

TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS

I. General information

Assignment name	DEVELOPMENT OF THE OFFICIAL WEBSITE FOR THE EU4RECONSTRUCTION PROJECT
Country	Ukraine
Total estimated number of days	2 months

II. Context and justification of the need

The European Union (hereinafter – the EU), together with Denmark, Germany, France, and Lithuania, launched EU4Reconstruction, a €37 million Team Europe Initiative (TEI) that unites the strength, experience, and solidarity of the EU to support Ukraine’s ongoing recovery and reconstruction.

The initiative aims to strengthen governance, improve public investment management, and enhance coordination across levels of government, with a strong emphasis on EU values.

The initiative is divided into two parallel streams:

Stream 1. Reconstruction governance and construction sector reform, municipal support and participation. Stream 1 is implemented by GIZ (Lead Organisation) and Expertise France (Partner Organisation).

Stream 2. Institutional strengthening of the SARDI ecosystem and large municipalities. Stream 2 is implemented by the Ministry of Foreign Affairs of Denmark (Lead Organisation) and CPVA (Partner Organisation).

EU4Reconstruction will reinforce the leadership of the Ministry for Communities and Territories Development, strengthen the State Agency for Reconstruction and Development of Infrastructure, empower local governments to manage reconstruction professionally and sustainably, and support civil society and independent media to play an active role in oversight, ensuring public trust and reducing corruption risks.

EU4Reconstruction is a multi-component programme implemented through different streams and partners, which results in a complex communication environment. Stream 1 and Stream 2

operate with distinct institutional counterparts and thematic focuses, while remaining parts of a single overarching EU initiative.

In this context, there is a need for an official website for the project available in English and Ukrainian, in accordance with a visual identity, which will cover each stream and partner, as well as consistently present them as integral components of the unified EU4Reconstruction programme.

In view of the above, **EU4Reconstruction seeks to develop an official website in accordance with the brandbook and visual guidelines.**

This **Terms of Reference defines the scope, tasks, and expectations** for the development of the website.

III. Objective

The implementation of the Website will enable the establishment of an official online platform for the EU4Reconstruction project, ensuring a coherent presentation of the programme in line with the brandbook and visual guidelines.

IV. Scope of work

The Contractor is charged with implementing the tasks defined in the framework of the development of the EU4Reconstruction Website, as follows:

- **Concept and Design:** The Contractor shall develop the concept, structure, and design of the EU4Reconstruction website **in full compliance with the approved EU4Reconstruction Brandbook and Visual Guidelines**, and in accordance with **the content provided by the project team**.
- **Iterative Development:** Any corrections and adjustments to the Website shall be implemented based on feedback received during working sessions with the EU4Reconstruction team.
- **Technical Implementation and Hosting Setup:** The Contractor shall design, develop, and deliver a complete and fully operational Website. While the hosting environment is provided by the EU4Reconstruction team, the Contractor's scope includes:
 - **Technical Specifications:** Providing the team with the necessary hosting requirements (OS, CPU, RAM, etc.) to ensure compatibility;
 - **Deployment:** Full configuration, database setup, and deployment on the provided server;
 - **Security:** Configuration of SSL certificates and security protocols;
 - **CMS:** A fully functional content management system (administrator panel);
 - **Domain Management:** Domain configuration, DNS settings, and official attachment to the hosting.

1) Anticipated deliverables

	Deliverable/Output	Timeline (from Contract Signature – T0)	Note
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1.	<p>The Contractor shall submit a functional draft version of the Website (frontend and backend) developed on an agreed visual constructor (e.g., WIX or equivalent), including a fully operational CMS/administrator panel. The draft shall include the following minimum structure and functionality:</p> <ul style="list-style-type: none"> • Homepage with visual hero section (photo or video + text); • Top navigation menu containing: The Project, Team, News, Results, Call for Proposals, Contacts; • Language switch functionality (EN/UA); • Social media links (LinkedIn, Facebook); • 'The Project' section with anchor navigation (Key Aim, Key Areas, Stream 1, Stream 2, Partners); • 'Team' section with team members' profiles, including photos, text string with Name and Surname, and positions; • 'News' section with structured news publication template; • 'Results' section with project results presentation and infographic capability; • 'Call for Proposals' section with grant announcement template and downloadable guidelines functionality; • 'Contacts' section with contact information and functional contact form; • Clear differentiation of Stream 1 and Stream 2 content areas; • Initial content uploaded as provided by the project team. 	TO+4 weeks	<p>To be presented to the Project manager online for review.</p> <p>Written consolidated comments shall be provided within 5 working days.</p>
2.	<p>The Contractor shall submit a revised version of the Website incorporating comments from the Project Manager, including improvements in navigation, structure, visual alignment with EU4Reconstruction branding, and functionality adjustments.</p>	TO+6 weeks	<p>Revised version to be presented online within 2 weeks after receipt of consolidated feedback.</p>
3.	<p>The Contractor shall present the near-final bilingual Website version (EN/UA fully functional) for review, final comments, and approval by the EU4Reconstruction team. All content modules, templates, and CMS editing functionality shall be operational.</p>	TO+7 weeks	<p>Presentation to be conducted online. Minor corrections may be requested within 5 working days.</p>
4.	<p>The Contractor shall deliver the final published, and fully operational Website, including:</p> <ul style="list-style-type: none"> • Full deployment and publication and of the Website under the official project domain designated by the Contracting Authority; • Successful configuration of the provided hosting, including database setup, SSL certificate implementation, and DNS connection. • Confirmation of full functionality across all website sections and a verification that the Website loading speed does not exceed 3 seconds under standard testing conditions. • Formal handover of all administrative, CMS, and hosting access credentials to the Contracting Authority. • Provision of the final technical specifications used for the hosting environment and any necessary CMS user manuals. 	TO+8 weeks	<p>Publication to take place within 1 week following final approval.</p> <p>Final Acceptance Certificate shall be signed by the Contracting Authority upon verification that the Website is fully accessible under the official project domain and complies with all Contract requirements.</p>

2) Indicative Website Structure and Visual References

The visual materials and structural mock-ups presented below are provided for reference purposes and illustrate the expected website architecture, navigation logic, and content organisation.

They shall serve as a baseline for development; however, minor design adjustments may be proposed by the Contractor, subject to prior written approval of the Contracting Authority.

In case of discrepancy between visual references and the written technical requirements, the written requirements shall prevail.

<small>*clickable, main page</small> 		Team Europe Initiative to support Ukraine's strategic, inclusive, and EU-aligned recovery			<small>*language switch buttons</small> EN UA <small>Follow us on: IN FB</small> <small>*SM pages</small>	
THE PROJECT		TEAM	NEWS	RESULTS	CALL FOR PROPOSALS	CONTACTS
<small>*anchor links</small>	KEY AIM	*Team members with photos and positions	*Key news of the project	*Key results, projects completed within the program, infographics	*Grants announcements and guidelines for potential grantees (the same template)	
	KEY AREAS	Stream 1 FR, DE				
	STREAM 1	Stream 2 DK, LT				
	STREAM 2					
	PARTNERS					

*Visual part - photo/video - reconstruction theme
 Could be used the one from the opening launch event

Main Page:

<small>*clickable, main page</small> 		Team Europe Initiative to support Ukraine's strategic, inclusive, and EU-aligned recovery			<small>*language switch buttons</small> EN UA <small>Follow us on: IN FB</small> <small>*SM pages</small>	
THE PROJECT		TEAM	NEWS	RESULTS	CALL FOR PROPOSALS	CONTACTS



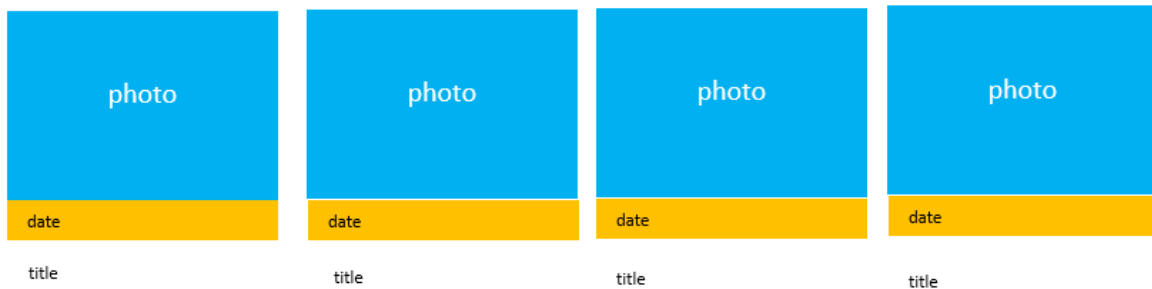
Footer:

Follow us on: [IN](#) | [FB](#)

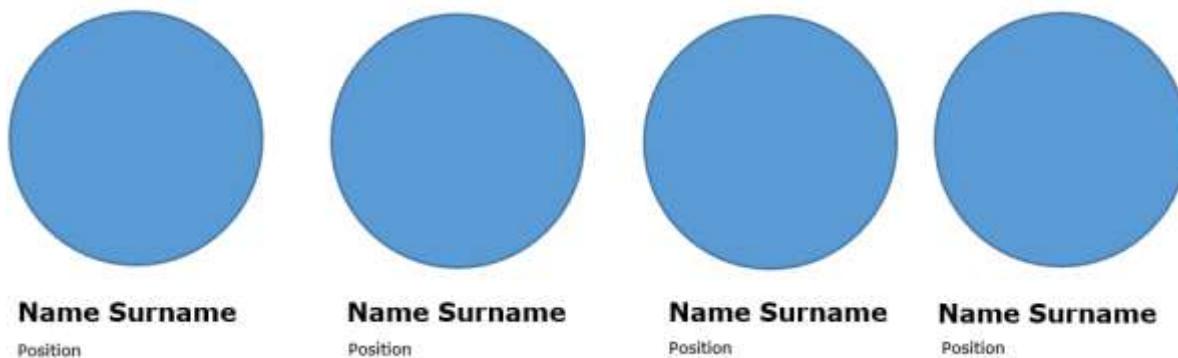
This website was created and maintained with the financial support of the European Union. Its contents are the sole responsibility of the EU4Reconstruction and do not necessarily reflect the views of the European Union



News page and Call for Proposals page layout:



Team page layout:



V. Warranty

The object of the warranty shall be the Website developed and implemented in accordance with the terms of the Contract.

During the warranty period, the Contractor shall provide, at no additional cost:

- Correction of bugs, errors, and technical defects resulting from the development and configuration of the Website;
- Restoration of malfunctioning features included in the agreed scope of work;
- Incident response within a reasonable timeframe for issues affecting the proper functioning of the Website;
- Minor technical adjustments necessary to ensure stable operation of the Website within the implemented technical environment.

The warranty shall apply to all components developed and configured by the Contractor under this Contract.

The warranty shall not cover:

- Changes or new functionalities not included in the approved scope of work;
- Issues caused by third-party services, hosting providers, or the website constructor platform;
- Malfunctions resulting from improper use or modification by third parties.

Duration: 3 months from the date of final acceptance of the Website.

Location: Kyiv, Ukraine

VI. Required expertise and profile

The assignment shall be implemented by a team of qualified experts with proven experience in website design and development.

One team member shall be designated as the **Lead Consultant**, responsible for overall coordination of the assignment, communication with the EU4Reconstruction team, supervision of the development process, and quality assurance of all deliverables. The Lead Consultant shall ensure timely delivery and compliance with the approved technical and visual requirements.

The members of the offered team shall collectively meet the following requirements:

- Proven experience in the development of multi-page, content-rich websites, including institutional or programme websites;
- Demonstrated track record of similar assignments, supported by a portfolio of completed projects (including references or links to live websites);
- Strong technical expertise in both frontend and backend development (e.g., CMS configuration, database integration, responsive design, cross-browser compatibility);
- Experience in implementing content management systems (CMS) enabling non-technical users to manage and update content independently;
- Knowledge of UX/UI principles and ability to ensure user-friendly navigation and accessibility standards;
- Experience in website optimization, including performance, security, and data protection considerations;
- Capacity to ensure compatibility across devices (desktop, tablet, mobile) and modern browsers;

- Ability to work in close coordination with the contracting authority and incorporate feedback in a structured and timely manner;
- Fluency in Ukrainian.

The team members must cover all the above requirements.

VII. Budget timeframe

The Bidder's financial proposal shall include **all costs necessary for the full and proper implementation of the assignment**, including professional fees, administrative costs, and any project-related reimbursable expenses. No additional costs shall be accepted unless expressly agreed in writing by the Contracting Authority.

The implementation of the assignment shall commence upon written notification issued by the Contracting Authority and shall in no case begin prior to the date of signature of the Contract between EU4Reconstruction and the selected Contractor

The tentative start date is 02 April 2026. The total duration of the assignment shall not exceed two (2) months from the commencement date specified in the notification to start.

Payment shall be made upon final acceptance of all deliverables by the Contracting Authority and signature of the Final Acceptance Certificate, in accordance with the provisions of the Contract.

VIII. Reporting and Management

The Contractor's performance shall be assessed based on the proper and timely achievement of the objectives of the Contract and the satisfactory delivery of all outputs specified in the sections 'Objective' and 'Scope of Work' of this document.

Performance shall be verified through the review and formal acceptance of deliverables by the Contracting Authority, in accordance with the procedures defined in the Contract.

The Contractor shall submit all reports, supporting documentation, and payment-related documents to the EU4Reconstruction Communication Manager, who shall act as the designated focal point for technical supervision and coordination under this Contract.

All deliverables shall be subject to written approval by the Contracting Authority prior to payment.

IX. Submission Instructions

The deadline for submission of proposals is **25 March 2026 at 18:00 (Kyiv time)**. Proposals received after this deadline shall not be considered.

Bidders shall submit the following documents in English:

- **Technical proposal**, including a methodology describing the proposed approach to the implementation of the assignment;
- **CV(s)** in line with Annex 1 (List of the involved personnel and CVs of each team member): a separate CV shall be submitted for each proposed team member involved in the assignment;
- **Financial offer**, in accordance with Annex 2 to the Contract expressed in UAH.

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Failure to submit any of the required documents in accordance with the above requirements may result in the rejection of the proposal.

The complete proposal shall be submitted electronically no later than the above-mentioned deadline to:

tender-ukraine@expertisefrance.fr

The subject line of the email shall clearly indicate: **"Website for EU4R"**.

Language of the proposal: English.

Any request for clarification regarding these Terms of Reference shall be submitted in writing to tender-ukraine@expertisefrance.fr no later than **25 March 2026 at 18:00 (Kyiv time)**. Responses to clarification requests may be shared with all potential bidders to ensure equal treatment.

X. Evaluation criteria

Bids will be evaluated under the criteria provided below:

#	Criteria	Weight
1	Relevant experience and qualifications of proposed personnel , demonstrated through CVs and portfolio of similar assignments (including website development on visual constructors, EU-funded projects, bilingual websites, etc.)	40%
2	Technical proposal, based on the methodology and approach offered.	40%
3	Proposed budget: the lowest-priced compliant financial offer shall receive the maximum score.	20%