

# SECRETARIAT GENERAL

## DGII DEMOCRACY

SUPPORT TEAM OF THE SPECIAL REPRESENTATIVE OF  
THE SECRETARY GENERAL FOR ROMA ISSUES



REF : CALL FOR TENDERS ROMACT/ROMED

Strasbourg, 24 June 2014

### **Subject : Call for Tenders ROMACT and ROMED Websites**

Dear bidder,

The Council of Europe is organising a Call for Tenders for the redesign of the ROMED website (<http://coe-romed.org>), as well as the development of a data-processing tool related to data collection and information management linked to the ROMED and ROMACT Programmes (<http://coe-romact.org>). Separate quotes are requested for the hosting and maintenance of the two websites.

You are invited to present an offer in accordance with the requirements set out in the appended tender file.

The deadline for submission of bids is 6 July 2014 at 23:59. Bids must be sent by post, the postmark being proof of posting, and should be enclosed in a sealed envelope marked:

**Only to be opened by Mr Sixto Molina, Head of the Support Team of the Special Representative of the Secretary General on Roma issues**

***Reference / Call for Tenders ROMACT/ROMED websites***

The envelope should be enclosed within another addressed to  
(valid only for this call for tender)

**COUNCIL OF EUROPE**  
**For the attention of Mr Sixto Molina, Head of the Support Team of the Special Representative of the Secretary General on Roma issues**  
***Reference / Object Call for Tenders ROMACT and ROMED Websites***

**B.P. 7**  
**F-67075 STRASBOURG CEDEX**  
**France**

Bidders are requested to indicate their name and address on the outside envelope for identification purposes.

A copy of the application sent by post to the Tenders Board's postal address may also be sent by e-mail exclusively to the address of Mr Sixto Molina, Head of the Support Team of the Special Representative of the Secretary General on Roma issues: [romed@coe.int](mailto:romed@coe.int). Bids submitted to another address or e-mail account will be excluded from the procedure.

If you require further information on this call for tenders, please contact [romed@coe.int](mailto:romed@coe.int). You are kindly invited to inform us in writing (by post or email) if you decide not to respond to this tender or you wish to withdraw from the process.

Pursuant to an award, the bidders will be informed in writing.

### **APPENDIX - TENDER FILE**

Council of Europe  
F-67075 Strasbourg Cedex  
FRANCE

Tel : +33 (0)3 88 41 32 41

Fax : +33 (0)3 90 21 40 53

E-mail : [romed@coe.int](mailto:romed@coe.int)

<http://www.coe.int>

All bidders are required to submit their offers based on the following **technical specifications**:

#### ROMED-related tasks

1. Host the website [www.coe-romed.org](http://www.coe-romed.org) from 1<sup>st</sup> July 2014 to 31 December 2014;
2. Ensure hosting and technical support for the [@coe-romed.org](mailto:@coe-romed.org) email addresses until 31 December 2014;
3. Redesign the ROMED website ([www.coe-romed.org](http://www.coe-romed.org)) in accordance with the instructions issued by the Support Team of the Special Representative of the Secretary General for Roma issues, while preserving certain features such as the online and data collection tool and mappings of implementation previously produced;
4. Provide technical assistance in the content update of the [www.coe-romed.org](http://www.coe-romed.org) website;
5. Maintain and provide technical support for the already existing online data collection tool and the Google-based mapping system of ROMED implementation displaying the Municipality files where ROMED is implemented (**11 countries at present with the possible inclusion of three new countries this year**), visible on the main page of <http://coe-romed.org> and automatically linked to the reporting of the National Project Officers and Trainers/Facilitators;
6. Improve the google ranking of the website.

#### ROMACT-related tasks

1. Host the website [www.coe-romact.org](http://www.coe-romact.org) from 1<sup>st</sup> July 2014 to 31 December 2014;
2. Ensure hosting and technical support for the [@romed-romact.org](mailto:@romed-romact.org) email addresses until 31 December 2014;
3. Maintain and provide technical support for the already existing online data collection tool and the Google-based mapping system of ROMACT implementation displaying the Municipality files where ROMACT is implemented (**five countries at present with the possible inclusion of two new countries**), visible on the main page of <http://coe-romact.org> and automatically linked to the reporting of the National Project Officers and Trainers/Facilitators;
4. Develop a data-processing tool enabling the interpretation of the information already collected via the existing data collection and online reporting tool;
5. Include a feature allowing for photos to be uploaded on each country page;
6. Produce a report on the feasibility of the creation of an e-learning platform for mediation based on feedback from beneficiaries;
7. Create the French translation of the website (main page, menus, fix content).
8. Improve the Google ranking of the website.

#### Deliverables

Bidders must provide the Support Team of the SRSG with the following documents, in addition to the offer (please click on the links):

- [The detailed functional specification document \(only available in French\).](#)
- [The technical architecture file \(only available in French\).](#)
- [The user manual.](#)

#### Selection Criteria

Bidders will be assessed, according to the following weighing factors, on:

- Their ability to meet the above-mentioned technical specifications, notably the creation of the data processing tool and redesign of the ROMED website (70%);
- Their capacity to ensure the annual hosting of the site and renewal of the current domain (30%).

#### Exclusion Criteria

Bidders will be excluded from the consultation process if they:

- Are subject to bankruptcy, liquidation, legal termination, arrangement with creditors or any other similar procedure;
- Have been finally convicted (with no possibility of appeal) of an offence concerning their professional conduct;
- Have been found guilty of grave professional misconduct;
- Have failed to fulfil their obligations relating to the payment of taxes or social security contributions;
- Do not have sufficient company capital to cover the scope of the tasks envisaged.