**RESPONSE TO QUESTIONS REGARDING TENDER 258-20/21**

Assignment Name: Consultancy Services –Manager of AGORA Portal

**Based on questions received, the information below is provided for clarification regarding**

**The tender referenced above. Please note if new questions are received, they will be added to this document.**

1. **Question:**

Does the database already exist (at least in the design stage?)

**Response:**

There is an existing database which houses the documents currently available on the website. An IT consultant is in the process of being engaged by one of the AGORA partners and s/he will develop a new database. The AGORA Portal Manager will liaise with the IT consultant as the Portal is upgraded.

1. **Question:**

How many documents per month should be processed?

**Response:**

It is difficult to estimate the number of documents at this stage. There will be a phase where relevant documents need to be transferred from the current database to the new one. One can expect therefore that the level of processing will be greater in the earlier months but should be quite manageable in the later phase of the contract.

1. **Question:**

Is the consultant in charge of the quality control (of contents) of the original documents submitted in six languages?

**Response**:

No, the responsibility for quality control of the documents submitted will rest with the AGORA partners who have developed/produced those materials.

1. **Question:**

Who has the actual responsibility for web development in Drupal: webmaster of IDEA or the consultant?

 **Response**:

The responsibility for web development in Drupal will be with the IT consultant who is being engaged to develop the website (see response to Question 1 above).

1. **Question**:

Is it admissible for the consultant to subcontract specialists (such as translators, proofreaders and webmaster) within the limits of the contract?

 **Response**:

If additional specialists are required in relation to the work, they will be normally be contracted by one of the AGORA partners. In the event that subcontracting of the tasks in the Portal Manager’s terms of reference is required it would need to be approved by the INTER PARES team of International IDEA.

1. **Question:**

With regards to the Computer skills requirements: since the CMS defined is Drupal, would it be possible to understand what version is currently used?  Additionally, is there any planned training for the Consultant who is awarded the tender bid and what does it entail?

**Response**:

A new website will be developed in Drupal 8. Although it is expected that the AGORA Portal Manager will have a good understanding of Drupal 8, it is foreseen that the person selected will receive training and support from the website developer to translate content and upload new resources on the Portal.

1. **Question:**

With regards to Language skills: how many points would one be penalised with for not having the working knowledge of French and Spanish.

**Response:**

In accordance with the TOR under the section entitled qualifications and experience, an excellent level of written and spoken English and a working knowledge of French and Spanish is required. This area will be evaluated in accordance with point (ii) of the evaluation criteria which allocates a maximum of 30 points. The importance of language skills would be in the region of 20-25% and of course will be also evaluated in comparison to other submissions.