

Request for offers for project website

<p>Background</p>	<p>VNG International is working on St Maarten in the context of the recovery and reconstruction efforts after hurricane Irma in 2017. In that context, we are implementing the Resources for Community Resilience (R4CR) project funded by the Netherlands and administered by the World Bank under the Trust Fund for St Maarten.</p> <p>The Project Development Objective is to improve the capacity of civil society organizations and support implementation of reconstruction and resilience sub-projects at the community level. R4CR will be implemented through three complementary components: (a) Small grants to civil society organizations for reconstruction and resilience, (b) Capacity building and technical assistance to local CSOs, and (c) Project management and coordination.</p> <p>In order to facilitate smooth implementation of the project, a project website is foreseen that should serve as the entry point for civil society organisations and other relevant stakeholders to the project, its project team, funding opportunities for grant projects, and training/capacity building initiatives. The website should provide information to (possible) beneficiaries, offer a networking platform for civil society organisations, and link up to other relevant initiatives and projects on St Maarten.</p>
<p>Website purpose</p>	<p>The purpose of the website will be:</p> <ul style="list-style-type: none"> • To act as an information point for beneficiaries, stakeholders, implementing partners and the general public. • To be a platform/networking for civil society organisations. • Provide information and showcase work already done by the beneficiaries. • To have information on forthcoming events and training events. • To have a bookable form for future events and training events. • To be able to upload and download relevant documents. • To give information about the key team of the R4CR and also about the beneficiaries, main stakeholders, etc. • To have the potential, in the future, to upload video or sound. <p>Additionally:</p> <ul style="list-style-type: none"> • The site should be eye-catching but simple in its design (visual concept to be provided by the service provider). • The site should be accessible and user friendly on smartphones and tablets. • It should have an option to alert subscribers to newsworthy new content. • All content should be editable by the project team of VNG International once the site has been launched. • The project should be able to download regular visitor statistics to understand the types of people using the site. • The site should be WC3 compliant. • The site should be designed with full Search Engine Optimisation in mind. • The site should be accompanied with email addresses (one generic info address and up to 25 individual staff member addresses).
<p>Target groups</p>	<ul style="list-style-type: none"> • Beneficiaries: Civil Society Organizations on St Maarten • Key stakeholders: World Bank, National Recovery Program Bureau, Government of St Maarten, Community Councils, the Dutch Representation Office in Philipsburg,

	<p>other interested citizens and citizen groups, Universities, think tanks, Media. In other words, it must be accessible for and appeal to both governmental and non-governmental organizations.</p>
<p>Requirements</p>	<p>The R4CR project wishes to engage a 'Service Provider' for:</p> <ul style="list-style-type: none"> • The design of the Web Site for the R4CR project and its relevant database in the English language. • Maintenance of the web site during the project period. • Drafting an instruction manual for uploading documents and editing content in the future. • Provide technical support for a period up to the end of this assignment. • Actively think of new ideas to improve the website. <p>The project will provide the structure, contents and artistic elements (such as logos, photos) for the website.</p> <p>Technical requirements for the website</p> <ol style="list-style-type: none"> a) Dynamic website: Provide backend content management system with defined access and WC3 compliant (e.g. administrator, editor, author, and registered user) that is easy to use and will enable the project to easily update and edit all content. b) The web site should have initially 10 pages of data x 1 language. Each page should have a number of sub-pages. The website design should allow for adding and deleting of new pages or subpages with automatic updating of the relevant menus. c) Website visitor registration: Visitors to the website should have the possibility to subscribe / unsubscribe and receive updates every time the content of the website changes. Use of MySQL database for this purpose. d) Registration in search engines: The website should be registered in all major search engines. Search engine friendly design, with all pages having appropriate meta tags and RSS feeds. e) Best possible rank in search engines. Achieve and maintain good ranking in search engines when someone searches for a keyword relevant to the project (main focus here is the Google search engine) f) Search facility: provide search within the website contents, including within its uploaded documents. g) Fast loading (through restricted use of tables and unnecessary graphics); h) Fixed width layout; i) Website statistics to be provided via Google analytics or other equivalent tool. Reports should be generated to Excel or other convenient format. k) Full documentation of the design choices and coding of the website. l) Language support: English. <p>Hosting, website registration and support</p> <ol style="list-style-type: none"> a) Hosting: The website developer should provide hosting for the website for a period of 4 years. b) Property rights: property rights are with VNG International at all times. This means that VNG International has full access to the website at all times and all produced goods are owned by VNG International. b) Domain registration. c) User support: If problems arise with the website functionality, the website developer

	should provide technical support up to the end of the project – i.e. up to July 2024.
Initial Content	<p>The initial web pages could be as follows:</p> <ul style="list-style-type: none"> • Page 1: Homepage. • Page 2: About R4CR • Page 3: News [including an archive function] • Page 4: Events • Page 5: Useful documents • Page 6: Current and previous grant projects • Page 7: FAQs • Page 8: Glossary • Page 9: Links • Page 10: Contact us
Registration of visitors, other	<ul style="list-style-type: none"> • Registration will be done by online forms. The project must have an up to date registered user list in Excel. The list must be updated at least weekly. If no new users have been registered in the last week the list will be updated when new users are available. • Also a mailing list file, in an appropriate form, that can be used with MS Outlook or other software packages is required. This will be used to send mass emails using MS Outlook or other applications. This list (like the registered users list) must be updated at least weekly. If no new users have been registered in the last week the list will be updated when new users are available. • On line forms for submitting information. This information must be received by the project in emails.
Uploading of web site available material	The service provider will upload all initial documentation during the design of the website. Subsequent uploads will be done by the project's team members. To that end, the service provider will train two project members on uploading content.
Technical Support	The project team will be responsible for day to day updating of web information. However the web designer will be responsible for providing technical support and fixing the website in the event of problems occurring up to July 2024.
Training	An Instructions Manual will be written for handling the website by VNG International and its implementing partners.
Services Requirements:	<p>The project will provide the content structure and artistic elements (such as logos, photos) for the website. The Service Provider will:</p> <ul style="list-style-type: none"> • Draft and submit a work schedule. • Develop layout templates. • Incorporate content using the built templates. • Conduct testing on the production server. • Test and fix bugs on the developer's website. • Install the Web pages on the host computer. • Make updates and changes to existing webpages for 1 month after completion of website. • Register to the top free search engines. • Prepare an easy to follow manual with simple instructions to enable client to easily add/ update content to the website.

	<ul style="list-style-type: none">• Implement revisions to the draft website to create the look and feel that is desired.
Timing and Duration	<p>The website should be in operation within 4 weeks from the signature of the contract. The quote needs to be specified and needs to at least show the different amounts for the initial design, registration, hosting and support (technical, training, updates, etc.). The offer should include a list of previous projects carried out by the service provider.</p> <p>No subcontracting allowed.</p> <p>Deadline for quotations: 31 July 2020!</p>