**Request for Proposal**

The Redesign of the Grenada National Training Agency [GNTA] Website

**Background**

The National Training Agency [GNTA] was enacted in May 2009. It is the body responsible for overseeing, designing, monitoring, promoting and establishing Technical and Vocational Education and Training [TVET] to meet Grenada’s skills development needs. The NTA reports to the Grenada Council for Technical and Vocational Education and Training [GCTVET]. The Council manages the Agency by providing oversight, supervision and guidance.

As part of overall efforts to improve its public relations and web presence, GNTA is desirous of engaging a Web Development Consultant/Firm to redesign GNTA’s current website [[www.grenadanta.gd](http://www.grenadanta.gd)]. This is to enhance GNTA’s overall online presence. It is the aim of GNTA to have a structured, user-friendly website that supplies Training Providers, Consumers, Regional Agencies and other Stakeholders with up to date and relevant information about the Agency and its activities.

GNTA therefore wishes to engage a Web Development Consultant to undertake a short-term project to redesign its current website.

**Objectives**

The objectives of this consultancy are to:

1. Review the existing website [ [www.grenadanta.gd](http://www.grenadanta.gd) ] and web presence for the Agency;
2. Redesign the website [www.grenadanta.gd] with a new look and feel and in a manner that makes it easy to maintain and update;
3. Redesign the website to be responsive, modern and clean;
4. Improve the website information architecture to provide easier navigation, interactivity, user-friendliness and accessibility to information and activities on the site [Content focused].
5. Improve the website’s capability for timely information updates through the use of a Content Management System;
6. Supply a Content Management System that will not require the need for advanced webmaster skill-set to add new pages, content and to make changes to existing pages and content;
7. Provide basic training to selected GNTA staff in updating and maintaining the redesigned GNTA website;
8. Perform testing of the redesigned website and handing over;
9. Provide a platform that allows the Agency to create and share digital resources inclusive of photo gallery, videos and digitized-interactive documents; and
10. Provide website support services for eight (8) months after the handover of the redesigned website.

**Scope of Work**

The Consultant must deliver to GNTA a redesigned and fully operational website based on the following scope of work:

1. Develop a project plan for the entire scope of work. This plan must at a minimum outline the different phases of the project, the specific list of deliverables and the key performance indicators for service delivery.
2. Conduct an audit of the Agency’s website and web presence with a view to identifying and analyzing the weaknesses of the current website and suggesting recommendations for improvement. Upon completion of the audit the Consultant must submit an Audit Report which will provide a synopsis of the Consultant’s findings and recommendations. The audit must include review and recommendations for hosting and infrastructure support as it pertains to the website.
3. The Consultant must provide a comprehensive Content Management System Software solution that will permit GNTA’s non-technical staff to update the content.
4. The Consultant must redesign GNTA’s website [www.grenadanta.gd]. The redesigned website must:
   1. Have a professional clean overall theme and layout;
   2. Incorporate and provide new graphics and photos to produce an overall pleasing visual appeal;
   3. Provide capability for user-interactive features such as video streaming, picture slide show, user comment/question submittal, online form submittal;
   4. Contain user friendly navigation bars and menus [e.g. Mega-Menu] that are easily updatable by GNTA staff;
   5. Provide capability for ‘Searchable Documents’, Media Gallery and ‘Download-Page’;
   6. Be able to handle email inquiries from third parties and direct to the appropriate GNTA staff;
   7. Be able to create, email and archive GNTA newsletters, annual reports and other E-documents;
   8. Be able to allow Users to submit their contact information [for creation of database] and to be sent electronic correspondence;
   9. Be able to embed social media posts from Facebook, Twitter, Instagram, etc.
   10. Be compatible with and display well in browsers such as Internet Explorer, Chrome, Firefox, Safari; and
   11. Be compatible and accessible with mobile Operating Systems and devices
   12. Be able to incorporate search capabilities for quick access to information on site,
   13. Provide capability for User ID Registration for access to website content
5. The Consultant must test the functionality of the redesigned website and provide GNTA with a preliminary demonstration presentation.
6. The Consultant must convert all content and documents from the existing website into the redesigned website after the same has been tested and presented to the Agency.
7. The Consultant must provide configuration of the website on the approved and hired server.
8. The Consultant must provide content management training for a minimum of two (2) GNTA employees. Such training must include the updating and maintaining of the redesigned website.
9. The Consultant must also perform a hand over session with the staff of GNTA. During that session the Consultant will:
   1. Present and demonstrate the final version of the redesigned website including its functions and elements;
   2. Describe the activities and tasks undertaken during the assignment and the circumstances that impacted positively or negatively on the conduct of the assignment;
   3. Present all of the conclusions and recommendations arising from the assignment; and
   4. Show how the stated objectives and specified requirements of the assignment have been achieved;
10. The Consultant must also provide eight (8) months of website support, content management service and maintenance from the date the redesigned website becomes live. Such customer support shall include remote online support when necessary.

**Implementation Schedule**

GNTA anticipates that this consultancy will be undertaken in twelve (12) weeks.

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| **DELIVERABLE** | **TIME** |
| Completion of Project Plan, audit and presentation of Audit Report | Week 1 – 2 |
| Development and design of website | Week 3 – 7 |
| Testing of redesigned website | Week 8 |
| Preliminary demonstration of redesigned website | Week 9 |
| Porting of existing content and new information to redesigned website | Week 10 |
| Training of GNTA staff | Week 11 |
| Completion of hand-over session | Week 12 |

**Request for Proposal (RFP) Process**

Responses must be received by **19 September 2020** by email to [executive@grenadanta.gd](mailto:executive@grenadanta.gd) with the ‘SUBJECT” entitled “**Redesign and Development of the GNTA Website**”

Submissions should contain the following:

* + 1. A letter of interest;
    2. Overview of the firm or individual submitting the proposal;
    3. Name/s of individual or team that will work on this project as well as their relevant experience;
    4. A proposal narrative which should include your understanding of the scope of work and your vision for the project;
    5. Detailed timeline for the conduct of the audit, creation of the redesigned website, the conduct of training for GNTA staff and the handover of the redesigned website;
    6. A detailed outline of the pricing of this project. The proposed budget must include the costs for the acquisition of software, design and development of the redesigned website as well as training in the content management system;
    7. Information on the proposed content management system;
    8. Samples of a minimum of (3) three links to previous design work relevant to this project and;
    9. Reference contacts for previous design work relevant to this project, undertaken by the bidder;