

# TERMS OF REFERENCE FOR THE PROCUREMENT OF MANAGEMENT, WEB HOSTING, AND DOMAIN OF THE MICROSITE FOR THE INTERNATIONAL CONFERENCE ON WOMEN, PEACE, AND SECURITY

## I. BACKGROUND

The Philippines hosted an International Conference on Women, Peace, and Security (ICWPS) on 28-30 October 2024 in Manila with the theme, "***Forging Collaboration and Convergence for Advancing Women, Peace, and Security***".

It served as an international stocktaking on the implementation of the women, peace, and security (WPS) agenda ahead of the 25th anniversary of UN Security Council Resolution 1325 (UNSCR 1325) this year. The conference convened over 1,730 delegates from 75 countries for three days of discussions on how to advance the WPS agenda.

## II. OBJECTIVE

To procure the management, web hosting, and domain of the microsite of the ICWPS where the documentation and files relevant to the conference will be stored to serve as a reference for PH efforts on advancing the WPS agenda.

## III. TECHNICAL SPECIFICATIONS

The service provider is required to provide:

### Management Services

- Management of microsite for a period of 12 months starting on the date established in the contract;
- Retain/maintain existing domain (<https://icwpsmanila2024.com>);
- Provide maintenance support and implement any necessary updates to the microsite as requested by UNIO;
- Be able to provide monthly technical support and consultation;
- Microsite must be up/fully functional and accessible by 10 March 2025, or another date as agreed with UNIO;
- Includes website migration, as applicable.

### Web Hosting

- Provide hosting that can accommodate the current file size (50 GB) and any future content, with the ability to scale up to 100 GB
- Implement regular backups to safeguard against data loss
- Must conform with the already existing website / domain setup:

- Control Panel: Spanel
- CMS: Wordpress
- Edited through Elementor
- SSL certificate (https)
- Protected from cyber threats (ex. ddos etc)
- Focus on mobile-first design but also works for desktop, tablet

The domain name and all files and content of the web hosting are intellectual property of the Department of Foreign Affairs. The service provider shall agree to the proper turn-over to the DFA of all website materials/files hosted and domain access after the end of contract or prior termination of service or upon request of the DFA.

#### **IV. PAYMENT TERMS**

- Send Bill/Payments shall be made through the List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges.
- UNIO reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.