

Call for proposals: Website support and maintenance

The International Science Council (ISC) invites qualified and experienced contractors to submit a proposal for the technical management of its website, council.science. The website is the central communication channel of the ISC, and its contents and performance are critical for the functioning of the organization. This is an exciting opportunity to support a leading international organization in promoting science as a global public good.

Contract duration: The ISC is offering a rolling contract, which will be reviewed on an annual basis.

Timeline of the evaluation process:

- Publication of the call: 1 September 2024
- Deadline for submissions: 31 October 2024
- Review period: 1 November – 30 November 2024
- Notification of the results: 1 December 2024
- Commencement of services: 1 January 2025

About the International Science Council

The ISC is a non-governmental organization with a unique global membership that works at the global level to catalyse change by convening scientific expertise, advice and influence on issues of major importance to both science and society.

Scope of work

The selected contractor will be responsible for the following tasks:

- **Maintenance and updates:** Routine maintenance and monitoring, as well as regular updates to Wordpress, plugins and other components to ensure optimal website performance and user experience.
- **Hosting:** Provide and manage hosting to the website to ensure performance is fast, reliable and secure.
- **Security management:** Continuous security monitoring, implementation of security measures, and response to related incidents.
- **Technical support:** Providing technical assistance and troubleshooting to ensure seamless website functionality.
- **Issue management:** Promptly responding to issues raised to minimize inconvenience to users.
- **Web development:** Upon request, performing web development tasks to enhance and improve the website's features and performance.
- **Backup management:** Regular backups and implementation of a disaster recovery plan.
- **Reporting:** Detailed quarterly overviews of the completed work.
- **Planning and coordination:** Quarterly catch-up calls with the ISC team to review progress and discuss upcoming development plans.

Additionally, the proposals may contain extra services, including but not limited to search engine optimization, analytics and content management support.

Commented [SM1]: Is one month (over Christmas) long enough to have the company ready to take over? What about the fact that we will be on holiday around that time?

Commented [ZT2R1]: I think it should be enough, it's mostly about handing over admin rights for key assets

Required capacities

- Demonstrated expertise in web development and management, particularly with content management systems like Wordpress.
- Proven experience in website security management.
- Ability to provide technical support and to troubleshoot effectively.
- Excellent communication skills and the ability to work collaboratively with the ISC team.
- Sound understanding of and compliance with the GDPR.
- Sound knowledge of accessibility standards and how to meet them.

Desired capacities

- Expertise in search engine optimization and ability to advise on larger strategic decisions.
- Knowledge of analytics tools, particularly Google Analytics 4, and ability to configure settings to match the organization's needs.
- Understanding of AI to help to navigate an increasingly dynamic landscape.

Submission guidelines

Interested parties are invited to submit their proposals via the [online form](#) by 31 October 2024. Proposals should include the following information:

- **Company profile:** Brief overview of the company, including relevant past projects related to web development and management.
- **Technical skills and experience:** Description of technical skills, qualifications and experience of the personnel.
- **Proposed approach:** Outline of the proposed approach for managing the ISC website.
- **Cost estimate:** Full indicative cost for a 12-month period, broken down by pricing for each of the services outlined in the scope of work, where possible.

Evaluation criteria

Proposals will be evaluated based on:

- Experience and technical expertise (cf. required and desired capacities)
- Quality and clarity of the proposed approach
- Cost-effectiveness.

Contact information

For any inquiries regarding this call for expressions of interest, please contact Sarajuddin.Barekzai@council.science.

We look forward to receiving your expressions of interest and partnering with a skilled contractor to enhance the ISC's digital presence and impact.

Commented [SM3]: Suggest a short online submission form to capture the basic contact details of the submissions - that way you have a list and you can already have a comparison table of key information.