

Development of a website for the Gender Equality in a Low Carbon World programme – Clarification questions

1. Discovery phase - how do we agree on sign off, requirements, etc as there isn't much budget there for extended discussions? How long is this planned to be?

- We have a very limited budget for this project and because of this, we have already established our functional requirements based on numerous similar cross-programmatic websites we have produced for research programmes of this kind. We do not have sufficient time and money to start from scratch on discovery and neither is it necessary. Rather, we want to recreate the website **architecture** that you can see on www.resilience.mw and which we reflect in the [RFQ document](#). Note that this is similar to the www.cdkn.org architecture but with slightly fewer functions. However (and this is an important caveat) we envisage an **entirely** different 'skin' over this agreed architecture in terms of the design: colours, branding, look and feel of the website; and we would envisage a colourful homepage and secondary landing pages with small thumbnail images to impart a welcoming look but to balance with the low bandwidth realities of many of our users.
- In summary, you can read the architectural requirements straight off the RFQ and by examining the set-up of www.resilience.mw However, you should imagine that some branding and colourways / design steer would come from CDKN and IDRC to guide new design work to be signed off by both of them.

2. Browser and device support? We are conscious that some of your content will be consumed on different devices, some of which may well be deemed 'outdated' but still in widespread use. Given that we want to ensure maximum availability, do you have any indication of what browsers and or devices you would want supported?

- We prefer to discuss the detail of this with the appointed supplier.
- Please suggest your proposition.

3. Will you assign a single point of contact for the project at your end, someone who can either answer the questions/make decisions or who can find someone who can?

- Yes we will

4. You mention translations but initially the site would be set up without that but with the option to possibly enhance later; how would you envisage this happening?

- Built in 'future proofing' for multilingual capability is a given with Drupal. We included this proviso in the RFQ in case any bidders would propose a different platform and need to justify this point.

5. How many CMS editors would there be? Rough numbers are fine (eg 5-10, 50-100).

- Around 5.

6. Can you provide a list of pages and sample content for each page so we can scope, in advance, the sort of content types required?

- Please see www.resilience.mw for templating guidance.

7. Do they already have content ready to go? How much content, and when is the site expected to go live? We note the development cycle being March and content population being April.

- It will be only modest content to populate the site at first, but we want to get going very rapidly and we are content-sourcing already.

We will have 'About us', 'Contact us' and 13 project descriptions and a handful of articles (news and blogs, hopefully equivalent number, at least 13 if not up to 20) ready to go by Feb-March.

The trickier part is the resources/publications, of which we'll essentially only have one or two documents to start with, but there won't be an uptick in those until late in 2022, so we'll just have to deal with that situation. There won't be much of a difference between how many resources/publications are ready in March versus April versus May.

8. In terms of design, do they have one or would we be expected to use or have some sample designs that you like?

- We cannot yet specify this. It needs to be further determined in line with our donor's requirements (www.idrc.ca) but will need to have elements of the IDRC look and feel.

9. Branding requirements? Will you have branding or is that part of the bid?

- This will be provided by IDRC and is not part of the bid. However, the design work to take the IDRC brand guidance and apply it to the architecture and functionality

we have specified – at the page template level for the website - is within scope of this bid.

10. To what extent do you think that the ultra efficient and low weight aspects weigh against design?

- We are forced to prioritise ultra efficient and low weight aspects for this project, due to the large number of key users (our partner research projects) operating in low bandwidth environments.
- We do not foresee the degree of complexity and high number of visual elements that we have on the homepage and each page of www.cdkn.org, for example. However, we do want this new website to have more colour and visual interest (including photographs) than the extreme-low-bandwidth design of www.resilience.mw, which was designed for the country that has the highest mobile data costs in the world and low connectivity everywhere (Malawi).

11. What are the requirements for search? Would a tag cloud approach suffice, as that would be much simpler.

- We are neutral on this point.
- Our budget is absolutely fixed and cannot be expanded.
- If this is the best way to provide search functionality within the given budget, please propose this.

12. Project management requirements listed (milestones, 2-3 times per week reviews etc) may be onerous given it is a short term project and we would adopt a weekly check in call

- This is acceptable to CDKN if the bidder proposes a text-based platform that would enable us to check progress and respond to queries daily, or at least every few days, while the development sprints are underway.

13. Requirement for "staging" server - who is responsible for hosting & ongoing maintenance/support + funding it? And would you expect the live site to have a staging server alongside it?

- Apologies if we mis-phrased this. Because this is a completely brand new website (and not being developed as an update to an existing one), it is just 'the' server on which the website is developed, not a separate entity. It is the entity that will be switched from private (testing, for our eyes only) to public (production) when we're ready to launch.