Call for tender!

Development of a new website!

HELPDESK – EU funds for social services is a 2-years project funded by the European Commission (May 2022 – April 2024) which aims to launch the building blocks for a Social Services Helpdesk. The proposed Helpdesk will have two main priorities:

1. to support social services in accessing and using EU funds (ESF+, ERDF and ReactEU in particular);
2. to help Managing Authorities use EU funds (ESF+, ERDF and ReactEU in particular) to finance quality interventions in the field of social services.

The project is run by a consortium made up of 16 partners, including 11 European and 5 national organisations, with the European Association of Service providers for Persons with Disabilities (EASPD) as coordinator.

1. Tender specification

The Helpdesk consortium is currently looking for a *web development* professional/agency to create the Helpdesk website. The website will be the main platform through which users will be able to ask for support and advice in terms of accessing and using EU funds, find trainings and materials on EU funding as well as access information on the project itself.

The main framework of the website should be up and running by December 2022.

2. Site content to be developed

2.1 Website

The website must be simple, informative, accessible and interactive. The website should include the possibility to add videos, infographics, a Massive Open Online Course (MOOC) and be made available in all EU languages. Other features might be requested at a later stage.

Subject to discussion, the general outline of the website should be as such:

- **Homepage**

The homepage will include the header containing the project's logo and the site's navigation menu. The menu will be divided in five main sections:

- Home
- Helpdesk support
- EU funds

- Knowledge sources
- News and Events

Short content on the menu that makes clear what site users should expect when clicking on each section will be developed.

The main page will also have a slider containing highlighted content that will guide users to the latest publications, the latest and latest news and events.

- **Body**

For each of the above-mentioned headers there will be a drop-down menu:

- Home
  - About the project
  - The Consortium
  - Leaflet for dissemination

- Helpdesk support
  - Advice and support (under this section one/two forms to be filled by users when asking for support will need to be developed)
  - The support team

- EU funds
  - Eu funds
  - Open calls
  - Geographical map

- Knowledge sources
  - Manual, guidelines, tips
  - Trainings
  - MOOC

- News and Events
  - News
  - Events

- **Footer**

The footer will contain the main contact information and the links to social media pages (Facebook, Twitter, Linkedin).

2.2 Main features of the website

The website content and structure should guarantee the following three main features:

- ✓ Be high accessible for users
- ✓ Be flexible to ensure constant editing of the website
- ✓ Be easy-to-use and update for someone with little website management experience (possibly get access to the back-end page)

It will be extremely important to ensure these three key characteristics since the website aims to be developed while most of the contents still need to be produced.

3. Deadlines

Deadline for application**: 15ˢᵗ September 2022**

Response to application: **18ᵗʰ September 2022**

4. Expertise required, selection and award criteria

The web developer(s) will be expected to demonstrate that they have:

- Proven knowledge of Website development

- Experience of developing websites for the social sector, such as NGOs

- Experience with website accessibility

- Ability to work in English

- Ability to create the website within the deadlines proposed, with weekly input from EASPD and other organisation's staff

The web developer(s) will be selected on the basis of the clear evidence they provide of how they meet the criteria listed under expertise required.

The contract will be awarded to the tenderer whose offer represents the best value for money, taking into account the selection criteria. The contract will only be awarded to a tenderer who clearly proves that they have knowledge, experience and expertise which match 100% of the selection criteria.

5. Price, payment and contract

The estimated price will be 10,000 – 12,000 EUR including taxes. Price is negotiable to a certain extent.
Full payment will be made after the official launch of the website.
The Contract will be drawn up between the project coordinator (EASPD) and the contractor.

6. Contact Details

Please send bids to Fabiana Scarano, EASPD Junior Policy and Project Officer: **fabiana.scarano@easpd.eu**

Selected applicant is expected to take on the assignment right after the conclusion of the selection process.