Call for tender for project website with microsite capabilities

Purpose of the contract
Eurodad is looking for a qualified and skilled website developer to design and build a website that will support the fight for economic justice by civil society activists around the world collaborating on two global projects. The main site will be the public interface for a project focussed on improving financing for development, entitled, "From commitments to actions: Increasing public accountability in the lead up to Monterrey+20", co-funded by the European Union. Also included will be a microsite for a second EU-funded project: “Raising the voices of communities on the front-line in the fight against economic inequalities”.

• The ideal developer will be available as soon as possible for implementation and launch, as well as for longer-term maintenance & support. (Please see timeframe below)
• The developer will have an excellent understanding of web design for effective communication
• The ideal developer will have experience building websites for non-profit organisations or networks.

Objectives & desired features
• The website will be:
  o An entry-point for those beginning to work on issues related to Financing for Development
  o An online repository of resources and findings to support evidence-based advocacy in the project target countries.
  o An accessible alternative to in-depth reports and printed materials
• The website will host the findings from this project, including text, photos, GIFs and infographics, PDF files, and multimedia embeds (YouTube, Vimeo, Soundcloud etc).
• Content on the main website will be available in English, French and Spanish. The microsite (see below) will need to be available in English and Bahasa Indonesia
• It is imperative that the final website not be dependent on a high-speed Internet connection or PC for full functionality. The site should be fully accessible at lower-connection speeds or via mobile or a mobile-data hotspot in order to be globally accessible.
• Content should be filterable via the use of tags, site navigation or an inbuilt search engine, so that users can quickly identify content which is relevant to their country/region or language.
• Well attuned SEO, so that the website is visible to third parties searching for relevant information. This will be important for the survival and usability of the website post-project close.
• The final website should be fully accessible. This will mean using screen-reader compatible tags and structure as well as colour-blind friendly colours/ textures
The final website will also be used to host the findings and research from a second EC-funded project that aims to raise the voices of communities on the front-line in the fight against economic inequalities. A microsite will be created for this project, linked to the main site. We will work with the selected developer on how best to include this functionality.

**CMS Accessibility**

- The CMS should be accessible to authorised account holders accessing the site from different geographical locations.
- Users will need permission to:
  - upload and author blogs (or on behalf of other authors)
  - upload multimedia content and PDFs
  - edit posts made by other users
  - edit the homepage to highlight content and calls to action as needed to achieve the project goals.
- It is imperative that the chosen CMS be accessible from both a PC and a mobile device.
- A dedicated Eurodad staff member will have overall responsibility for the website.
- The website needs to be fully GDPR compliant.

**Easy-to-use**

- It’s likely that people uploading to the website are not be well-versed with digital tools or HTML, so a WYSIWYG editor with the ability to add/ embed simple HTML code is crucial. Full HTML code should, however, be accessible for all pages.
- The site should be able to easily host PDF and image files as well as being compatible with frequently used multimedia embeds - YouTube/ Vimeo/ Soundcloud etc.
- A user-friendly navigation with clear and simple user-journeys. A suggested site structure will be agreed upon in consultation with the selected developer..
- Ability to integrate social media feeds, ideally capturing content via #tag use rather than solely organisational feeds
- Fully integrated Google Analytics.

**Background**

Eurodad is a network of 60 NGOs across Europe, working on development finance advocacy. Our focus is on strengthening the power of European CSOs, working as part of a global movement to push governments and powerful institutions to adopt transformative changes to the global economic and financial system. More information can be found on our [website](#).

Over the next three years, Eurodad will work with partner networks and target civil society groups in the global south, to launch and maintain a website to publish and store results, case studies and data to increase public accountability regarding [Financing for Development (FfD)](#) in the lead up to Monterrey 20+. The website will also be used to host a microsite for a separate EC-funded project on inequalities.

The website will act as an entry point to the project, providing top-level messaging and an easy-to-navigate access point for actors who are new to the topics in question.
Proposed timeline

We currently have a holding site with basic project information, published on Wordpress. We would work with the selected developer to transition from this holding site to the completed monitoring website by Q2 2022. We have already purchased the domain, which is accessible at [http://www.ffdplatform.org](http://www.ffdplatform.org).

The selected developer should be available to start working on this project as soon as possible to enable the following timeline:

- Launch of main website:  End of Q1/ Start of Q2 2022
- Launch of microsite: Q2 2022
- Training on CMS and content upload: prior to launch
- Follow-up and maintenance (until end 2024)

Rollout strategy

- Oversight of the new website build from start to finish to ensure successful implementation.
- At least one training session to teach project staff about the new site and using the CMS.
- Eurodad can arrange for the website hosting, but please do include a separate hosting part in your offer in case this would be necessary.

Selection criteria

In order to be considered for this contract, **the ideal provider must be able to:**

- Manage the roll-out, training and potential hosting
- Provide the features mentioned above
- Deliver prompt assistance when required, e.g. in case of system failure, technical support etc.
- Provide ongoing maintenance in the follow-up period based on reasonable working hours and according to the urgency of the request
- Present a company profile/presentation with roles and responsibilities, outlining who will be responsible for each of the abovementioned requirements

Exclusion Criteria

If any of the following are true for the bidder at the time of submitting their tender or at any time during the procurement process, they will be excluded from consideration for winning a contract with Eurodad. By submitting a tender, the bidder declares that they are not in one of the following situations:

a) They are bankrupt, subject to insolvency, or being wound up, are having their assets administered by a liquidator or by a court, have entered into an arrangement with creditors, have suspended business activities, or are in any such situation arising from a similar procedure provided for in national (or EU) legislation or regulations;

b) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with applicable laws;
c) It has been established by a court’s final judgment or by a final administrative decision that the bidder is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the bidder belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence. This includes:
   i. misrepresenting the information required as part of this procurement procedure
   ii. entering into agreement with other persons with the aim of distorting competition
   iii. violating intellectual property rights
   iv. attempting to influence the decision-making process during this procurement procedure
   v. attempting to get confidential information that might give an unfair advantage in the procurement procedure


d) It has been established by a court’s final judgment that the bidder is guilty of any of the following:
   i. fraud
   ii. corruption
   iii. relations with a criminal organisation
   iv. money laundering or terrorist financing
   v. terrorist offences or offences linked to terrorist activities, or inciting, aiding, abetting or attempting to commit such offences
   vi. child labour or other offences related to trafficking of human beings

e) In the past, the bidder has shown significant failures in complying with the main obligations of a procurement contract with the client or financed by the European Union, which led to early termination or other contractual penalties, or which was discovered during checks or audits.

f) It has been established by a court’s final judgment or by a final administrative decision that the bidder has committed an irregularity: an act or omission that resulted in a loss of European Union funds.

g) It has been established by a court’s final judgment or by a final administrative decision that the bidder has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business.

h) It has been established by a court’s final judgment or final administrative decision that the bidder has been created with the intent described in point (g)

If Eurodad has any reason to be concerned that the bidder may be in one of these situations, Eurodad may requesting appropriate evidence. Additionally, if the bidder is selected for a contract, Eurodad will confirm that the contractor is not included in the list of EU restrictive measures (sanctions list).

**Tender Instructions**

When applying for the tender, please:

- Provide your costs in EUR, inclusive of VAT
- Quote your hourly or daily rates for training
- Cost out prices separately for each of the requirements/ features where possible
- Outline the estimated timeline, and do let us know if our suggested time frame is too ambitious and if any of the abovementioned timeframes should be adapted in order to guarantee high quality results.
- Provide examples of previous organisations for whom they have successfully built a website
- Include two references from previous employers, please add non-profit industry
specific references where available

- Provide contact details of the account manager who will oversee the website build from start to finish to ensure a successful implementation for Eurodad

_All proposals need to be received by 10 January 2022, midnight CET. All proposals will be assessed considering the criteria outlined above._

**Contact person**

Mary Stokes, Eurodad’s senior communications officer, will be the main point of contact and the proposals should be submitted via email to Mary Stokes, Senior Communications Officer: _mstokes@eurodad.org_. The final tender will be approved by the Eurodad Director, Jean Saldanha (_jsaldanha@eurodad.org_). Please do not hesitate to get in touch should you need any information of clarification in order to prepare your offer.

**Bidder information**

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**Declaration on honour**

By signing this document, the supplier certifies that that they have read and understood this Invitation to Tender and that they are not in one of the situations listed above under _Exclusion criteria_. The supplier also certifies that all the information provided about the company under _Bidder information_, and any documents submitted with the tender are truthful and correct at time of signature.

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