Fixed-term maintenance and development contract for IDI websites
Terms of Reference (10 December 2021)

1. Procurement details

The INTOSAI Development Initiative (IDI) is looking for an experienced web development team to provide maintenance and development services for our current suite of websites effective from 1 February 2022 for an initial period of 12 months. Renewal of the maintenance contract will be dependent on satisfactory performance. The services will include regular maintenance of the main IDI site and several smaller sites, development of new online content as needed, server migration and maintenance, and upgrades to the main site's UI/UX elements for both desktop and mobile. It is an ongoing goal to enhance the site's user experience and presentation. We want an online platform that is easy to use and navigate and presents the IDI's core themes in an engaging and visual way.

Required Services

- Work with a small team of IDI managers, contributing as the primary developer for the organization and attending to requests for IDI websites
- Performance of regular maintenance tasks on IDI websites such as monthly backups, updates, SEO review and optimization
- Development, testing and launch of new subsites, microsites and websites according to the requirements of IDI
- Implementation of visual design, including transfer of PDF publications and design elements to web formats
- Ability to scale support quickly in line with the organization's needs

2. Purpose served

This procurement will ensure IDI's communication platforms are regularly maintained and that they are developed and expanded as necessary in line with the needs of the organization.

3. Timeline

All proposals should be sent to matthew.price@idi.no with a copy to brynjar.wiersholm@idi.no no later than **Monday, 10 January 2022, 5pm Oslo time**. Late applications will not be considered.

Questions about this tender can be sent to matthew.price@idi.no. Questions must be submitted by 27 December 2021.

4. Submission of Proposals

The development provider will be selected following a quality- and cost-based selection procedure. The following should be submitted:

A Technical Proposal which includes:
- Company background
- Key consultants assigned to the project
- CVs and experience of each project team member including the allocation of time of each person assigned to the project
- Project management methodology – to include the process for assigning tasks, dealing with urgent requests and estimating additional projects requested by IDI
- Portfolio of previous relevant work
- References

A Financial Proposal, clearly indicating:
- An estimate for routine maintenance and 30 dedicated support hours per month based on monthly and yearly rates.
- Estimates for scaled-up support and project-based development work

5. Requirements

Organisation
- Established company which has been in operation for at least three years
- At least 5 full-time staff including a dedicated account manager with at least five years' experience in web development

Technical

The majority of IDI's websites, including the main site, use Joomla CMS. The successful development team must therefore be able to document extensive experience with the Joomla platform.

Additional technical requirements include:
- Strong knowledge of front and backend development languages
- Knowledge of CPanel
- Knowledge of React and other libraries
- Experience with document management systems
- Experience implementing applications in Amazon Web Services and using services such as AWS RDS, EC2, ECS, ElasticCache, S3, CloudFront, SQS
- AWS Certified Developer Associate or AWS Certified Solutions Architect certifications
- Experience working with Google Analytics and SEO best practices

Experience with the following is also desirable:
- Cloudflare
- Git version control with GitHub
- NextJS
- Typescript
- Wordpress

6. **Selection process**

Selection will be made based on the best price and quality combination, according to the following evaluation matrix.

Criteria	Maximum Score
Financial	
Financial proposal (based on Norwegian Kroner equivalent at the time of evaluation)	30
Technical	
Proven experience of company and proposed team in the management, maintenance, and development of similar projects	30
Proven expertise of company with the requirements listed above	20
Service capability to an Oslo-based team	20
TOTAL	**100**

* The lowest price proposal considered eligible will be scored at 30, others will be scored according to the following formula: score = lowest fee rate/(quoted fee rate) x 30. The assignment will be contracted in Norwegian kroner.