

Invitation for Call for Proposals

Design, Development and Deployment of the Conference Website and Management System for the Second International Conference on Gender and Technology (ICGT 2027)

Background

The Second International Conference on Gender and Technology (ICGT 2027), themed “Water, Climate, and Technology: Through a Gender Lens,” is scheduled for 18–19 March 2027 in Kathmandu, Nepal. The conference is convened by the UNESCO Chair in Mountain Cryosphere and Water and organized by The Small Earth Nepal (SEN) and UNESCO, in academic collaboration with Tribhuvan University (TU) and Kathmandu University (KU), as part of the Nepal National Glacier, Water and Weather Week (NNGWWW) 2027.

ICGT 2027 is expected to convene over 200 participants from Nepal and abroad, including researchers, policymakers, engineers, innovators, Indigenous knowledge holders, media practitioners, youth leaders, women-led enterprises and development partners. The conference therefore requires a dedicated, secure and accessible web platform to serve both as its official public presence and as the operational system managing the call for papers, abstract and paper submission, peer review, participant registration, and fee payment for national and international delegates.

SEN invites proposals, together with technical and financial proposals, from registered firms for the design, development, deployment and optional post-launch maintenance of this platform.

Objective of the Assignment

To design, develop, test, deploy, Annual Operation and Maintenance (up to Dec 2027) and hand over a single integrated web platform that functions as the official website of ICGT 2027 and as the management system for submissions, peer review, registration and payment, and which can be independently administered and maintained by SEN following handover.

SEN will Provide

SEN will provide the following.

- **Complete user interface design:** SEN's design team will produce the visual design and provide it to the selected firm as Figma files, with brand guidelines covering assets, logotypes, color and typography. The firm shall not include user interface design in their quotation.
- **Subdomain and coordination:** SEN will provide a subdomain for website (for example, icgt2027.smallearth.org.np) and will coordinate with its web manager to point that subdomain to the hosting the firm procures. SEN will not provide hosting space, server access, or credentials to its own infrastructure.
- **Website content:** The ICGT 2027 Secretariat will require contents such as: conference text, committee and speaker details, programme information and photographs etc.

Firm will provide

The firm shall provide everything set out below. The firm shall price all of it, including hosting, in their financial proposal.

1. General responsibilities

- **Implementation of SEN's designs:** The firm shall develop the front end and the backend database system to implement the designs of SEN supplies. The firm is responsible for originating those designs in coordination with SEN. Where the Figma files do not cover a screen size, interaction state (hover, focus,

error, empty, loading) or edge case, the firm shall implement a solution consistent with the supplied design system and confirm it with the ICGT 2027 Secretariat at SEN.

- **Hosting:** The firm shall procure and maintain the hosting for the platform and shall include the annual hosting and maintenance cost in its financial proposal.
- **Deployment coordination:** The firm shall contact SEN's web manager to arrange domain pointing, SSL installation and launch (Conference Secretariat will be a bridge).
- **Payment gateway onboarding and integration:** The firm shall lead the merchant onboarding process with the national payment gateway providers (eSewa, Khalti, Fonepay, ConnectIPS or equivalent) and the international payment gateways (PayPal, Stripe, Card or equivalent), including preparation and submission of application documents, liaison with the providers, and follow-up through to account activation. The firm shall complete the technical integration, testing, and go-live of all gateways. Bidders shall confirm in the technical proposal that onboarding will be initiated within the first three weeks of the assignment.
- **Scope of work and deliverables:** The firm shall deliver the full scope of work in the following sub-section, together with the deliverables, documentation, training and handover specified in this document.

2. Scope of Work

The selected firm shall deliver, at minimum, the functionality set out below (but not limited to). Firms may propose additional features that strengthen the platform; such additions shall be listed and priced separately.

SN	Module	Required Functionality (minimum)
1	Public Conference Website	Responsive public website including homepage; about the conference; conference themes and the programme; organizing and scientific committee; speakers; call for papers; important dates; registration and fee information; venue, travel and accommodation; sponsors and partners; news and updates; photo gallery; downloads/resources; and contact page with inquiry form.
2	Content Management System (CMS)	Administrator-managed content without vendor dependency: create, edit, publish and unpublish pages; news and announcements; speaker profiles; committee members; programme schedule; gallery albums; downloadable documents; and site-wide banners and notices.
3	Abstract and Paper Submission	Author account creation; abstract submission; full paper submission; multi-format file upload; version control across resubmissions; submission status lifecycle (draft, submitted, under review, revision required, accepted, rejected); submission history; thematic track selection aligned to conference themes; and administrator access to all submissions.
4	Peer Review Workflow	Reviewer accounts and assignment (single or multiple reviewers per submission); configurable scoring and structured feedback forms; option for blind review with author details masked; revision request and resubmission handling; complete review history; conflict-of-interest flagging; and administrator monitoring of the full review lifecycle.
5	Registration System	Online registration for multiple participant categories (e.g. presenter, delegate, student, national, international, accompanying person); early-bird and standard fee periods; multi-role login; participant

		dashboard; profile management; registration confirmation; and administrator ability to add, edit, waive fees for, or cancel registrations.
6	Payment System	Integration of national payment gateways (e-Sewa, Khalti or equivalent) and an international card gateway supporting foreign-currency payment by overseas participants; fee configuration by category and period; payment status tracking; automated invoice and receipt generation; refund/cancellation record-keeping; and payment reconciliation reporting.
7	Notifications and Communication	Automated email notifications for registration confirmation, payment confirmation, submission acknowledgement, review outcome and revision requests; bulk email and newsletter capability to registered users and subscribers; and mailing-list subscriber management.
8	Certificates and Participant Documents	Generation and distribution of participation and presentation certificates; and administrator-generated supporting letters for participants requiring documentation for travel or visa purposes.
9	Reports and Exports	Registration, payment, submission and review reports; participant lists filterable by category, country and gender; and export in Excel and PDF formats.
10	Accessibility and Usability	The platform shall conform, at minimum, to WCAG 2.1 Level AA. This includes keyboard navigation, sufficient colour contrast, alternative text for images, screen-reader compatibility, and accessible form labelling. Accessibility is a stated commitment of ICGT 2027 and will be assessed at handover.
11	Security and Data Protection	Secure authentication with password hashing and account logout; HTTPS/SSL deployment; input validation; protection against SQL injection, cross-site scripting (XSS) and cross-site request forgery (CSRF); role-based access control; secure handling and storage of participant personal and payment data; and automated scheduled backups with documented restoration procedure.
12	Search Engine Optimization and Analytics	SEO meta-tag management, sitemap generation, social media sharing integration, and Google Analytics (GA4) configuration.
13	Hosting, Domain and Deployment	Deployment on a live production server; assistance with domain configuration and SSL installation; and documented deployment and rollback procedure.
14	Training, Documentation and Handover	Minimum one training session for SEN administrative staff; written administrator and user documentation; complete source code with database structure; and full handover of all accounts, repositories and credentials including SRS and system requirements (technical and user manual).
15	Post-Launch Maintenance	Firms shall quote separately for an optional Annual Maintenance Contract covering uptime and server monitoring, SSL renewal, framework and dependency security patching, bug fixes to delivered features, payment gateway monitoring, email deliverability checks,

		backup verification, and minor content support, with a stated support response time.
--	--	--

3. Technical Requirements and General Conditions

1. The platform shall be developed using a stable, well-documented, and actively maintained web framework. Firms shall state the proposed technology stack; SEN does not mandate a specific framework, but preference will be given solutions that SEN can maintain or transfer to another vendor without proprietary lock-in.
2. The firm shall procure and maintain the hosting environment for the platform. Firms shall state the minimum hosting specification proposed, including hosting type (shared, VPS or dedicated), CPU and RAM allocation, storage capacity and type, data centre location, bandwidth, backup redundancy, and the uptime guaranteed by the hosting provider. The specification shall be sufficient to keep the platform available and responsive during peak load at abstract submission and registration deadlines.
3. The front end shall faithfully reproduce the SEN-supplied Figma designs, including layout, spacing, typography and colour, and shall behave correctly across desktop, tablet and mobile breakpoints.
4. The firm shall not make configuration changes affecting SEN's main website or other subdomains without prior written approval.
5. The platform shall be fully responsive and shall function correctly on current versions of major desktop and mobile browsers.
6. The firm shall verify that the platform conforms to WCAG 2.1 Level AA before handover and shall provide an accessibility test report identifying the tools and methods used.
7. The platform shall support participants accessing the site from outside Nepal, including international payment and reliable email delivery to international domains.
8. All source code, database structures, content, participant data and design assets developed under this assignment shall be the sole intellectual property of SEN. The hosting account, payment gateway accounts, analytics accounts and any other third-party accounts created for the conference shall be registered in the name of SEN or transferred to SEN in full at handover. The firm shall not reuse, resell, or redistribute the system or participant data.
9. Participants' personal and payment data shall be handled confidentially, stored securely, and shall not be disclosed, transferred or used for any purpose other than the conference. Card data shall not be stored on the platform or its server at any time; all card payments shall be processed entirely by the payment gateway. The firm shall state where participant data will be hosted and shall not move it to another environment without SEN's written approval.
10. The quoted rate shall be inclusive of all applicable taxes.
11. Firms shall clearly state any recurring costs (hosting, domain, SSL, gateway transaction fees, third-party licences) that are not included in the quoted development price.
12. SEN reserves the right to accept or reject any or all quotations, in full or in part, at its sole discretion, without assigning any reason.
13. Any attempt to influence the selection process, or the submission of false or misleading information, shall result in immediate disqualification.

Delivery Timeline

Weeks	Activities
Weeks 1–2	Kick-off, requirements gathering, confirmation of technology stack and hosting specification; Software Requirements Specification, wireframes and design concept; database schema; hosting and subdomain configured
Weeks 2–6	Public conference website, Content Management System, and abstract, full paper and poster submission modules developed, tested and deployed
Weeks 6–9	Peer review workflow developed, tested and deployed

Weeks 9–10	Registration, payment gateway integration, notifications, certificates, and reports and exports developed
Week 11	Testing and deployment of remaining modules; training session for SEN staff; documentation, source code and handover of accounts and credentials

Deliverables

- Approved wireframes and design concept and SRS before development
- Fully functional public conference website and Content Management System
- Submission and peer review workflow engine
- Registration, payment and certificate modules
- Administrator, participant, presenter and reviewer portals
- Complete source code and database structure
- Deployment on a live production server, with SSL configured
- Administrator and user documentation
- Training session(s) for SEN staff
- Handover of all credentials, repositories and associated accounts

Evaluation and Selection Criteria

Proposals will be evaluated on both technical and financial merit, weighted 70% technical and 30% financial.

Criteria	Weight
Relevant experience in developing conference, event or academic submission and review platforms	25%
Completeness of the proposed solution against the scope of work	20%
Technical capability in accessibility, security and payment gateway integration	15%
Team composition and realism of the proposed delivery schedule	10%
Financial proposal and value for money	30%
Total	100%

Only proposals received within the deadline and meeting the stated requirements will be considered for evaluation. SEN may request a demonstration or clarification meeting with shortlisted firms before final selection.

Required Documents

1. Letter of interest
2. Technical proposal, including proposed solution, technology stack, team composition, delivery schedule by phase, and hosting arrangement
3. Password-protected financial proposal, itemized by module or phase, and stating the optional Annual Maintenance Contract cost separately (including an Excel file)
4. Profile (latest), including a portfolio of previous website and web-application work with live links, and specific experience with conference, event or academic submission platforms
5. Company registration certificate
6. VAT/PAN registration certificate
7. Experience/certification and proven samples of similar work experience.

- 8. Tax clearance certificate (latest)
- 9. Audit report (latest)

Payment Modality

Instalment	Details of Work	Payment (%)
1st	After signing of contract and approval of wireframe and design concept	20%
2nd	After delivery and acceptance of Phase I (public website, CMS, call for papers and submission module) on a live server	40%
3rd	After delivery and acceptance of Phase II (review workflow, registration, payment, certificates and reports), completion of training, and full handover of source code and documentation	40%

Submission Procedure

Interested firms meeting the above criteria are encouraged to submit the password-protected financial proposal together with all required documents (as above) in zipped format (do not password-protect the zip file), with all documents clearly labelled. SEN will request the password from shortlisted firms only while opening the financial proposal following the screening process. If a firm fails to provide the correct password when requested, the proposal shall be considered disqualified.

Deadline: 11 August, 2026, till 5:00 PM

Submission Address: procurement@smallearth.org.np

Email subject line: [Your Company Name] — Design and Development of ICGT 2027 Conference Website and Management System