



Request for Proposal

Web Maintenance and Development Services

TERMS OF REFERENCE FOR PROVIDER

January 2025

1 BACKGROUND

The Global Crop Diversity Trust (Crop Trust) is an international organization with headquarters in Bonn, Germany whose mission is to ensure the conservation and availability of crop diversity for food security worldwide. For further information about the Global Crop Diversity Trust, consult the web page at <http://croptrust.org>.

2 OBJECTIVE

The Crop Trust's website <http://croptrust.org> is built on TYPO3, a content management system that supports our mission by providing a reliable and secure platform to communicate with global audiences. We are seeking to engage a web development agency to help us maintain and further develop our corporate website and ensure its optimal performance, security, and user experience.

3 GENERAL TERMS OF WORKING RELATIONSHIP

3.1 Working Language The working language at the Crop Trust is English. The developers must be fluent in English, and all source code, comments, and exchanges must use the English language.

- 3.2 Programming Languages:** The website is built on TYPO3. Developers must have demonstrated expertise in PHP, MySQL, HTML, CSS, and JavaScript. Familiarity with TYPO3's extension development, TYPO3 APIs, and TYPO3's templating engine (Fluid) is essential.
- 3.3 Intellectual Property:** The provider guarantees that all source code contributions are their intellectual property and will release all intellectual property produced under this contract to the Crop Trust.
- 3.4 Location and Time Zone:** Developers must be available for weekly virtual meetings with the Crop Trust to discuss progress and open priorities. The Crop Trust core working hours are 10:00 - 15:00 (Bonn time). While developers are not required to be in the same time zone, they are expected to make themselves available during the Crop Trust's core hours.
- 3.5 Contract Duration:** The duration of the contract is one year, with the possibility of an extension.
- 3.6 Contract Type:** The services will be provided on an on-demand basis, and payments will be made on a pay-for-work basis. Commitments will be made upon ad hoc requests by the Crop Trust.

4 SCOPE OF WORK

The successful applicant will be responsible for:

- **Web Maintenance:**
 - Regular updates to the TYPO3 CMS to ensure functionality and security.
 - Monitoring and resolving website performance issues.
 - Conducting periodic backups and recovery testing.
 - Maintenance of your TYPO3 website.
- **Back-End Development:**
 - Implementing new features and functionalities in alignment with the Crop Trust's evolving needs.
 - Developing custom TYPO3 extensions or modules as required.
 - Ensuring seamless integration of third-party tools and APIs.
- **Hosting Services:**
 - Hosting of our TYPO3 project with reliable infrastructure and support.

- **General TYPO3 Service & Support:**
 - Providing prompt resolution for technical issues.
 - Offering guidance and training for in-house staff on TYPO3 use.
- **Strategic Enhancements:**
 - Recommending and executing enhancements to improve website performance, accessibility, and user experience.
 - Staying up to date with TYPO3 best practices and emerging trends to maintain the site's competitive edge.

4.1 Estimated Amount of Work

The estimated workload is approximately 20 hours per month, although this may vary throughout the year based on the Crop Trust's needs. Historically, this has included periods of increased activity to accommodate specific project deadlines or feature rollouts.

5 MEASURING SUCCESS

- The primary factor in measuring the success of the collaboration with the outsourcing provider is the delivery of a high-quality product. We expect a well-designed, user-friendly, and functional website that meets the requirements and standards outlined by the Crop Trust.
- The second factor is adherence to deadlines. It is crucial that the provider consistently delivers work on time and demonstrates the ability to address issues promptly and efficiently. Timely and speedy resolution of problems is a top priority for the Crop Trust.

6 PROPOSAL COMPONENTS

- **Technical Proposal:** Description of your approach to managing collaboration with the Crop Trust and details of your team's experience and qualifications.
- **Financial Proposal:** Hourly or daily rates applicable to all services.
- **References:** Contact details for at least three clients for whom you have provided TYPO3 maintenance and development services.
- **Portfolio:** Examples of TYPO3 projects you have managed or developed.

7 PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated on the basis of:

- Supplier Self-Assessment (5%)
- Technical expertise and proven experience with relevant software (50%)
- Daily/hourly rates (30%)
- Responsiveness and communication (15%)

For the above-mentioned items a series of quantifiers shall be used to objectively evaluate and compare bidder proposals.

8 VAT

The Crop Trust has tax exempt status in Germany and is eligible to claim back VAT directly from the Government. Please indicate clearly in your proposal if you will accept our tax exempt status by not charging VAT, and please budget accordingly. If you are not able to accept our tax exemption, the assessment of your offer will be based on gross amounts. Assessments of quotes from German companies are generally based on offers excluding VAT.

9 PROPOSAL APPLICATION & SUBMISSION REQUIREMENTS

- 9.1 Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes listed in the Terms of Reference. Documentation must also include supporting examples to address the evaluation criteria.
- 9.2 Tender application forms must be **completed in full** – DO NOT refer us to your CV, Technical Proposal or website. Failure to complete the forms in full will mean your application will not be eligible.
- 9.3 Interested applicants are requested to submit their proposals based on the outlined above and the calendar of activities to the procurement office no later than Friday 16 February 2025, 23.59 CET
- 9.4 The bidders accept to be bound by their proposals for a period of 30 days following the deadline of submitting proposals as indicated in 9.3 above.
- 9.5 Only emails, including proposal documents, sent solely to: procurement@croptrust.org will be considered. **Please note, any documents sent (even in copy) to individual members of the Crop Trust, will be automatically excluded from the tender process.**

10 BACKGROUND INFORMATION

The Crop Trust was established in 2004 through a partnership between the United Nations Food and Agriculture Organization and CGIAR acting through Bioversity International. It works to conserve crop diversity to protect global food security.

11 General Bidder Information

Please note: for information or feedback on the procurement process, please address your email to procurement@croptrust.org

Please be advised that the Crop Trust is not bound to accept any proposal, nor award a contract or purchase order, nor be responsible for any costs associated with bidder's preparation and submission of a proposal, regardless of the outcome or the manner of conducting the selection process.