IFIP Website development

Expression of Interest

1. Overview

The current websites of the International Federation for Information Processing (IFIP) need to be redesigned and consolidated. See: www.ifip.org. There is a main website and some linked sites.

Before requesting full and detailed proposals, IFIP requests that potential service providers complete this Expression of Interest (EOI). The Website Committee will review all EOIs, and then send a Request for Proposals (RFP) to those that meet the criteria.

The Website Committee has determined that the opportunity will be extended to website design and development companies in Developing Countries.

2. The project

A team has reviewed the website and made recommendations on the requirements for a new website.

The first phase of the project will be to develop a site that consolidates all the sites other than the Technical Committee (TC) sites. In the second phase, the TC sites will be reviewed and as far as possible be amended to have the same look and feel as the primary site.

IFIP Vision - IFIP is a global non-profit federation of societies of ICT professionals. It aims to achieve the worldwide professional and socially responsible development and application of information and communication technologies.

The new website must reflect this vision and be appropriate to diverse audiences as described in the User Personas section of the outline document. The website must be developed in WordPress.

Phase 1 of the project must be completed by 31 March 2024.

The recommendation document provided by the team who researched the current site make a number of recommendations for a new site, in Appendix B.

3. Review criteria and information required

Criterium	Information required	Information
About the company		
Name and address of company	Registered name Domicile	
Company website	Provide URL	
Size of company	Number of developers	
Organogram	Structure of company	
Financial records	Can you provide financial statements for the previous financial year? *(It is not necessary to provide these until the RFP stage)*	
Skills/experience		
Experience in developing WordPress websites	Please list the company names and URLs of three websites of similar size and complexity you have developed	
Experience with PHP and MySQL databases (backend programming)	How many developers will work on the project and what is their collective total experience? *(if you are asked to submit an RFP, we will requires CVs for all who will be involved with the project)*	
Fluent in English	The project leader should be fluent in English. The team members should have a working knowledge of English	
Project management	The project team leader must be an experienced project manager, and use agile principles	

4. Detailed report

The detailed research report which shows all the requirements and recommendations is attached.

5. Additional information

If you meet the preliminary requirements, you will be sent a Request for Proposal.

Timelines:

- Closing date for Expression of Interest – **21 June 2023**
- Request for Proposals issued to suitable service providers – **5 July 2023**
- Proposals to be submitted by **31 July 2023**
- Advised whether your company has made the shortlist **15 August 2023**
- Project presentations (online via Zoom) from **16 to 31 August 2023** *(times to be agreed)*

Please note: During the project, *t*he project team will be required to provide project plan updates every week (by email). Submit your submissions to gensec@ifip.org.

Appendix A – Summary of primary requirements

Outcome	
Fully developed WordPress website	All required information on the new website.
Theme installed	Best theme recommendation, with evidence of why this is the best theme (can be funded by IFIP.) The new site will have the theme fully installed.
Design elements	Agreed fonts, colour schemes, and accessible
Plugins	List of recommended plugins. At the very least these will include: • Membership management • SEO • Community management • Forms • Security Once agreed, all plugins must be installed, configured, and tested.
Images and illustrations sourced an applied	IFIP envisages having access to a suitable database of images (funded by IFIP).
Training sessions	Training must be provided to secretariat staff, as well as ex-officio members of IFIP who will have access to the CMS.
Agreement for ongoing maintenance of backend	Service provider to commit to maintenance for an agreed fee and term.

Appendix B – See separate document "A User-Centred Approach to the International Federation of Information Processing's Website Redesign: Best Practices and Recommendations"

This document is for background information only. It will give you an idea of the research that has preceded the Design and Development process. Note that the requirements listed in the body of this EOI supersede the recommendations in this Appendix. If you are selected to respond to an RFP, the specific requirements will be provided.