

SERVICE ADVERT FOR IT CONSULTANT IN THE FRAMEWORK OF IMPEL PROJECT CREATION OF A NEW WEBSITE INVITATION TO TENDER

The **European Union Network for the Implementation and Enforcement of Environmental Law (IMPEL)** is an international non-profit association of the environmental authorities of the European Union Member States, acceding and candidate countries of the EU, EEA and EFTA countries. The association is registered in Belgium and its legal seat is in Brussels. Currently, IMPEL has 55 members from 36 countries and its working language is English.

The Network's **objective** is to create the necessary impetus in the European Community to make progress on ensuring a more effective application of environmental legislation. It promotes the exchange of information and experience and the development of environmental legislation. IMPEL has developed into a widely known organisation in the environment field and is mentioned in several EU legislative and policy documents.

To achieve its objectives, IMPEL **funds specific projects** and other activities. To disseminate results and supporting tools to environmental authorities and other interested stakeholders. Impel requests a purpose-optimised, easy accessible, contemporary and international WEBSITE.

Consequently, IMPEL is looking for a **service provider** to deliver the content framework and technical requirements for the IMPEL website, which are described in more detail in the following text. In addition, we would welcome the provider's service offer for minimum 12/5 for a trouble-free use of the website.

Service specification

1. Setting up a new hosting solution on our Impel Server for multiple Websites
2. Designing and structuring the new IMPEL website (desktop and mobile)
3. Consideration of the following components

Time schedule

1. Drafting a website structure according to the requirements below and additional clarifications of IMPEL until end of September
2. Testing and optimising a first version in October
3. Accompanying the launch of the website by November 2021.
4. Final installation and introduction to the Network December 2021.



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the Implementation and Enforcement
of Environmental Law

Essential Requirements

- 1) Setting Up the Website:
 - a) Importing old blog and news entries and implementation of XML and SQL databases
 - b) Implementation of various plug-ins and APIs (search engines, translator, summarizer, survey tool, basecamp, google analytics, maps, read aloud tool e.g.)
 - c) Creation of a confidential log-in area for IMPEL Members
 - d) Integration all existing websites of the organisation
 - e) Implementation of a solution for viewing videos, with minimal performance losses, e.g. hosted externally
 - f) Search Engine Optimization (ex. of keywords “Environmental Compliance”, “Environmental Law”, “Environmental Crime”)
 - g) Hosting various e-Mail addresses
 - h) System for managing newsletters (creation and distribution)
 - i) Install an automatic and effective data backup
- 2) Conditions:
 - a) Securing GDPR compliance and data security at its highest standards
 - b) Design of the Website in accordance with [European law](#)
 - c) Effective and constructive working relationship to the project manager
 - d) Regular documentation and presentation of project progress to the project manager and the board
 - e) Accompanying the launch of the new website until it is fully functional
 - f) Provision of the complete access data
 - g) Agreement on full IMPEL ownership of all intellectual property rights related to the generated website and all associated data
- 3) User Experience:
 - a) Confidential log-in area for social exchange of members, with chat functions, access to training videos and documents with a booking system to book trainings and conferences
 - b) Access the database(s) through a guided search mask/functions
 - c) Search the open area and/or the confidential area (if user has access) by date/subject/free text
 - d) Translate documents or sites into any European language
 - e) Read summaries of documents
 - f) Ability to write tickets or queries to the IMPEL team
 - g) Internal question Experts BOX on specialized topics through tickets/chats
- 4) IMPEL Admin experience:
 - a) Intuitive and easy Content Management System (CMS) to organize information, and edit and update the website, manage newsletters by employees of IMPEL
 - b) Simple System to answer Queries/Tickets
 - c) Hosting Live Webinars
 - d) LCMS (Learning Content Management System) and the possibility to translate (videos and documents) into all European languages
 - e) Monitoring System with analytics
 - f) Archive
 - g) User role management

Conditions

1. Your offer should contain detailed financial data and include VAT.
2. The service provider will be bound by IMPEL's confidentiality, IP, GDPR rules and regulations and conflict of interest agreement which should be signed along with the acceptance of the contract.
3. All communication will be conducted in English.
4. Changes will be discussed beforehand with the IMPEL project leaders and implemented only after written approval.
5. The service provider will report to the IMPEL Project Leader and, if requested, to the IMPEL Chair or Vice-Chair.
6. The service provider, upon request of the Project Leader and/or the Board will take part to IMPEL virtual meetings regarding this project.
7. Earlier termination of the service contract may be initiated by IMPEL if:
 - a. The quality and quantity of services rendered is not sufficient and
 - b. Adequate warning, consultation and request to improve within a deadline of 20 days of receipt of IMPEL's notice has been provided without satisfying results. In that case, IMPEL has the right to retain payments for obligations rendered with insufficient quality or quantity.

Application

1. All applications should be made in English via e-mail and include:
 - References of companies you worked for reg. websites
 - Details to your company (legal form, Tax number, number of the commercial register, number of employees, If- international co-operations)

Recipient:

- Will.Fawcett: info@impel.eu
- Johannes.Ortler: johannes.ortler@impel.eu

The deadline for applications has been extended until the 20th September. Shortlisted service providers will be informed shortly after this date.

Teleconference (Skype/TEAMS) interviews with those shortlisted will be conducted in the following days

For more information on the tendered service, please contact

- johannes.ortler@impel.eu