



Rrjeti i Grave të Kosovës

Mbështet, mbron dhe promovon të drejtat dhe interesat e grave dhe vajzave në Kosovë

Call for Bids for Individual/Company for Changes and Modification of KWN Website

Terms of Reference

Introduction

The Kosovo Women's Network (KWN) is a non-governmental, not-for-profit organization with a mission to support, protect and promote the rights and interests of women and girls throughout Kosovo, regardless of their political beliefs, religion, age, level of education, sexual orientation, and ability. As a network of 139 members, women-led organizations of various ethnicities located throughout Kosovo, these groups carry out important initiatives towards furthering women's human rights, as per the goals set in KWN's Strategy for 2023-2026.

The purpose of this terms of reference (TOR) is to outline the changes and modifications required for the website of the Kosovo Women's Network (www.kosovowomensnetwork.org).

Background and Justification

The current KWN website requires improvements in terms of design, functionality, and content. The website should be more mobile user-friendly and does not reflect the current work of the organization. Therefore, KWN has decided to update the website to better represent its current programs, particularly related to its new Strategy, as well as to better showcase its past achievements. This TOR identifies the necessary changes and modifications for the KWN website.

Objectives

The updated website should reflect the following objectives:

- To improve the user experience by making the website more user-friendly and intuitive.
- To add new content and update existing content to reflect the current Strategy, work and achievements of the organization.
- To optimize the website for search engines to increase visibility and reach.
- To ensure that the website is responsive and mobile-friendly to improve access from different devices.
- To collaborate closely with KWN team and respond to KWN needs.

Tasks/Deliverables

The following specific tasks and deliverables should be undertaken:

1. Change of Support Women's right photos and provide KWN with the capability to make these changes in the future
2. Change the program tabs from six to four and revise the section of research reports.
3. Make the website more mobile friendly, particularly ensuring that photos appear in good quality on mobile devices
4. Add a new section "Women's History" under resources
5. Reorganize supporters & partners in alphabetical order as a list
6. Make updates to the application for membership, based on KWN's specific instructions
7. Update the volunteer's section by providing a registration form
8. Reorganize the presentation of information to include success stories under the Kosovo Women's Fund
9. Update KWN materials section under Donate by adding more new products and organize the section better
10. Ensure that KWN staff can make future changes related to the aforementioned changes independently, and provide mentoring to support them in doing so, as needed (up to one day in total, as needed)

We thank to all applicants for their interest. Only selected applicants will be contacted.

The financial offer should be submitted to kosovawomensnetwork@gmail.com by **1 September 2023, with the subject "KWN website modifications"**.

The selected individual/company is expected to deliver the tasks approximately one month from the date when the contract is signed.

Activity Dates and Timeline	
Call for Bids issued	18 August 2023
Deadline for requesting clarifications	25 August 2023
Deadline for submitting tenders	1 September 2023
Evaluation offers	5 September
Notification of award	10 September
Contract signature	15 September
Start date	15 September
End date	15 October