



UNAIDS Secretariat Staff Association Website redesign project

The UNAIDS Secretariat Staff Association (USSA) wishes to redesign its website. This document outlines the specifications of such work in order for companies to be able to provide a project plan and present a bid.

Current situation:

The USSA currently manages two websites, a blog (<http://blog.ussa-unaid.org/>) as well as a corporate website (<http://www.ussa-unaid.org/>)

Engines & Features

Blog (<http://blog.ussa-unaid.org/>)

Engine : wordpress, self hosted

Plugins :

AddToAny: Share/Bookmark/Email Button

AddToAny: Subscribe Button

Akismet

Filosofo Hide Email Addresses

MobilePress

Page Links To

SI CAPTCHA Anti-Spam

Subscribe2

Twitme

WordPress.com Stats

WordPress Database Backup

WP-FLV

WP-Print

WP Captcha Free

WP Super Cache

Website (<http://www.ussa-unaid.org/>)

Engine : joomla, self hosted

Plugins :

Modules

Banners
 bottom menu
 JoomlaStats Activation Module
 Main Menu
 Committee Area
 Links
 Statistics
 Template Chooser
 Archive
 Sections
 Related Items
 Wrapper
 Latest Events
 Events Legend
 perForms Module
 JW Tabs & Slides Module
 JW Ultimate Content Display
 Events Calendar
 Who's Online
 Random Image
 Latest Documents
 Latest Comittee posts
 Latest posts
 USSA Member Survey
 Syndicate
 Gallery 2 album block
 Members Login
 Members Actions

Feature Stories - Homepage
 Latest USSA Website Updates
 Popular
 Top Menu
 Search

Administrator modules

Logged
 Components
 Popular
 Latest Items
 Menu Stats
 News
 Unapproved
 Latest docs
 Top docs
 Latest logs
 Unread Messages
 Online Users
 Quick Icons
 System Message
 Pathway
 Toolbar
 Full Menu

Mambots

MOS Image
 RokAccess
 JW AJAX Vote

mosPerforms
 Event Report
 Legacy Mambot Includer
 Code support
 SEF
 MOS Rating
 Email Cloaking
 GeSHi
 Load Module Positions
 MOS Pagination
 mXcommentBot
 JCE Editor Mambot
 No WYSIWYG Editor
 TinyMCE WYSIWYG Editor
 MOS Image Editor Button
 MOS Pagebreak Editor Butt
 on
 mXcomment searchbot
 Search Events
 Search Content
 Search Weblinks
 Search Contacts
 Search Categories
 Search Sections
 Search Newsfeeds
 Activate JoomlaStats
 juga 0.2 System Mambot
 mXcommentSystem

Components

AutoPopulate for DOCman
 Banners
 Community Builder
 DOCman
 Events
 Fireboard Forum
 Gallery 2
 JCE Admin
 Joomap
 JoomlaLib
 JoomlaPack
 JoomlaStats
 Juga
 JW Media Manager XTD
 Mamblog
 Mass Mail
 Member Care System
 mXcomment
 News Feeds
 perForms
 Polls
 Security Images
 Syndicate
 Uploader for DOCMan
 Web Links

Requested work

Part 1

- Migration from the existing corporate website and the blog under (ideally) a global DRUPAL website.
- Installation of relevant plugins (final list to be reviewed) compatible with DRUPAL engine which replicate the main functions currently present on both websites (blog, document management, forum, photo galleries, etc).

Part 2

Migration of the content of the corporate website and the blog under the new website, including:

- Blog articles
- Users list, rights and passwords
- Corporate website online content
- Corporate website documents
- Photo galleries

Part 3

- Analysis and improvement of usability of website
- Graphic redesign of the new website.

Part 4

- Training of users

Please submit the proposed man days and amounts plus daily rate(s) per specialized skill (if required) in the format below:

Technical component	Days	Daily Rate	Amount (US\$)
Analysis of current situation & feasibility in Drupal (list plugins that can/cannot be replaced and alternative solutions)			
Part 1 : <ul style="list-style-type: none"> - Installation of Drupal - Installation of relevant plugins 			
Part 2 : <ul style="list-style-type: none"> - Migration of Content from the corporate website (inc. validation) - Migration of users from corporate website - Migration of blog - Migration of photo galleries and other digital assets 			
Part 3 : <ul style="list-style-type: none"> - Usability and Information Structure analysis - Creation of a new Visual Design and CSS style sheets (3 proposals, 2 iterations) - Implementation of selected Design, information architecture and improvements to overall usability of the website 			
Part 4 : <ul style="list-style-type: none"> - Training of users 			

All proposal documents become the property of the USSA and can not be returned to the bidders. Please send all proposals to (as email attachment or in post):

UNAIDS Secretariat Staff Association
20 Av. Appia
1211 Geneva 27, Switzerland
Email: UNAIDSstaffassociation@unaids.org

Instructions to Bidders

Manner of Submission

- Your proposal should be in English and must include two components:
 - a) Technical component (deliverables)
 - b) Price component
- USSA may request additional information which, upon reply, will then be construed as an integral part of the original proposal.
- You are requested to hold your proposal valid for 30 days from the deadline for submission. USSA will make every effort to select a firm/institution within this period.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

Content of Proposal

Technical Component

The technical component of your proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

- Proposed number of personnel to carry out the assignment
- Implementation and support requirements
- If applicable, bidders must indicate the planned use or reliance on any third party products or services, which the client would be required to purchase. Bidders should refer to the section on metrics in order to establish number of licenses required. It should be clearly indicated whether these products are included in the base price of the contract or whether the client will be expected to meet these costs outside of the contract.
- Description of the firm, its qualifications and references

Price Component

Your price must be quoted in US Dollars. The price should be comprised of two sections.

The first section is the price of your bid covering fees. If applicable, include any software licenses or other fees. Your price should include the following itemized supporting information:

- Breakdown of the total person-days required
- A daily rate;
- An all-inclusive rate for the period indicated;
- Other costs, if any (indicating nature and breakdown).

Please note that USSA is not bound to select any of the firms/institutions submitting proposals. Furthermore, since a contract would be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, USSA does not bind itself in any way to select the firm/institution offering the lowest price.

Bidder Presentations

At the discretion of USSA, selected bidders may be invited to present or meet in person during the selection period. Meetings should be conducted within two working days of notification.

General and Contractual Conditions

Services under this contract will be supplied under a standard Agreement for Performance of Work (APW).

Knowledge and experience

The consultant or company should demonstrate the following knowledge and experience:

- Education: University education in Computer Science or a related field.
- Languages: Fluency in English or French and good working knowledge of the other.
- Functional/technical knowledge: Expertise in open source content management systems, graphic design and usability.
- Professional experience: At least 3 years of experience in web development, experience in usability and accessibility, proven experience in graphics design an asset.

Competencies

- Reliable service provider who consistently delivers useful technical and operational support to diverse client requirements.
- Effective communicator who can bridge the user/technical divide expanding IT comprehension and involvement of users while ensuring full integration of other technical contributions to the systems development process.