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Terms of Reference

30/07/2025

# Terms of Reference (ToR)

## Procurement of Website Design and Development Services for the DiLanEdu-WB Project

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### 1. Information on the Contracting Institution

LOGOS University College, as the contracting institution, is issuing this procurement notice on behalf of the consortium of partners involved in the ERASMUS-EDU-2024-CBHE Project number: 101179642 — DiLanEdu-WB: Digital Transformation in Language Study and Education of the Western Balkans. This Capacity Building in Higher Education project, funded by the European Union under the Erasmus+ programme, aims to modernise language education across the Western Balkans through the integration of digital methods and tools.

All correspondence and submission of bids must be sent to all three of the following recipients:

- Prof. Konstantinos Giakoumis, Project Coordinator: [konstantinos.giakoumis@kulogos.edu.al](mailto:konstantinos.giakoumis@kulogos.edu.al)
- Ph.D. cand. Marinela Pane, Project Manager: [marinela.pane@kulogos.edu.al](mailto:marinela.pane@kulogos.edu.al)
- Prof. Daniel Maleč, WP6 Leader: [demalecci@gmail.com](mailto:demalecci@gmail.com)

The invitation is open to qualified individuals or legal entities.

**Submission Deadline: 22.08.2025**

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## 2. Project Background and Objectives

The DiLanEdu-WB project aims to enhance the quality of language education in Western Balkan Higher Education Institutions by:

- Updating and integrating digital methods into existing curricula for language teaching and research.
- Establishing specialized laboratories for digital language education.
- Creating a collaborative regional network of educators and researchers focused on ICT integration in language education.

The project website will act as a dynamic communication, dissemination, and collaboration platform, presenting project goals, updates, results, and facilitating engagement with wider educational communities.

## 3. Subject of Procurement

### 3.1 Scope of Work

The contracted party is expected to design, develop, and maintain a multilingual website and Content Management System (CMS) with the following core features:

- Homepage with project overview and latest news.
- Sections for project objectives, work packages, consortium, project resources (reports, curricula, deliverables), events, news, and newsletter publication.
- Forum functionality for internal discussions or community interaction.
- Capability to host language learning tools or applications developed during the project.
- Easy-to-manage CMS (e.g., WordPress or equivalent).
- Responsive design for all devices and browsers.
- Accessibility compliance with WCAG 2.1 or higher.
- Integrated Search Engine Optimization (SEO) features to enhance visibility on search engines.
- Multilingual support (starting in English).
- General Data Protection Regulation (GDPR) compliance and basic data protection and security.
- Integration with social media and sharing options.
- Newsletter subscription and archiving system.
- Upload of initial content and hosting for a minimum of 5 years.
- Maintenance and security for at least 3 years.



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- Support for periodic content uploads or training of the WP6 team for content management.

### 3.2 Timeline

The development will be spread over two months from contract signature.

Milestone	Description	Deadline
Initial Design	Conceptual design, layout draft, feedback loops	30.10.2025
Development Phase I	Front-end and back-end development	30.11.2025
Development Phase II	Content integration, testing, accessibility and search engine optimization (SEO) validation	10.12.2025
Training & Documentation	WP6 team training or maintenance procedure setup	20.12.2025.
Final Launch	Public launch and delivery of credentials and documents	24.12.2025.

By the end of the website's lifetime, all content and credentials shall be formally handed over to:

- LOGOS University College (Project Coordinating Institution),
- University of Sarajevo (WP6 Leading Institution).

### 4. Budget

The maximum available budget is €5,000 (VAT included). This amount is inclusive of all taxes, charges, and bank commissions, which shall be borne by the provider.

### 5. Bid Requirements

Bids must include:

- A portfolio (at least 3 relevant past projects).
- A CV or biography outlining experience and technical capacity.
- A technical and implementation plan, including a basic timeline.
- A brief accessibility and SEO compliance statement.
- A financial offer (in EUR, clearly stating net and gross amounts).
- A statement of availability over the proposed period and beyond (for support and maintenance).



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## 6. Selection Criteria

Bids will be evaluated on the basis of best value for money, with the following criteria:

- Approach to accessibility, maintenance, and long-term sustainability (40%).
- Quality and feasibility of the technical offer (30%).
- Relevant experience and qualifications (20%).
- Financial offer and value (10%).

The contracting authority reserves the right to cancel the procedure at any time if there is a risk of breaching standard EU bidding procedures. Costs incurred in the preparation of offers are not refundable.

## 7. Quality Assurance

The service provider shall perform the work in accordance with the highest professional and industry standards, ensuring:

- All features and functions specified in the ToR are operational and user-friendly at launch.
- Compliance with Web Content Accessibility Guidelines (WCAG) 2.1 or higher accessibility standards.
- Full cross-browser and device compatibility, including mobile responsiveness.
- Effective SEO techniques are applied at structural and content level.
- Adequate testing is conducted prior to launch to identify and fix usability, security, and performance issues.
- Any technical issues reported during the 3-year maintenance period are addressed in a timely manner.
- Training or content support for WP6 is delivered clearly and with follow-up when needed.
- Final delivery of all content and access credentials is made in a structured and secure manner to LOGOS University College and the University of Sarajevo.

Failure to meet quality standards may lead to rejection of deliverables, delayed payments, or termination of contract.



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## 8. Submission Instructions

Send your complete bid by [highlighted – deadline to be filled in], via email to:

- [konstantinos.giakoumis@kulogos.edu.al](mailto:konstantinos.giakoumis@kulogos.edu.al);
- [marinela.pane@kulogos.edu.al](mailto:marinela.pane@kulogos.edu.al);
- [demalecci@gmail.com](mailto:demalecci@gmail.com).

**Subject line: Bid – DiLanEdu-WB Project Website ToR**