



Business Women Forum - Palestine
منتدى سيدات الأعمال - فلسطين



Technical Services

“Establishment of an Online Portal and website”

Background:

The Business Women Forum-Palestine (BWF) is a nonprofit organization founded in 2006 with a mission of strengthening the role of businesswomen as leaders in the Palestinian economy through advocacy, networking, and the provision of business services. BWF offers programs and services to aspiring women entrepreneurs seeking to establish or expand their businesses.

Within the framework of the BWF project titled “One Stop Shop for Sustainable Businesses-OSS”, under the regional joint programme between the European Union and UN Women, “Spring Forward for Women”, which is funded by the European Union, and under the SDGs-F “Creating One Stop Shop for sustainable Businesses” Joint Programme, BWF is working on empowering 45 women Micro, Small and Medium Enterprises (MSMEs) from the West Bank and the Gaza Strip with technical and managerial skills and capacities needed to maintain cultural sustainable businesses.

Objective:

BWF is seeking to hire a qualified consultant and/or company to be responsible for the establishment of an online portal and website for the OSS Project to publicize and promote the cultural products of women MSME’s and enhance market networking, trade facilitation, sales and growth potentials; where the selected consultant and/or company is also expected to edit and publish training and promotional materials for the products.

Qualifications and skills:

- A degree in business management, software management, IT, website design or any other relevant field with at least 5 years of experience in creating websites, portals and social network pages and/or a company working in a similar field with 3-5 years of experience.
- Excellent Arabic and English Skills.
- Excellent information management and creative design skills.

Main Tasks and responsibilities:

- Provide a clear plan and vision on how the portal and website can meet the project’s requirements, definition of the website and portal infrastructure.
- Build, update, enhance and maintain the OSS project responsive website and portal ensuring a well-designed, well-structured, easy to navigate and high quality written and visual content that conforms to web usability and content management standards and that is integrated with social media networks relevant to the project.
- Create and/or update the web pages and sections to publicize the cultural products of women MSME’s (online product catalogue) and latest information, to provide continuous access, and disseminate best practices, case studies and other reference and ensure interactive on-line information.
- Integrate the content in an effective manner to attract relevant audiences, including investors etc.
- Compile, organize, edit and upload content, documents and multimedia material on the website including training materials etc.
- Manage new editorial content, where feasible, as part of editorial packages that include multimedia elements (video, photo, audio) and relevant links
- Create accounts for the beneficiaries of the project to access the information uploaded on the portal.
- Maintain the update content of the website and portal for the full duration of the project.

Application Deadline: 20-03-2016

Time frame: March to December 2016

Application: Interested candidates should submit their technical and financial offer accompanied by a CV, a cover letter, company profile, relevant experience in conducting similar assignments, methodology and implementation plan to conduct the whole assignment in sealed envelopes and by hand to BWF office, located in Al Balou’, Al Fare’ Building, 2nd floor, Ramallah.

For any further details, please send an email on hsous@bwf.ps