

SPECIFICATION

EXPRESSION OF INTEREST - FRA WEBSITE DEVELOPMENT AND DESIGN PROJECT

1.0 Project Overview Statement

The need to design website has been reiterated in recent months and years, where a specific recommendation has been made to design its website and to enhance effectiveness of FRA website, considered as a communication platform to its members and external audience.

2.0 Objectives

FRA to ensure that they meet the following objectives:

- Design the website around the principle of making the most relevant information accessible as possible for all FRA audience.
- Improve discovery and access of information, collections, resources, and content via internal search and external search engine optimisation.
- Provide seamless and integrated experience providing access to content and resources via a single, easy-to-use FRA branded online environment.
- Create a user experience design that is flexible to audience's device context, be it desktop/laptop, tablet or other mobile device.
- Upgrade a platform to enable a more interactive format through a clean, elegant, user-centric design.
- Provide guidance on the association's best practices for website designs specifically for the organisation.
- Increase engagement with our audience measured by:
 - a) Time on site
 - b) Number of pages visited per user
 - c) Qualitative research survey results
 - d) Register for FRA events
 - e) Market place: Information sharing to buy and sell

3.0 Link to Strategic Plan Goals

The FRA Strategic Plan, states that to “Establish a website for FRA to launch its programmes, events, etc.” All the communication channels we will use FRA's Website, will reviewed to ensure that they meet the following objectives:

- Explain what we do and why;
- Establish an effective medium conveying the activities and events of FRA;
- Mobilise action on cultural and workshop awareness; and
- Regularly inform FRA members and communities.

4.0 Project Description

We will address presentation issues by:

- Designing a website more appealing to the public users. Features will be taken in considerations to implement FRA website:
 1. Effective Navigation – Online Registration
 2. Responsive in all devices
 3. Users can easily navigate there way (User Friendly) - Search Function,
 4. Informative Header and Footer
 5. Informative Content (Information) presented
 6. External/Internal Linking of Pages – **FRA Intranet**
 7. Browser Compatibility and Consistence
 8. Faster Loading Speed of a Website
- Ensuring that any piece of content can be used anywhere.

We will increase engagement by:

- Improving the user experience of all inner pages with increased use of relevant content and clear onward navigation options.
- Refocusing the IA and navigation around topics but still providing clear paths for discovery of organisational information.
- Encouraging greater audience interactivity through making our content more shareable and providing the audience with more options to personalize their experience.

5.0 Requirements

- This project will focus on the needs of our audience/members. Design decisions will be based on user feedback and best practices in user experience design.
- The FRA website must be available to the public for whole of the project.

- All content must continue to function and be displayed correctly in any new layouts or designs presentations.
- The designs must work successfully on a range of devices, such as mobile phones and tablets. They must also be designed for flexibility with future devices.
- All developments must be able to be supported after the launch by FRA.
- All design and development work must be acceptable practices for accessibility and usability.

6.0 Constraints

FRA team availability for this project is likely to be limited due to other work requirements.

This is likely to have an effect on the timescale for the project.

Whilst some of the work can be completed in-house, the majority of the research and design stages will need to be contracted out, which may have budget implications.

7.0 Assumption

That this project is a top priority for the FRA and its members and resources required will available in a timely manner.

8.0 Preliminary Scope Statement

It is compulsory for vendor to provide a website design proposal.

The vendor has to carry out the following:

1. **Website Setup and Configurations**
 - Building Templates and customization
 - Content Management
 - Galleries, Publications configurations
 - Member Registration and configurations
 - Data Recovery and configurations
2. Vendor needs to provide assurance that the **Web Hosting** is secured
 - Web Space

- Domain Names
 - SSL Certificates
 - Email configurations Register for FRA events
 - Market place for youths, women and men: Information sharing to buy and sell
3. **Maintenance and Support**
- Renewal of maintenance and hosting
 - Technical Support
4. The vendor is urged to provide recommendation for any other website folders breakdown.

FRA WEBSITE LAYOUT PROPOSAL						
HOME	WHO ARE WE	MEMBERSHIP	PUBLICATIONS	MEDIA & EVENTS	PROJECTS	CONTACT US
Upcoming/ On-going Events	<ul style="list-style-type: none"> • About FRA – History; Vision, Mission & Values • Council • Secretariat • Committees 	OUR SERVICES <ul style="list-style-type: none"> • Govt. Liaison • Membership • Training • Activities 	Annual Reports	Press Releases	Rotuma Community Hub	Login – Send a message.
Latest News	Legislation: <ol style="list-style-type: none"> 1. FRA Constitution 2. Rotuma Land Act [Cap 138] 3. Constitution of Fiji 	FRA Farmers/Women/Youth’s Club Trading – Selling & Buying	Strategic Plans <ul style="list-style-type: none"> • 2017–2020 • 2020 - 2023 	Speeches	Culture Initiatives	Online Registration
	Organisation Structure – District Representatives	SPORTS – Rotuma Games	IPA Cultural & Education Activities	News Paper Articles Videos	Other projects	FRA Contact Details

5. The vendor needs to provide all manuals for website setup and email configuration, web hosting and maintenance and support services.
6. The vendor needs to state if this project will be carried out by them or outsourced.

7. The vendor was to provide product and workmanship warranty for this project together with its terms and conditions.
8. The vendor has to provide a mock website design and a detailed plan of the entire project with the tender submission.
9. The vendor is to breakdown each of the works in the quotation. The quote is to include all Labour costing and provide proposed payment schedule in the quotation.
10. The quote is to be in Vat Inclusive Price.
11. The vendor is to provide a detailed completion report.

9.0 Tender Submission

All submissions to be emailed to Fiji.Rotuman.Assoc.Secretary@gmail.com.

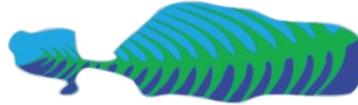
Incomplete and late submissions shall not be considered. Both successful and unsuccessful tenders will be notified.

10.0 Project Timeline

The project timeline is 3 months from March to May 2024.

We are keen to maintain a consistent relationship with a specific designer throughout the project.

We expect this project to be completed as per outlined. The vendor should demonstrate that you have the resources to dedicate to a project of this size and scope.



Fiji Rotuman Association

WEBSITE PROJECT TIMELINE		
Activity	Duration	Comments
<ul style="list-style-type: none"> FRA (Project Team) Committee commenced with initiative discussion with the Website designer. Website Folders Breakdown (Layout) to be forwarded to the website designers. 1st Mocks reviewed from Designers. Mock designs discussion by FRA (Project Team) Committee. Project Committee to review and provide feedback on mock designs. Feedback from FRA Secretariat/Committee on the revised mock designs. 	2 months	<ul style="list-style-type: none"> Project Committee to meet with Website designer to initiate discussions. Website designers to provide options on mock designs. Project Committee to review and provide feedback on mock designs to FRA Secretariat/Council. Feedback from the revised mocks, design to be incorporated by Website designers.
<ul style="list-style-type: none"> Creation of Folders as per approved layout of the new website by FRA Secretariat/Council. Testing, verification and confirmation of new FRA links. Training for back end editor for Project Team. 	1 month	<ul style="list-style-type: none"> Website designers to facilitate population of pages and FRA will facilitate input of files to the respective pages/Links including FRA Facebook Page. FRA Secretariat/Rep to work closely with website designers. Website designers to provide access, edit and upload of documents.
<ul style="list-style-type: none"> Website Goes Live 	March-April/May 2024	<ul style="list-style-type: none"> Launch on 27 April or 13 May 2024

All expression of interest to include the following:

- Valid Business License
- Valid FRCS compliance certificate
- Valid FNPF compliance certificate
- Public Liability cover
- Insurance Cover

Note: indicates mandatory documents for submission to be considered compliant

11.0 EOI Process

The procedures below provide a brief outline of the FRA's tender process:

1. Interested vendors to liaise with the FRA to clarify any issues before submitting their tenders;
2. Vendors to submit their tenders within the time specified;
3. Analysis of the submitted tender will be done by FRA;
4. Clarification on tender submission if necessary;
5. Awarding of tender meeting with the selected vendors;
6. Meeting with the selected vendor on the project delivery and preparation of the contract terms and conditions; and
7. Contract signing.

The FRA reserves the right to accept or reject any EOI submission received.