

# Invitation to tender for the contract of Web Developer

## Introduction

The purpose of this document is to invite tenders for the contract of web developer that will design, develop, implement and provide post-implementation support for a new ASSIST website. The website will replace the existing website at [www.assistsheffield.org.uk](http://www.assistsheffield.org.uk).

## Background to the project

ASSIST Sheffield is a volunteer-led charity that provides small grants, accommodation and other support to destitute asylum seekers. In order to be able to provide these services we are totally reliant on grants and on the generosity of our supporters.

Our existing website is a Drupal site built 5 years ago by volunteers. It does not reflect our branding and is no longer considered fit for purpose.

We use a CRM called CiviCRM for supporter data, donation tracking and case management. However, many inward donations currently come via JustGiving, so we lose a significant amount of money in JustGiving fees and expend admin effort in transferring data into CiviCRM.

We want the new website to interface with our CRM system to facilitate online registration of supporters, online donations, fundraising campaigns, event registration etc. The website will be hosted alongside the existing CiviCRM, and will use the same Drupal install.

## The project: work to be undertaken

The project will comprise working with the ASSIST web development team on the development of a new Drupal website from the gathering of requirements to implementation and a period of post-implementation support.

The ASSIST web development team includes people with Drupal knowledge (specifically server and back-end, content management and some site building skills) and CiviCRM skills. The key skills that we need from the commissioned developer are the theming, presentation and coding skills required to build a visually excellent website that will encourage donations, help us to grow our supporter base, and engage the attention of all our target categories of site-visitors.

The logo for ASSIST Sheffield, featuring the word "ASSIST" in a large, white, stylized font with a curved underline, and "SHEFFIELD" in a smaller, white, sans-serif font below it. The logo is set against a dark purple, brush-stroke-like background.

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## Detailed description of work

Working alongside the ASSIST web development team and seeking sign off at appropriate stages;

### Phase 1 (April - May)

- Session with ASSIST team and commissioned developer to work out design/user journey requirements.
- Agree project plan.
- ASSIST team to link up CiviCRM with site and build payment gateway
- Design proposal from the commissioned developer to be run past team.

### Phase 2 (June - July)

- Once edits to design proposal agreed, the commissioned developer to start building theme which incorporates our branding.
- Commissioned developer to advise ASSIST team on photo requirements.
- ASSIST team to finalise content and gather photos.
- Commissioned developer to work alongside ASSIST team during theme development allowing for 2 iterations.
- Commissioned developer to provide advice on content effectiveness and SEO.

### Phase 3 (August)

- User acceptance testing from wider ASSIST team
- Commissioned developer to sign off on web related legal issues e.g. payment gateway, data protection

## Budget

£3,000 including VAT

## Necessary attributes

- **A creative vision for the overall look and experience of the site:** An understanding of the use of story and emotion in charity websites.
- **Experience of theming and building with Drupal:** Credibility and proven expertise in website development evidenced by a portfolio of drupal sites they have built and themed.
- **Capacity/Time to give to the project:** Sufficient people and time to work on the ASSIST website to allow its completion within time and budget.
- **Good at working collaboratively:** ASSIST would like to be able to modify the site in future and would like to be involved closely in the development of the site.
- **Project management skills:** Ability to keep to deadlines and reach milestones through project planning.
- **Be available** to provide post-implementation support (on a future support contract ).



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## Desired attributes

- **Share the values of ASSIST:** Understand and connect with ASSIST's mission and vision (<http://www.assistsheffield.org.uk/about>).
- **Experience of working alongside volunteers in not-for-profit organisations**
- **Experience and knowledge of CiviCRM.**
- **Knowledge of laws and standards:** In particular data protection, online fundraising and accessibility guidelines.

## Management and support of the project

The work of the commissioned individuals/team(s) will be overseen by the ASSIST web development team. As well as making the web development team available for meetings as necessary, ASSIST will provide a single point of contact and will expect the commissioned team to do likewise. ASSIST will expect to sign off at various agreed points during the project, and before the website goes live.

## Format for responses

The tender proposals should include:

- an outline of the approach that will be taken to establishing and delivering the project
- details of the individuals who will lead, manage and deliver the project and details of their experience, formal training/qualification and knowledge of the charity sector in the UK.
- examples of previous work including URLs and preferably access to source code.
- detailed costs
- a timetable for the project
- contact details of two referees.

If there are any queries regarding this brief, please contact Declan Walsh  
[declan.walsh@assistsheffield.org.uk](mailto:declan.walsh@assistsheffield.org.uk)

## Tender evaluation process and timetable

The timetable for the process will be as follows:

- The deadline for submission of tenders is 12 noon on Wednesday 22nd March
- Hangout/real-life interview for the shortlisted tenders - Week Beginning 27th March
- The target date for completion for the negotiation of the contract is the week beginning Monday 3rd April.
- Subject to contract negotiation, the award of the contract is expected to be offered to the successful tenderer by Friday 7th April.



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