

TMG Research gGmbH  
EUREF-Campus 6-9  
10829 Berlin

Tel: +49 (0) 30 92 10 74 07 - 00  
info@tmg-thinktank.com

Berlin, 31 Oct. 24

**INVITATION TO PARTICIPATE IN:**

**CALL FOR TENDERS FOR THE PROVISION OF WEBSITE DEVELOPMENT AND  
MAINTENANCE SERVICES FOR TMG RESEARCH GMBH**

**TENDER NO.: T1000.24.003**

Dear Sir/Madam,

TMG Research invites qualified individuals and/or organisations to submit tenders to provide services outlined below.

Please direct any questions regarding the Call for Tenders to the *Point of contact for Questions* listed below. All questions should be submitted in writing by email to the address stated in this Call.

TMG Research reserves the right to disqualify and reject proposals from suppliers who do not comply with the guidelines laid out in this letter and below. As part of this tender process, TMG Research makes no obligations in any way to:

- a) Pay any vendor for any Call for Tenders response; or
- b) Award the contract to the lowest or any specific bidder; or
- c) Accept any Tender information received from vendors; or
- d) Include vendors responding to this Call for Tender, in any future invitation; or
- e) Any other commitment to vendors whatsoever.

We look forward to receiving your response.

Yours sincerely,

TMG Research gGmbH

Email: [info@tmg-thinktank.com](mailto:info@tmg-thinktank.com)

TMG Research gGmbH  
EUREF-Campus 6-9  
10829 Berlin

Tel: +49 (0) 30 92 10 74 07 - 00  
info@tmg-thinktank.com

**CALL FOR TENDERS FOR THE PROVISION OF WEBSITE DEVELOPMENT AND  
MAINTENANCE SERVICES FOR TMG RESEARCH GMBH  
TENDER NO.: T1000.24.003**

**Disclaimer:** TMG Research reserves the right to determine the tendering process, number of short-listed participants, the right to withdraw from the process, the right to change the time schedule at any time, and the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party whatsoever.

**Synopsis:**

Tender No. (To be quoted on all communication)	T1000.24.003
Issuing office and address	TMG Research gGmbH EUREF Campus 6-9 10829 Berlin Germany
Point of contact for questions	Adriana Sahagún Martínez <a href="mailto:comms@tmg-thinktank.com">comms@tmg-thinktank.com</a>
Email address for submission	<a href="mailto:comms@tmg-thinktank.com">comms@tmg-thinktank.com</a>
Date of call for tender	31 Oct. 24
Deadline for submission of bids	25 Nov. 24
Validity of Tender	Tenders will be deemed binding for 4 calendar weeks from the date of the deadline for submission of bids.
Award type	Service Agreement
Duration of Agreement	01 Jan. 25 – 31 Dec. 27
Available resources	Approx. No. of Days of Work 2-3 days/month (72 - 108 days approx. for entire period)

## **Terms of Reference**

### **1. Background**

TMG Research, (TMG), is dedicated to driving just and sustainable transitions through action research and policy dialogue. Committed to a rights-based approach, our programmes focus on responsible land governance, food systems transformation in rural and urban settings, and adaptation to climate change.

### **2. Objectives**

The main objective of this call is to identify an individual or organisation to support with the maintenance and development of TMG's website.

### **3. Tasks**

- a) Website maintenance.
- b) Website development.

### **4. Deliverables**

The deliverables, estimated at two - three days per month on average, include:

- a) Website maintenance
  - a. Assist with content updates when the changes that must be made are not possible from the CMS user interface. (Majority of content updates are done by TMG Comms Team directly via the CMS user interface).
  - b. Maintain a full backup of the website for the duration of the contract. The backup, code, and source files will be delivered in full to TMG upon the contract expiring/being terminated.
  - c. Verify regularly that the website is up and running and revert to the backup if necessary.
  - d. Give guidance on using the admin interface of the CMS as needed.
  - e. Inform TMG Comms team of ways to optimise website/backend platforms used.
  - f. Support ongoing and further improvements that might still be pending.
  - g. Fix bugs in the website code.
  - h. Ensure website is in compliance with legal norms regarding tracking/information etc. and alerting TMG to any security risks.
- b) Website development
  - a. Revise website structure, such as menu, project pages etc.
  - b. Implement new features and improve current webpages on request.
  - c. Optimise the site regarding the visibility of TMG's publications.
  - d. Optimise browser compatibility, especially for mobile devices.

## 5. Supplier Requirements

- a) Proven experience in web design and maintenance in the international development and research/ non-profit sector.
- b) Strong experience in web development using well-known and widely used open source platforms.
- c) Understanding of end users needs to identify adequate technical solutions.

## 6. Tender requirements

The tender requirements include:

- a) A technical proposal of max. 3 pages detailing how you approach web development and support to clients, turnaround times for requests, general availability and working hours and relevant experience, particularly with non-profit organisations, and the web products/platforms/CMS systems that you have experience with.
- b) Net daily rate and estimated number of days needed to complete the tasks outlined above on an ongoing basis.
- c) CV(s) of the professional(s) who will work on the assignment.
- d) Link to a portfolio showing at least two work samples.

## 7. Submission of tender

The complete tender document should be sent by email in one pdf file to the email address(es) listed in the synopsis at the latest by the deadline stipulated in the synopsis and referencing the Tender Number.

## 8. Evaluation Criteria

<b>Evaluation Criteria</b>	<b>Weight</b>
Price	30%
Work Samples	30%
Technical Skills & Experience	30%
Availability	10%
<b>Total</b>	<b>100%</b>