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|  | Jobs at FSWC - First Steps Womens Centre Dungannon County Tyrone |

**Funded by The National Lottery Heritage Fund – thanks to National Lottery players**

# Tender Specification – Website Development

## Overview

First Steps Women’s Centre (FSWC) invites tenders from qualified web development agencies to design, develop, deploy, and host a dynamic website for our “Heritage Journeys: Voices of Migrant Women in Mid Ulster” project, funded by The National Lottery Heritage Fund – thanks to National Lottery players.  
  
The website will showcase over 100 personal stories and 20–25 short videos documenting the experiences, traditions, and cultural heritage of migrant women living in Mid Ulster. The site must allow for stories and videos to be published as they are completed, creating a living digital archive.

## Scope of Work

Design & User Experience

- Deliver a visually engaging, culturally sensitive, and brand-aligned website.  
- Ensure mobile responsiveness and cross-browser compatibility.  
- Provide intuitive navigation, including search, filters by country of origin, and timeline views.

Content Management System (CMS)

- Develop a secure and user-friendly CMS, enabling FSWC staff to upload, edit, and publish stories and videos without technical expertise.  
- Provide version control, workflow approvals, and digital asset management for transcripts, photos, and raw video files.

Multimedia Integration

- Embed high-quality video streaming, audio clips, and image galleries.  
- Support at least 25 video entries and 100 story pages.

Training & Support

- Provide written documentation and live training for project staff.  
- Establish a dedicated support channel with guaranteed response times.

## Technical Standards

CMS

- Open-source or proprietary system with WYSIWYG editor and customizable fields.

Hosting

- Secure, scalable hosting with a 99.9% uptime SLA for five years.  
- Managed hosting including regular updates, backups, and security patches.

Performance & SEO

- Page load under 3 seconds.  
- Metadata fields and SEO optimization tools.  
- Optional CDN integration.

Accessibility

- Full compliance with WCAG 2.1 AA standards.

Security

- HTTPS, secure backups, and protection against common vulnerabilities.

## Digital Licensing Requirements

All outputs must be licensed under Creative Commons as CC BY 4.0.

## Safeguarding, Ethics & Legal Requirements

- Compliance with GDPR and best practice in data protection.  
- Ensure responsible, respectful, and culturally sensitive representation of participants.  
- Maintain confidentiality and uphold FSWC safeguarding policies.

## Project Management & Collaboration

- Work closely with FSWC staff and project coordinator.  
- Provide clear project milestones, with regular updates and review points.  
- Meet agreed deadlines for both soft launch and full launch.

## Outputs

- Fully functional website meeting the above requirements.  
- CMS documentation and training materials.  
- Ongoing hosting, maintenance, and support for five years.

## Experience & Skills Required

- Demonstrated experience in designing and hosting high-quality, accessible websites.  
- Proven track record of working with heritage, cultural, or community organisations.  
- Technical expertise in CMS development, security, hosting, and multimedia integration.  
- Commitment to equality, diversity, and inclusion.

## Added Value

We welcome proposals offering additional benefits, such as:  
- Long-term digital preservation strategies.  
- Multilingual support.  
- Innovative ways of engaging online audiences.

## Scoring & Selection Criteria

1. Understanding of the Project & FSWC’s Aims – 20%  
2. Relevant Experience & Quality of Past Work – 25%  
3. Approach & Methodology – 20%  
4. Technical Skills & Standards – 15%  
5. Budget & Value for Money – 10%  
6. Reliability & Capacity – 10%  
Minimum Pass Mark: 60% overall and at least 50% in each of the first three criteria.

## Submission Requirements

Please include:  
1. Examples/links to at least two relevant website projects.  
2. A proposal outlining your approach, methodology, and sensitivity to cultural heritage.  
3. Proposed timeline from development to launch.  
4. Detailed costings, including development, licensing, hosting, maintenance, training, and VAT (if applicable).  
5. Company profile and CVs of project team.  
6. Evidence of insurance cover for public liability and professional indemnity.  
7. References from at least two similar projects.

## Closing Date

Closing Date for Applications: [Insert Date]  
  
Send submissions to: Michael McGoldrick – fswc.tenders@gmail.com  
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