

MRDI/2024-2025/363

23 April 2025

Munzurul Hasan

Head of Business at Eoxi
House 15, Lane 8, Block C, Section 6,
Mirpur, Dhaka-1216
Email: hasan@eoxi.net, sayed@eoxi.net

Subject: Work Order for Website and e-Learning Platform Redeployment

Dear Mr. Hasan,

Greetings! I am pleased to inform you that MRDI has decided to issue a work order for the restructuring and redeployment of our organization's web infrastructure in accordance with the proposal you submitted and presented at the meeting in presence of the representative from our partner organization Fojo Media Institute, Sweden.

MRDI currently operates its website and hosts seven e-Learning courses on Microsoft Azure utilizing five Virtual Private Servers, one for the main website and four for the e-Learning platforms which need to be restructured and redeployed.

The Procurement committee of MRDI went through your proposal and after analysing your offer has decided to assign the task to you with the following terms and conditions:

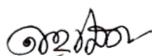
1. Work in direct supervision of the Senior Officer IT of MRDI in coordination with the Executive Director.
2. Senior Officer IT of MRDI will be the focal point for this assignment.
3. Coordinate and supervise the whole process of restructuring and redeployment of the web infrastructure as mentioned in your technical proposal.
4. Redeploy the existing website with an additional Bangla version and host both versions (English and Bangla) on a single Virtual Private Servers (VPS).
5. Migrate and consolidate all seven e-Learning courses including data, into a separate single VPS.
6. Maintain the timeline with deliverables mentioned in the proposal submitted.
7. Ensure the setup allows easy addition of future online courses.
8. Complete the migration of all data without any loss or corruption.
9. Ensure the uninterrupted website functionality with the addition of the Bangla version.
10. Make sure that all the e-Learning courses are fully operational after the data migration.
11. Enable generation of individual monthly reports for each of the e-Learning courses.
12. Optimize the server configurations for enhancing performance and ensuring security.

13. Provide support and maintenance services for one month, commencing from the date of project completion including technical assistance, bug fixing, and other maintenance services related to the delivered project as per the proposal.
14. The duration of your assignment will be from **24 April 2025 to 23 August 2025**.
15. An amount of BDT 5,50,000.00 (Five lac and fifty thousand) excluding VAT & Tax will be paid for the development of e-Learning platform, Website design & development and Server setup & Cost optimization.
16. Payment will be made in three instalments as follows:

Installments	Description	Percentage of Project	Amount in BDT
1 st	Advance upon receiving the work order	40%	220,000.00
2 nd	After eLearning Platform Delivery	30%	165,000.00
3 rd	After satisfactory completion of the assignment of developing the website and full handover including the staff training.	30%	165,000.00
Total amount excluding VAT & Tax			550,000.00

17. Payments will be made by **Fojo Media Institute, Sweden through bank transfer to the account mentioned in the proposal** (Account Name: Eoxi, Account Number 1404481301001, The City Bank PLC, Mirpur Branch, Dhaka and Routing Number 225262986).
18. Fojo will pay VAT & Tax as per their government rules.
19. MRDI will have the right to reject the work order if the terms & conditions are not fulfilled properly, or delivery is not made within the specified time, or the quality of the work is not satisfactory.
20. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,



Tahmina Ferdowsy
Senior Accounts Officer



Accepted by: **Munzurul Hasan**
Date: 23 April 2025

Child Protection Code of Conduct

I, **Munzurul Hasan, Head of Business at Eoxi**, acknowledge that I have read and understood MRDI's *Child Protection Policy* under the Financial and Administrative Manual and agreed that in the course of my association with MRDI, I must:

- treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic, or social origin, property, disability, birth or other status
- not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- wherever possible, ensure that another adult is present when working in the proximity of children
- not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- comply with all relevant legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child exploitation and abuse and policy noncompliance in accordance with appropriate procedures
- immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with MRDI that relate to child exploitation and abuse.

When photographing or filming a child or using children's images for work-related purposes, I must:

- assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child
- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- ensure images are honest representations of the context and the facts
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- I understand that the obligation is on me, as a person associated with MRDI, to use common sense and avoid actions or behaviors that could be construed as child exploitation and abuse.

Signature: Hasan

Date: 23 April 2025