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**Request of the expression of interest
to provide consultancy services for transferring the website of TB Europe Coalition (TBEC) to a new
platform**

The TB Europe Coalition (“TBEC”), non-profit foundation registered in the Netherlands, is pleased to announce a call for expression of interest for transferring the website of TB Europe Coalition (TBEC) to a new platform in the framework of the implementation of project: [Enhancing the capacity and capability of European civil society to drive a person-centred TB response in Europe.](#)

Scope of work

Transfer digital content of 2-language TBEC website from WordPress to a more updated software application with necessary improvements, namely:

- Transfer the existing 2-language TBEC website from WordPress to a more updated software application;
- Ensure exact correspondence of the content in Russian and English versions of the website: home page, categories, subcategories, and pages should stay synchronized when switching to another language version;
- Unify the main Menu in English and Russian version
- Correct the functional errors existing in the current website;
- Website adaptation for mobile and desktop devices;
- Add spam protection to the feedback form at the “Join Us” page;
- Design and add a button to the website that would lead to a YouTube page;
- Add a page “Support us” section to the current menu structure, which will contain a text paragraph, illustration, and a data collection form (first name, last name, organization, email). The submitted data must be uploaded to a file type (Word, Excel, etc.). This page should be easy to change and adjustable to the needs of the activities.
- To prepare the step-by-step guide for TBEC staff for managing the website platform;
- Readjust the work of the “Search” function.

Expected outcomes:

- The Company or Individual consultant will transfer the existing 2-language website to an updated platform including new functionality.

Duration of the assignment and remuneration provisions

- The work is expected to start after the signature of the specific agreement for individual consultancy services.
- The duration of the agreement is starting in September 2022.
- Final number of consultancy days is subjected for negotiation in line with the budget availability and cost-effectiveness of the consultancy proposal.
- Consultant will be evaluated based on the qualifications; consultancy fee will be negotiated based on the consultant’s expertise evaluation results.

Conditions:

1. Company or Individual consultant are invited to submit an expression of interest for the consultancy services mentioned above.
2. Your expression of interest should contain the following documents:
 - ✓ Portfolio with proven experience and qualifications (in Eng/Rus, not more than 3 pages);

- ✓ Motivation letter (in Eng/Rus, not more than 3 pages), clearly describing the existing experience in the area of the proposed assignment.

Failure to meet these requirements will lead to automatic disqualification of the application.

3. All documents for expression of your interest should be submitted electronically to Olesya Murha, Administrative Officer, TBEC, at the following address: murha@tbcoalition.eu
4. The deadline for receipt of your expression of interest: August 26, 2022, 6 PM, Kyiv time. Late proposals will be rejected.
5. Selected candidate will be contacted by August 29, 2021.
6. The evaluation and selection will be conducted through procurement procedures set out in the TBEC internal policies.
7. TBEC offers the following type of cooperation:
 - Consultancy Agreement with the Company or Individual consultant. The Company or Individual consultant will be responsible for the payment of taxes according to the laws of his(her) country of residence. Remuneration will be paid in US Dollars, so consultant shall have a USD bank account.
8. The contract will be awarded on a competitive basis to Company or Individual consultant with the highest qualifications and that meets all requirements described in Terms of References (ToR1). The Company or Individual consultant will be evaluated based on the qualifications.
9. Consultancy fee for a given assignment will be based on the cost of the final product and will be negotiated with a Company or Individual consultant with the highest evaluation results.

¹ All the short-listed Consultants/Experts will be included in the TBEC Consultancy pool for potential future cooperation according to the Consultants' expertise.



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