

TERMS OF REFERENCE

CONSULTANT

Development of Dedicated Webpage for Dialogue/Forum Outputs, Web Hosting, and Web Maintenance

I. BACKGROUND

Child Rights Coalition Asia (CRC Asia) is a regional network of organizations working together for the fulfillment of children's rights, guided by the United Nations Convention on the Rights of the Child (UN CRC) and its Optional Protocols. CRC Asia strengthens child rights movements, promotes innovative programs, and advocates for improved laws, policies, and systems for and with children across Asia.

CRC Asia is a core member of the Down to Zero Alliance (DtZ Alliance), which implements the Stepping Up the Fight Against Sexual Exploitation of Children (SUFASEC) programme funded by the Dutch Ministry of Foreign Affairs. Through SUFASEC, CRC Asia works with partners to prevent and address sexual exploitation of children (SEC), strengthen accountability of duty bearers, and promote child participation in advancing child protection systems.

Under Activity 3.4.4 – Dialogue/Forums on SRHR, SEC, and Child Protection-related Laws, CRC Asia has conducted a series of policy dialogues and forums engaging key stakeholders, including government representatives, civil society organizations, youth advocates, and child protection actors. These dialogues aim to strengthen implementation of laws and policies related to sexual and reproductive health and rights (SRHR), sexual exploitation of children (SEC), and broader child protection frameworks.

To ensure transparency, knowledge sharing, and accessibility of outputs, CRC Asia will engage a web developer to design, develop, and maintain a dedicated webpage (or microsite section within the existing CRC Asia website) to document and present outputs from these dialogues and forums.

This digital documentation platform will support advocacy efforts, strengthen accountability, and ensure that lessons and recommendations generated from the dialogues are accessible to partners, policymakers, and the wider public.

II. TASKS OF THE CONSULTANT/CONSULTANCY TEAM

The Consultancy Team will be in charge of upgrading CRC Asia's website and maintaining CRC Asia's domains and website and email hosting from 1 January 2026 until 31 December 2026.

Specifically, the Consultant is expected to:

- Design and develop a dedicated webpage (or microsite section) within CRC Asia's existing CMS
- Upload and format content provided by CRC Asia and organize content for easy navigation
- Ensure that the website has up-to-date functionalities and mobile-responsive and accessible
- Provide maintenance services for domain and website and e-mail hosting by:

- Executing, at the minimum, monthly backup
- Conducting security checks at least once a month
- Creating, deleting, or updating e-mail addresses under CRC Asia’s official domain
- Provide advice to CRC Asia on strengthening its online security, improving its digital information and content management system, and other similar concerns as needed
- Provide administrative and technical support and quality control to the website and update systems as needed
- Provide technical support in terms of e-mail creation / setup and maintenance
- Ensure timely settlement of payment for domain and web hosting

III. QUALIFICATIONS

The Consultancy Team is expected to have:

- At least 5 years of experience in web development, web design, website and email hosting, and information system management;
- Have a broad knowledge of current web development technologies and design tools in the field and new software and other web programming languages and programs including use of HTML, XHTML, CSS, XML, XSLT, Java;
- Have excellent knowledge of recent trends in graphic design, websites, including online video publishing and social media networking;
- Demonstrate the ability to create child-friendly, innovative, and visually appealing design for website subpages

The Consultancy Team is preferred to have:

- Experience working with or knowledge about CRC Asia or any similar child rights organizations

IV. DELIVERABLES AND TIMEFRAME

Deliverables	Deadline
Redesigned and integrated SUFASEC webpage	28 February 2026
Updated and optimized CRC Asia website	28 February 2026
Provided maintenance services for domain, website, e-mail hosting, and e-mail creation	As needed
Provided administrative and technical support and quality control to the website and update systems as needed	As needed
Provided technical support in terms of e-mail creation / setup and maintenance	As needed

V. PAYMENT

For the services, the Consultant/Consultancy Team will be paid **EIGHTY ONE THOUSAND PESOS AND EIGHTEEN CENTAVOS (PHP 81,000.18) inclusive of taxes and bank charges.**

Payment Schedule	
50% upon signing of contract	January 1, 2026
50% upon submission of functional webpage	February 28, 2026