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| **CALL FOR PROPOSALS****DESIGN AND CONSTRUCTION OF AN ONLINE PLATFORM TO SUPPORT THE DEVELOPMENT OF IASC GUIDELINES ON INCLUSION OF PERSONS WITH DISABILITIES IN HUMANITARIAN ACTION** |

The Inter-Agency Standing Committee (IASC) Task Team on Inclusion of Persons with Disabilities in Humanitarian Action seeks a consultant or firm with relevant expertise to design and construct a website that will support the development of the IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action. The website will comply with Web Content Accessibility Guidelines 2.0 (WCAG), AAA level.

1. **CONTEXT**

In 2016, the United Nations IASC Working Group agreed to the establishment of a Task Team (“Task Team”) on the Inclusion of Persons with Disabilities in Humanitarian Action. The Task Team is mandated to create IASC Guidelines on the Inclusion of Persons with Disabilities in Humanitarian Action between January 2017 and December 2018. The Guidelines will assist humanitarian actors, governments and affected communities to coordinate, plan, implement, monitor and evaluate essential actions that foster the effectiveness, appropriateness and efficiency of humanitarian action, resulting in the full and effective participation and inclusion of persons with disabilities and changing practice across all sectors and in all phases of humanitarian action, based in international legal frameworks – International Human Rights Law, International Humanitarian Law and Refugee Law. The Task Team membership spans UN agencies, humanitarian actors, NGOs and organisations of persons with disabilities (DPOs) and includes Member States as observers. The Task Team is led by three co-chairs: Handicap International, the International Disability Alliance and UNICEF.

Further details on the Task Team, including Terms of Reference and Work Plan, can be found on the IASC website: <https://interagencystandingcommittee.org/iasc-task-team-inclusion-persons-disabilities-humanitarian-action>

The successful contract will be administered by the International Disability Alliance on behalf of the Task Team.

1. **WEBSITE DESCRIPTION AND CONTRACT REQUIREMENTS**

Duration:July – September 2017

Location: Remote

1. **Objective**

The website is envisaged to serve as an online platform that will support the following:

1. Hosting necessary information and resources related to the development of the Guidelines
2. Hosting online consultations and surveys
3. Hosting updates on the Guidelines’ development with the ability to provide feedback from website users
4. **Scope of Work**

The hired company/vendor/agency will, in close cooperation with Task Team:

**Design and Develop a website**

* In consultation with the IASC Task Team on the website design and information architecture
	+ to include a robust Search functionality
	+ to comply with WCAG 2.0, AAA level
		- Provide a certification of accessibility
	+ which is mobile first or optimized for mobile
* Build functionality that allow users to leave feedback. The vendor should propose different options and inform the Task team of the implication for each in terms of cost, impact on development, data security considerations including capturing any Personal Identifiable Information, and issues such as spam and undesirable feedback.
* The vendor should propose alternative to run survey and their implications in terms of development, cost and security.
* The website needs to be optimized for Search Engines and follow SEO industry standards

**Content Management System**

* The website should be supported through an open source Content Management System (such as Drupal or WordPress) that supports accessibility requirements

**Production**

* Populate the website with initial material provided by the Task Team

**Usability and testing**

* Test the website with diverse users, including users with disabilities, to ensure usability for everyone, including persons with disabilities

**Hosting**

* The vendor could provide hosting or suggest 2 or 3 vendors that meet industry security standards to the task team
* Vendor to migrate website to hosting provider and provide the task team with all information needed for any future migration or closing

**Training**

* Train IASC Task Team members on how to update website contents and do basic maintenance

**Maintenance**

* Ensure that the website is online and functioning, this should include taking care of any updates to the CMS such as security patches or critical application updates
* Provide a minimum of two years’ support for maintenance and repair in case of an issue with the application or if the website gets compromised

**Security**

* Measures should be taken to prevent and mitigate risks related to:
* Unauthorized changes to the pages, resulting in defacement;
* Wrongful accessibility to the site and its application - necessary controls need to be implemented to minimize attacks which may affect performance of, or accessibility to services, such as but not limited to DDOS attacks;
* Installation of and use of malware;
* Unauthorized access - the site and especially the administration part of the website should use secure login protocols such as SSL, and implement unique user credentials and strong password management practices;
* Illicit site redirection.
* Security incident notification and resolution procedures should be clearly established between the vendor and the Task team

**Analytics**

* The website should include Google Analytics to track traffic to the website and measure elements such as downloads
* Consultant**/**vendor should set-up Google Dashboard and train the Task Team on its use
1. **Proposal Structure**

Proposals, including quotations, should provide complete details on the following:

1. Company Profile (Board of Directors, Office location(s); key staff to be involved in website and their relevant experience etc.)
2. Understanding of the Scope of Work
3. Proposed methodology/approach and detailed timeline with deliverables
4. Proposed technology (with justification); please highlight the pros & cons of the technology proposed
5. Team strength (who will work on this project)
6. Detailed cost break-down (design, development, Production, AMC\*, SSL Certificate, Security Audit, Hosting, maintenance)
7. Details of SEO strategy and training of Project Personnel in how to go about creating and managing content; analytics and website monitoring report capabilities
8. Sample(s) of similar work-done (please list active web address)
9. Links to examples of completed work similar in scope to this assignment

Once a contract has been signed, within 21 working days, a mock-up of the proposed website (using Publisher or PowerPoint) should be presented to the IASC Task Team.

1. **How to Apply**

Interested applicants should submit a proposal structure by 23 June 2017 to Georgia Dominik (gdominik@ida-secretariat.org).