

# Specifications regarding the procurement of a new website for the FoRB Learning Platform

## Background

The Freedom of Religion or Belief (FoRB) Learning Platform, [forb-learning.org](http://forb-learning.org), provides resources for individuals, communities and decision-makers all over the world, to help them learn, reflect upon and promote freedom of religion or belief for all. These resources are provided in several languages. The resources vary in form and length, including short films, written material and online courses available through an external site, [fabo.org](http://fabo.org). There are resources for both personal study and for educators and facilitators to use in group trainings. Our core resources have been developed in dialogue with specialists and with reference people from a range of religious and belief backgrounds. The learning platform aims to contribute to building a social, political and legal culture of freedom of religion or belief for all from the grassroots up and the top down.

The FoRB Learning Platform targets an international audience, and is an initiative of the Nordic Ecumenical Network on Freedom of Religion or Belief (NORFORB) in partnership with a wide range of secular and faith based organizations. NORFORB consists of 13 Scandinavian churches and development actors, and among these SMC – Faith in Development (Sweden), Stefanus Alliance International (Norway) and Centre for Church-based Development (Denmark) are responsible for running the FoRB Learning Platform.

## Current website

The FoRB Learning Platform currently resides on a website constructed inhouse using Weebly's free building tool. The website was launched in March 2018 and has since grown in both scope and reach. The site is now available in over 15 languages, although some of them only offer a limited view. The content is administered by part-time student workers in Copenhagen. The films on the site are mainly embedded YouTube videos, and the written resources mostly link to external sites and PDF files hosted there.

## Who is [forb-learning.org](http://forb-learning.org) for?

- Activists and staff members of civil society organisations working with development, peacebuilding, interfaith dialogue, human rights and freedom of religion or belief, particularly in contexts where serious violations of freedom of religion or belief occur.

- Members and ordained or lay leaders of religious and belief communities
- Training institutions for religious leaders such as theological seminaries
- Educational bodies teaching/students studying human rights, democracy, law or religious studies
- Parliamentarians, foreign ministry officials and diplomats
- Officials responsible for making or implementing public policy, including officials of the justice system such as police, lawyers and judges
- The media

## **A new website is needed**

The Weebly site no longer serves the learning platform's needs, and we are now looking for a web agency to:

- Build a new site
- Provide hosting and ensure its security
- Manage technical maintenance, keep the site's functions and plugins up to date
- Offer technical support to the NORFORB staff
- If or when the need occurs, further develop the site in collaboration with NORFORB

## **General technical requirements**

- Responsive design.
- A solution for 20-30 different languages. Every page will be available in English, which is the site's main language. Only a few pages will be provided in other languages in a standardized format.
- Suitable for use in developing countries. The internet connection is often poor and unstable in developing countries. 'Heavy' pages with long download times should be avoided. Furthermore, in authoritarian regimes, censorship and government surveillance of individuals is common. Suitable, affordable security measures are therefore needed.
- Search engine optimized, including tools for the webmasters to optimize further.
- A powerful search function.
- A GDPR compatible tool for forms, enabling visitors to sign up for subscriptions and courses.
- Support for video playback.
- Accessibility for users with varying abilities.
- Compatibility with a statistics tool, such as Google Analytics.
- Tags for different types of content.

## **Requirements on the CMS**

- Easy to administer for the webmasters. No advanced technical knowledge should be needed to handle the CMS. However, NORFORB should also have access to all backend structures.
- Ability to schedule all content, regarding publishing as well as unpublishing.
- Ability to duplicate content in order to create new content.
- Templates for different types of content, with standardized appearances, although some customization is enabled.
- Customizable page titles and meta descriptions.
- Customizable image titles and alt texts.
- Smooth administration of files such as documents and images.

## **Requirements on the user experience**

- Easy to navigate on computers, tablets, and phones.
- Design and structure appealing to an international audience.
- Appealing home page where specific resources can be highlighted, for instance newly added resources or resources relevant to current events.
- Fixed header.
- Contact information in the bottom of every page.

## **Contract period**

The contract period runs from the date a contract is signed and ends on a date agreed upon in dialogue with the winning tenderer.

A contract for support and technical maintenance is set up yearly.

## **Preliminary schedule for the procurement**

The procurement begins in January, tenders will be submitted by February 18 and by the end of February we will contact tenderers for meetings. Thereafter, a winning tender will be selected and a contract will be signed.

## **Budget**

NORFORB is a nonprofit actor, with limited funds.

Payment is to be made 30 days after delivery of the contracted work, upon NORFORB's approval of the work done.

## **Cost proposal**

The cost proposal should include a fixed price for the building and launching of the site, initial training in how to use the CMS tool, and a proposed arrangement for ongoing support and maintenance of the website.

The quote should be formatted according to the following list:

- Total amount for the assignment (fixed price, including value-added tax)
- Hourly rates including value-added tax and number of working hours needed for each role involved (specified for UX design, development, project management, production management and any other functions involved)
- Total amount for support (cost per year, including value-added tax)
- Total amount for maintenance (cost per year, including value-added tax)

## **Qualifications**

The tenderer should have sufficient capacity to implement the assignment, regarding technical assets, staff and organizational structures. The tenderer should have a well-established enterprise, possessing the competences needed to implement the assignment in the best possible way.

## **Eligible tenderers**

Tenderers shall be excluded from participation in a procurement procedure if:

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- They or persons having powers of representation, decision-making, or control over them have been convicted of an offence concerning their professional conduct by a final judgment.
- They have been guilty of grave professional misconduct; proven by any means which NORFORB can justify.
- They have not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, or those of the country where the contract is to be performed.
- They or persons having powers of representation, decision-making or control over them have been convicted for fraud, corruption, involvement in a criminal organization or money laundering by a final judgment.
- They make use of child labour or forced labour and/or practice discrimination, and/or do not respect the right to freedom of association and the right to organize and engage in collective bargaining pursuant to the core conventions of the International Labour Organization (ILO).

Tenderers shall confirm in writing that they are not in any of the situations listed above.

Contracts shall not be awarded to tenderers which, during the procurement procedure:

- Are subject to a conflict of interests.
- Are guilty of misrepresentation in supplying the information required as a condition of participation in the tender procedure, or fail to supply this information.

Offers will be rejected if any illegal or corrupt practices have taken place in connection with the award. NORFORB may terminate the contract if it finds that illegal or corrupt practices have taken place in connection with the contract award or execution.

Tenderers should:

- Provide information on their legal form, ownership structure, personnel resources and competences.
- Provide information on what subcontractors they work with. All requirements listed in this document apply to subcontractors as well.
- Describe their methods and processes in web development assignments.
- Offer the services demanded above.
- Take sustainable development into account by working in an as environmentally friendly manner as possible.
- Be registered for corporation taxation.
- Have documented experience regarding open-source CMS tools and web development focusing on usability and target group adaptation.
- Preferably have experience of working with nonprofit organizations and/or the international aid/human rights sector.

## **Comparison of price and quality**

The tenders will be assessed according to the following aspects:

- The formalities are in order, regarding for example the legal form and taxation registration.
- The tenderer's general approach shows how the assignment will be completed.
- The tenderer understands the needs of the FoRB Learning Platform.
- The total cost.
- The contents of the tender as a whole.
- The requirements on the site and the tenderer qualifications demanded are satisfactory.
- Opinions from references.

## References

The tender should include:

- At least two reference clients from similar assignments no more than three years ago.
- A description of the reference assignments' contents, character and scope.
- Contact information to persons representing the reference clients.

## Date and contact information

The tender should be submitted no later than February 18, 2022. The tender should be sent to [erik.stenseke@smc.global](mailto:erik.stenseke@smc.global).

The tender should be valid until June 22, 2022.

Do you have further questions? Contact Erik Stenseke, communications officer, by e-mail, [erik.stenseke@smc.global](mailto:erik.stenseke@smc.global), or phone, +46 8 453 68 35.