

Terms of Reference

Consultancy for Website Developer Website Development and Design

1. Profile of CEJ

The Centre for Equality and Justice (CEJ) was established as a company limited by guarantee in late 2017. CEJ's mission is the achievement of gender justice so that men and women and persons with diverse Sexual Orientation, Gender Identity and Expression, and Sex Characteristics (SOGIESC) live in a society that is free, just and equal. This will be achieved by promoting gender equality, advancing the rule of law, good governance and democratic principles, promoting women's advancement and economic empowerment, advocating for the commitment to international human rights standards and fostering partnerships with grassroots-level women's networks. CEJ is primarily a women's organization working on the rights of women in the private and public spheres. CEJ engages with policymakers, and government officers and strengthens grassroots-level women's capacities to claim their rights.

2. Project background

Between January and August 2022 in Sri Lanka, 60.25% of cyber violence was directed towards women. In a rapid assessment by CEJ, participants in stakeholder interviews from Anuradhapura, Batticaloa and Kilinochchi, ranked 'young girls' as the target group associated with the highest prevalence of TFSGBV. The findings indicated that women human rights defenders, women undergraduates, and persons of diverse SOGIESC were particularly at risk. Moreover, another study revealed reported instances of TFSGBV, rising to 16,376 incidents in 2020 which marked a staggering 460% increase compared to 2019. This trend underscores the urgent need for targeted interventions and support to address the specific vulnerabilities affected by these specific groups. In the context of COVID-19, Data Reportal shows social media users increased by 1.5 million (23%) in Sri Lanka between 2020 and 2021. This increase in usage correlates with increased incidents of TFSGBV, as low rates of digital literacy mean youth are more susceptible to incidents of violence.

A study published in 2017 on young, educated Sri Lankan men's perceptions of violence against women indicated the gendered nature of TFSGBV in Sri Lanka reflects the deeply entrenched patriarchal norms and misogynistic ideology that result in structural inequalities and violence against women and girls. A noticeable gap is the lack of research on the intersection of disability, gender and TFSGBV. There is no streamlined or standardised response mechanism to TFSGBV in Sri Lanka. Though a complaint can be placed with the Sri Lanka Police, and support services such as legal aid and psychosocial support can be obtained, these services are inadequate to provide survivor-centric and gender-sensitive support. Additionally, there are no legal provisions in the Sri Lankan law that expressly cover TFSGBV as an offense, though laws such as S.345 of the Penal Code may be interpreted to include TFSGBV and the 2023 Anti Corruption Act includes TFSGBV as a form of sexual bribery.

In this context, the project, *Digital Dystopia: A Holistic Approach to Addressing Technology Facilitated Sexual and Gender Based Violence (TFSGBV)* aims to make services and response mechanisms to cases of TFSGBV accessible and effective for all women, including women from marginalized communities such as women from ethnic and language minorities and women with disabilities, and persons of diverse SOGIESC in target districts of Kilinochchi, Batticaloa, Anuradhapura, Puttalam and Galle, and ensure service providers are equipped with the necessary knowledge, sensitivities and skills to provide support to victim-survivors of TFSGBV.

3. Scope of Work

CEJ seeks a Consultant Web developer to design and update the CEJ website to accommodate the TFSGBV Digital Repository in order to ensure capacity, compatibility, accessibility, navigation and aesthetics. The Consultant will report to the Executive Director, and the tasks will be undertaken in consultation with the CEJ Executive Director and with the support of CEJ staff.

To this end, the Consultant shall;

- Review and update the existing website to ensure it is visually appealing, user-friendly, and mobile responsive.
- Integrate an existing digital repository to the updated CEJ website that hosts and categorizes TFSGBV articles, publications, and research materials for easy access and download.
- Improve the website's capacity, performance, navigation, and content management system (CMS) so that it can reasonably host the digital repository and be fit for long-term use. This includes the following:
 - Ensuring the website is responsive and can host graphic design elements by using responsive web design techniques and frameworks like Bootstrap or Foundation. Enabling the integration of graphic design elements by using CSS styling and optimising images for web display.
 - Migrating the existing website to a new layout including transferring the content, redesigning the pages, and updating the navigation structure.
 - Backing up the existing website and working on a staging environment before deploying the new website layout.
 - Testing the website before going live to identify and fix any issues or bugs. This includes checking the website's compatibility with different devices, browsers, and screen sizes and user testing to gather feedback and make improvements based on user experience.
 - Facilitating the website hosting using a reliable web hosting provider that offers the necessary infrastructure and support. Ensure the hosting provider has the capabilities to handle the website's expected traffic, provide security measures, and host content such as images and text (the consultant will not have to pay this cost).
 - Conducting basic training sessions, as needed, with CEJ staff so that they can maintain the website and ensure the repository remains active and relevant.
 - Any other technical requirements to create a website that is secure, fast, responsive, user-friendly, tri-lingual friendly, and easy to update.

4. Expected deliverables

Deliverables	Timeline
Attend an initial meeting with CEJ	26 November 2025
Provide a sample layout/idea of the updated website + digital repository	28 November 2025
Submit a final plan for the design and layout of the new website, incorporating CEJ's feedback	5 December 2025
Provide a report of the website testing process with a plan and updates on how to resolve identified issues	15 December 2025
Perform a site audit and provide information such as maximum storage limits and make recommendations on effective website use	5 January 2026
Launch the new website and monitor for a few weeks for any issues	12 January 2026

5. Duration

The time period for the consultancy will be between **25th November 2025 and 12th January 2026.**

6. Qualifications

- Minimum 5-7 years of experience in designing visually appealing and user-friendly websites using WordPress and other relevant technologies.
- Qualified in Software Engineering or IT-related fields, with a solid understanding of website development best practices.
- Proficient in HTML, CSS, JavaScript, and other web development languages.
- Strong understanding of responsive design principles and accessibility guidelines.
- Excellent communication skills and the ability to generate detailed reports.
- Availability during working hours and easily reachable via phone for effective communication with the CEJ team.
- Ability to work remotely but also attend meetings at the CEJ office when required.
- Detail-oriented with a keen eye for design and the ability to provide insights on effective website use.
- Language Requirements: Fluency in written and spoken English; fluency in Sinhala/ Tamil is an advantage.

7. Consultancy Payment

- The payment will be based on a quotation and breakdown provided by the Consultant.
- As per the financial guidelines of CEJ, the contract will be between CEJ and the Consultant.
- A quote in Sri Lankan Rupees (LKR) for the work must be provided by the consultant. A budget breakdown is compulsory.
- The final agreed upon payment will be made in installments based on the completion of deliverables within ten working days from the date of approval.

8. Confidentiality

Both during and after the end of the contract the Consultant must not disclose any matters that have come to their knowledge during the course of their duties. This shall not apply to communications made in the normal discharge of duties or to facts that are manifest to the public or which by their nature or importance do not require to be treated as confidential.

9. Copyright

Any material produced will be the sole property of CEJ. It may not be reproduced in whole or in part in any other production without the written approval of CEJ. Data collected under this consultancy must be treated as confidential and may not be shared with any person outside of CEJ.

Only short-listed candidates will be notified. Interested candidates may send a resume/CV and a detailed quotation, with the email subject **UF1-A.4.1 - Web-Developer** to himaja.cej@gmail.com by **24th November 2025.**