CALL FOR PROPOSALS

Terms of Reference

For Web platform Design and Development

Balkan optimizing opportunities for sustainable transformation – BOOST

The Contracting Authority:

European Association for local democracy - ALDA

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1. BACKGROUND INFORMATION

About ALDA

ALDA – European Association for Local Democracy, is a French-registered association dedicated to the promotion of good governance and citizen participation at the local level in the European Union, its Neighbourhood and beyond.

ALDA is a key stakeholder in the field of local democracy, active citizenship, and cooperation between local authorities and civil society in Europe, its Neighbourhood, and all around the World, mainly acting through participative methods and decentralised cooperation.

ALDA was established in 1999 at the initiative of the Council of Europe to coordinate and support the network of the Local Democracy Agencies (LDAs), which are self- sustainable, locally registered NGOs acting as promoters of good governance and local self-government, with which ALDA collaborates in many activities.

ALDA is a membership-based organisation gathering over 300 members, including local authorities, associations of local authorities, and civil society organisations, coming from more than 54 countries in the enlarged Europe. As a core element, ALDA supports citizens and groups of citizens in their initiatives aimed at improving their local context, building bridges with local authorities to make the change real.

ALDA is a wide, consolidated network, made of 300 members from 54 countries, 16 Local Democracy Agencies (LDAs) and 2 Operational Partners (OPs).

The Association is led by a Governing Board elected every four years, composed of its members' representatives and engaged in fulfilling the mission, while daily operations are ensured by a staff made of 50 people working from 6 offices over Europe, from Strasbourg (FR), Brussels (BE), Vicenza (IT), to Skopje (MK), Chisinau (MD) and Tunis (TN).

Background of the project BOOST

Balkan optimizing opportunities for sustainable transformation – BOOST is a 3-year project that is implemented in 6 Western Balkans countries Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia and Serbia supported by Agence française de développement.

The programme of BOOST project aims to strengthen democratic, economic and social development of the WB region while targeting Western Balkans CSOs and young people. This will be achieved through long-term program support for empowering civil society capacities in different thematic pillars:

Pillar 1: Youth and entrepreneurship;
Pillar 2: Rural development and environment;
Pillar 3: Cultural heritage and community development.

The cross-cutting priority of the project is to promote active citizenship through participatory approaches and tools, and to encourage a gender perspective in all the programme's activities.

The programme aims to strengthen the role and the capacities of civil society organisations in the Western Balkans countries, which work for the democratisation and sustainable development of the region, to set up a network of relevant stakeholders (civil society, local authorities, universities and others) committed to the stable and democratic, economic, cultural and social development of the region and to promote and strengthen a shared narrative among civil society and decision-makers that reinforces European values of peace, democracy, and inclusion of young people (men and women, boys and girls) at regional level.

As main targets, the activities of the project will include Civil Society Organizations from WB region, working in fields of democracy, active citizenship, youth, gender equality, entrepreneurship, rural development, environment and of cultural heritage, operating at national and regional level and young people from WB region, aged 15-29 (men and women, boys and girls, on an equal level) engaged in different societal processes.

The activities are divided in 3 components :
1. CSO Capacity building and Empowerment Program
2. Sub-granting scheme
3. Advocacy activities

Timeline:	April 2024 – March 2027.
Countries :	Albania, Bosnia and Herzegovina, Kosovo, North Macedonia, Montenegro and Serbia
Donor :	Agence française de développement.
Language:	English

2.   PURPOSE AND ENGAGEMENT ACTIVITIES

The service provider will be expected to create a website for the project BOOST with two elements, a classic informational website and a sub-granting platform.

The first role of the website will be informational and used for publishing a promotional activities of the BOOST project, news on different events, publications, newsletters, pictures etc.

Second role of the website is to be a focal point for the sub-granting scheme of the project. A significative portion of the website will be dedicated to a sub-granting platform. The platform will serve as a tool for applicants to use a information point about the sub-granting scheme providing

materials with the guidelines for process of application, a tool to to apply for grants and finally to report about the received grants with the provided templates for narrative application, budget application, logical framework, etc.

For this purpose, the platform will provide with a registration profile option for the CSO, specific tabs for uploading necessary documents, get information on the selection process, and other related tasks. As well, the platform should provide a section for uploading narrative, financial and other related documents while reporting on the implementation of grants.

3. TERMS OF REFERENCE

3.1. The service provider is required to:

- Propose attractive and responsive graphic layout that embodies the project corporate character while capturing the latest trends for website presentations, compatible and easily accessible to most common devices browsers (laptops, mobiles and other handheld devices);

- Develop corresponding user interface components (web templates, style sheets, scripts, images, etc,) as needed.

- Create visually appealing site that feature user-friendly and clear navigation

- Add a Search and Filter Functionality: search and filter options for users to easily find documents and applications based on criteria like date, category, or status.

- Propose sub-granting platform that should allow applicants/CSO's to build an online profile of their CSO, access to the relevant documentation in order to submit a proposal, provide information on the selection process, and finally allow applicants to apply to the fund. As well, there should be a section for uploading narrative, financial and other related documents while reporting on the implementation of grants.

- Build in newsletter section, with option for subscriptions.

- Embed social media sharing features

- Implement features for document categorization, version control, and access permissions based on user roles (e.g., applicants, reviewers, administrators). Develop a user manual and deliver an introduction video for the support of CSOs how to perform content upload,

- The web page and platform should be open and operational for at least 3 years, in which period the service provider will provide the regular maintenance.

- Providing support and guidance in the process of creating the users accounts and if some problems occur during the time of using the platform during the application process open to the public.

- Develop a user manual and deliver a training for the support staff and system administrators to perform content upload, system maintenance and administration.

- Provide administrative and technical support for a contract validity period;

- Source code handover - Full source code including all developed libraries shall be handed over to ALDA

- The service provider will provide the contracting authority with regular reports of their works and the metrics of the website. The regularity of reports will be decided among the service provider and contracting authority and stated in the contract.

3.2. Web platform structure

The structure of the website will be decided in cooperation with the Contracting authority. The selected service provider will be expected to guide the Contracting authority through a discussion of its needs in order to build the site's architecture. The final architecture will be built upon mutual agreement between from both sides. The website platform should contain different tabs that will be easy to navigate, including HOME tab, ABOUT tab, NEWS tab, GALLERY tab, CONTACT tab, and tab leading to the sub-granting platform for CSO's.

4. LOGISTIC AND TIMING

4.1. Language

The main language of the web platform will be English..

4.2. Period of Performance

The contracted period will be from the date of signing of the contract to March 2027, with the exact dates to be determined in the contract. The website and platform must be completed in a period of 2 months after signing the contract. The first "draft" proposal of the website must be completed and delivered 25 days after signing of the contract.

4.3. Payment

- The payment for the assignment will be in two instalments. The first payment will be after delivering of functional website, and the final payment will by the end of the contract.

- All third party licenses must be provided perpetually by the contractor.

5.   PROPOSAL REQUIREMENTS

5.1. Requested documentation

The proposal should be written in English and contain the following documents:

- Portfolio of the company's previous work
- A brief implementation plan for the website
- Proof for previous experience in:
  - o   Website design and setup,
  - o   Related software license.
- Financial offer expressed in EUR

5.2. Qualifications
- Have a broad knowledge of current web development technologies and design tools in the field, and new software and other web programming languages and programs including use of HTML, XHTML, CSS, XML, XSLT, Macromedia Flash, Java;
- Ability to create innovative and visually appealing designs.
- Proficiency in web design tools such as WordPress, Dreamweaver and Flash.
- Have excellent knowledge of recent trends in graphic design, web sites, including online video publishing, and social media networking;
- Expertise in Web Application and programming languages like HTML, CSS, JavaScript, PHP, and APIs.
- Knowledge of web services REST, JSON, and SOAP.
- Proven experience in the development and maintenance of online platforms, scoring and profile platforms (experience in developing and managing of online platforms with similar purpose will be considered as asset)
- Understanding of security principles for external/public hosted applications.
- Experience with Content Management Systems (CMS), especially WordPress

5.3. Delivering the proposal

All proposal will be sent to boost@aldaintranet.org by the 14.06.2024, 17:00.