

Terms of reference

Project Title:	Supporting Environmental Civil Society Organizations 2024 – 2027 (Green-AL II)
Subject of the contract:	Design and development of a webpage for the Green-AL II project
Contracting Authority:	Co-PLAN, Institute for Habitat Development

Project Start Date:	1 January 2024
Project End Date:	31 December 2027

1. Introduction

The Supporting Environmental Civil Society Organizations 2024 – 2027 (Green AL II) project aims to expand on the knowledge, insight and achievements of the Green-AL I project (implemented during January 2021 – December 2023), while directing its focus into the further empowerment of Civil Society Organizations (CSOs) in Albania, towards tackling three main themes: Climate, Pollution and Nature.

Its main objective is to nurture and further empower Albanian environmental CSOs for effective participation and contribution vis a vis the EU acquis and negotiations processes in Albania, as well as proactively contribute to address, through advocacy, policy-influencing and evidence-based data monitoring, the environmental challenges from local to national levels.

To achieve this, Green AL II partners will focus on 3 main pillars:

(i) Further strengthening the role of environmental CSOs in Albania, by increasing their capacities and capabilities through thematic trainings, guided mentoring and financial support via Grant Schemes.

(ii) Increasing synergies among the CSOs sector in Albania through the establishment of a CSOs Network in Albania and, as a result, improve their presence and peer pressure during important policy making processes. This will be done in order to build on the long-standing partnerships of environmental CSOs and the quadruple helix actors, while jointly contributing to improved policy making processes at the local or national level.

(iii) Contributing to an increased awareness and accountability regarding the three key environmental themes of Green AL II. Green AL’s continuation offers the possibility to increase the region’s resilience by in turn, raising awareness on the importance of advocacy, and evidenced based data monitoring. In this pillar Green-AL II efforts will focus on activities that increase the CSOs capacities in evidence-based monitoring and further incentivizing their presence to increase awareness and accountability among stakeholders (both institutional and non-institutional) and public at large, at various territorial levels.

As part of Work Package 5 of the project (*Project Communication and Visibility*) the development of a web platform is foreseen. This webpage aims to support successful achievements of conducted activities and enhance the project's outreach, as well as serve as a tool to facilitate the establishment of the Environmental CSOs network, reflect on the activities conducted under this project, and further raise awareness among interested stakeholders and citizens through provision of enriched monitoring data on the three key themes under Green AL II.

This project is being implemented by Co-PLAN, Institute for Habitat Development, VIS Albania (Volontariato Internazionale per lo Sviluppo) and COSV (Coordinamento delle Organizzazioni per il Servizio) and is financed by Sida (Swedish International Development Cooperation Agency).

2. Responsibilities

- a. Design and development of a website that acts as a publishing platform for:
 - Grant calls/documents
 - Information regarding the project and partners
 - Activities (text, photos, videos, document upload)
 - Information on pollution monitoring and reflection of their results to an alternative platform (<https://www.greenlungs.al/>)
 - Profiles of Civil Society organizations
 - Multimedia, including documents, videos (possible feed from YouTube channel, media coverage links/appearances, etc. Use of WordPress platform with social network sharing features.
- b. Support and maintenance service throughout the duration of the project.

3. Further specifications:

- The published entities/elements should not be limited to written content, but should also include the possibility of adding podcasts, videos, and general links to other media.
- Publication of videos from specialized platforms for such content, like YouTube, etc.
- Provision of an administration area that will allow autonomous operation of the portal and its content.
- Inclusion of easy WYSIWYG editing tools and easy to use customization features.
- In terms of security measures, implementation of industry standard protections and hardening.
- Separation of duties and possibility of different permission sets for users that manage the website.
- The website must be built with the latest version of software and must have automatic update options.
- Core mobile browser compatibility and a responsive design (automatic adjustment of user interface to the resolution of any device used.
- Access to insights and views, downloads, users, clicks etc. from the project webpage.
- Provision of more traditional and formal editing features like draft submission, approvals, different permissions, etc.

4. Timeframe for beta version: April 2024 – June 2024

5. Timeframe of webpage development: April 2024 – December 2027

6. Award criteria: The best price-quality ratio is established by weighing technical quality against price on an 80/20 basis.

7. Application procedure:

You can submit your tender offer by completing the Financial Offer document attached to this Invitation to Tender, together with the requested supportive documentation.

All documentation is to be submitted by April 10, 2024 electronically to the following addresses: co-plan@co-plan.org.

We look forward to receiving your offer which has to be sent no later than **April 10, 2024**. Please send it to the addresses and with the requirements given in part 7.

By submitting a tender, you accept to receive notifications of the outcome of the procedure by electronic means. If you decide not to submit an offer, we would be grateful if you could inform us in writing, indicating the reasons for your decision.