and database information of the website

6) Service Rate

In order to make a fair and accurate comparison/evaluation amongst service providers, the service rate of the deliverables need to be "normalized".

For the Website piece the breakdown should look like...

- a. Rate per primary page (per tab)
- b. Rate for every subpage under any primary page
- c. Rate for the number of static images on any page
- d. Rate for dynamic images on any page (i.e. display is a function of user introduced parameter(s)). Reflected rate should be on a per-parameter basis
- e. Rate per image for auto-sequencing info clips

Clearly specify any fixed setup charges besides what is described above.

7) Implementation Timetable

The whole project will take a maximum of 2 weeks in total.

8) Required qualifications and proof of delivery

It is expected that the executing individual or company has a good understanding and experience in dynamic website design and development, SEO. The company should possess the following detailed qualifications and experience

- i. Ability to design, develop and deploy dynamic websites
- ii. At least three years of working experience with international organizations
- iii. Proven ability of creative working
- iv. High level of communication with its customers
- v. It is desirable that the service provider has experience with technology startups, and specifically Electronics, Power technology companies
- vi. Actual delivered samples to prior customers