

Web and database development adviser

Background

ENN are seeking the services of a Web and Database Development adviser to assist in finalising our requirements for development and migration of the ENN's existing database and migration of our existing website(s)¹ to an alternative platform which can meet current and future user, functional and internal management requirements.

The **objectives** of the website redevelopment are to:

1. Develop a website that represents who ENN are, our vision and purpose.
2. Move the site(s) to a better performing platform.
3. Enable more in house change management.
4. Improve the user experience and navigation.
5. Address key functionality challenges.
6. Optimise access through mobile devices and for those with low bandwidth.
7. Design for the future, thinking about (as far as we can) future audience needs and experiences of the ENN sites.
8. Reduce the management costs of our sites.
9. Enable in-house control over future website changes to content, structure, and functionality.

The **purpose of this consultancy** is to:

1. assist in reviewing the existing sites and user requirements drawn up to date to identify the most appropriate solutions, and
2. to assist in the subsequent procurement process, including drawing up the requisite technical specifications and terms of reference for seeking competitive quotations.

The proposed website redevelopment project will be implemented in two phases as follows:

- **Phase 1:** Drafting of the site map and selection of the website platform, language, and CMS, review and tagging of website content in preparation for migration, development and migration of the existing database(s), enhancement to some features of the existing en-net platform.
- **Phase 2:** Creation of the wire frame, website design, writing/updating of content, coding, testing, review and launch.

Advice will also be needed on the feasibility, costing and timings required for this approach. Due to organisational capacity and funding constraints, it will not be possible to redevelop the website and database as a single project.

Conflict of Interest

The successful consultant and/or their company or associates will be expressly excluded from consideration for undertaking the database and website development work to remove any risk of conflict of interest. Furthermore, the successful consultant will be required to sign a 'Conflict of Interest declaration' setting out any pre-existing interests and his/her agreement not to work for or provide advice to any company which then quotes for the website or database development work.

¹ It is assumed that the ENN website (www.enonline.net) will be migrated to a new platform and links between the en-net platform (<https://www.en-net.org/>) and the new website will be enhanced but the en-net platform itself will remain unchanged.

Scope of work

ENN are looking for a consultant who can work with us as needed on the following areas of work.

Database development advisory work

- Review the new database requirements proposed for ENN and the stand alone en-net platform and their suitability in meeting ENN's current and future data management needs.
- Advise on the selection of an appropriate database to meet these requirements.
- Provide written guidance on the process for migrating the existing database contents including data GDPR compliance and communication with users
- Assist in drafting a technical specification for the database development.
- Assist in the selection of an appropriate supplier for the database development

Website development advisory work

- Review the existing website and user and management requirements that have been compiled for ENN's website and highlight any gaps, constraints, or significant cost implications in meeting the current and future requirements as proposed.
- Advise on the selection of an appropriate website platform, language, and CMS to meet these requirements.
- Make recommendations on the best approach to the website redevelopment considering current priorities, and budgetary and capacity constraints.
- Provide guidance on work that can be done in house, in advance, to support the process for migration including tagging of resources, drafting of the site map, tagging content etc
- Assist in drafting a technical specification for the website development (in phases as appropriate).
- Assist in the review of proposals/quotations and selection of an appropriate web developer for the work.

This work is expected to start from week commencing 9th August 2021.

Application process

Please submit a **CV and covering letter (max 2 pages)** outlining how you would approach this consultancy and your relevant skills and experience in meeting our requirements. The covering letter must include your **daily rate in GBP and availability** during office hours between now and November 2021. No expenses will be paid as all communications will be conducted remotely with no requirement for travel.

The successful consultant will be awarded a Framework Agreement covering a period of 12 months but with no commitment to a specific number of days. As a guide, we anticipate a requirement of 2 days/month over next 6-12 months.

You will be working as an independent contractor and nothing in the Agreement shall render you an employee, worker, agent or partner of ENN.

Please submit your CV and covering letter to Gill Price at gill@enonline.net by **25th July 2021**