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by the European Union
and the Council of Europe



COUNCIL OF EUROPE



Implemented
by the Council of Europe

European Union and Council of Europe
Partnership for Good Governance 2019-2021

**Regional Project “Strengthening the profession of lawyer in line with
European standards”**

WEBSITE DEVELOPMENT

CLARIFICATIONS TO THE TERMS OF REFERENCE

A. INTRODUCTION

The Council of Europe is currently implementing a regional Project on “Strengthening the profession of lawyer in line with European standards” in Armenia, Belarus, Georgia, Moldova and Ukraine. In that context, it is looking for Provider(s) for the provision of services on development of a website to serve as an online regional cooperation network for the bars, free legal aid institutions and lawyers of Armenia, Belarus, Georgia, Moldova and Ukraine.

The website will provide comprehensive information about European standards and best practices on legal profession, regulatory and legal frameworks on legal activities in participating countries, as well as a compilation of analytical studies on this topic. The website shall provide a space for collecting data about lawyers and law firms from participating countries. The website shall have a collaboratively editing mode, so that the users assigned from each country have an access for making relevant updates in the website along with system administrator.

Furthermore the website shall have an interactive space for rapid exchange of necessary information between users of the website.

This massive database provided by the website shall promote understanding of the European and regional perspective of statutory regulations for legal profession by the users, while the introduced interactive toolset will serve as a perfect platform to promote cooperation between them.

B. SCOPE OF ASSIGNMENT

The assignment is expected to be delivered in the following stages:

- Proposal of a wire frame and prototype for the website based on existing Content Management Systems (CMS) and frameworks
- Investigation and proposal of options to set up an interactive information exchange platforms (including shared point and forum)
- Development of the website based on the approved wire frame and interactive information exchange platform
- Development of the basic content of the website based on the data submitted by the CoE
- Testing of the website

- Development of a user manual and conducting a seminar for the CoE staff (and/or assigned support staff and system administrators) on further content development, system maintenance and administration
- Consulting and guidance of the CoE with the domain purchase, web hosting needs and security setups/controls
- Conducting the administrative/technical support, including maintenance of the website for a period of 6 months.

C. STRUCTURE OF THE WEBSITE

1. About
 - ❖ Country profiles
 - ❖ Stakeholders directory
 - ❖ Information about the Project
2. Legislation and regulation
 - ❖ Legislation on organization of the legal profession per country
 - ❖ Internal regulations on organization of the legal profession per country
3. Library
 - ❖ International standards on legal profession
 - Recommendations of the CoE bodies
 - ECHR case-laws
 - Recommendations of other international organizations
 - ❖ Recommendations and guidelines of international non-governmental organizations
 - ❖ Recommendations and guidelines of research Institutes and centres
 - ❖ Studies, assessments and analytical documents
 - ❖ Articles, publications and other materials
4. Database of lawyers
 - per country
 - per specialization
5. Interactive information exchange platform
 - shared point
 - comments systems
6. Community forum
7. News section (calendar, country developments, events etc.)
8. Personal accounts
9. Contacts

The website shall have standard page elements including header, footer, tabs, navigation, contacts, useful links and social sharing features (quick links to Twitter, FB etc.).

The website shall provide a search functions (including search filters, results ranging and indexing) and personalized e-newsletter function.

All materials of the webpage shall incorporate download and print options.

D. TECHNOLOGIES OF THE WEBSITE

Design

The website shall have attractive graphic layout, which shall conform to the CoE visibility guidelines. The website shall provide interactive tools, with user-friendly, mobile friendly and responsive design.

Maintenance

The website shall be easily maintained with simple administration tools. It shall be edited both from the backend and user-edited. The CMS shall be dynamic and shall allow information to be easily updated without specialized web development skills.

Database section requirements

The database section shall contain data collection tools, including digital forms for data collection.

Interactive Information Exchange platform requirements

The Interactive Information Exchange section shall be developed based on existing frameworks. It shall contain shared point for upload of documents and shall provide comments systems (e.g. HTML comment box or similar).

Community Forum requirements

The forum shall be designed to launch an online community with restricted access. The forum shall be developed based on existing open source frameworks, easy manageable, with community contributed plugins.

Main technological requirements

- Linux server compatibility
- Made with open source technologies
- Common browser agnostic (a. Chrome, b. Firefox, c. Safari, d. Edge)
- Platform agnostic (a. Windows and b. Mac)
- Mobile compatibility (mobile devices and tablets running the latest versions of Android, iOS and Windows Mobile).

Language support

The website shall be available in Russian and English.

E. Qualification requirements

The Provider shall have:

- Proven track record of web development, web design, administration and security proven through portfolio of designed products
- Strong experience in developing in well-known and widely used open source platforms
- Expertise in digital solution tools
- Understanding of end users needs to match with adequate technical solutions
- Understanding of user experience, user-interface design principles, and conceptual design
- Cooperation experience with international organizations and/or projects would be an asset.