

## *Call for Proposals*

*under the*

### **Project IRNI57-Advocacy and Regional Cooperation in Drug Demand Reduction: Development of a website/web portal for NGOs Exchange of Information in DDR**

#### **Purpose:**

IRN/I57-Advocacy and Regional Cooperation in Drug Demand Reduction project envisages under its forth output “Promoting the establishment of national and regional networks of NGOs specialized in drug demand reduction”to establish a website/ web portal for NGOs comprising the available information, reports and information on programmes of NGOs active in drug demand reduction. Reports and data on demand reduction NGOs in Iran are scattered or in best case scenario available on the related NGO’s website. Establishment of a website/ web portal assists building a network of NGOs to communicate and coordinate the sporadic activities, and mutual learning form good practices as well as trouble shooting. It supports and promotes the activities of NGOs, giving them a mean to reach out to the broad public and to potential volunteers and donors. Moreover, it will be a mainstream channel of communications for NGO's to help raise the public's level of attention and information on drug issues. This website/web portal must have all component of a high standard quality both in content and technical aspects.

In this context a web portal is understood as an integrated system for information sharing among various NGOs across the country. NGOs will be able to produce, insert and mange web pages related to their own NGO, where the oversight will remain with the head web master.

#### **Task:**

To develop a common website/web portal for NGOs active in drug demand reduction/HIV control in Iran as media for virtual networking giving every single NGO willing to join the network to have its individual and separate website/pages within the larger joint media.

#### **Activities/specifications:**

- The web portal should display a main webpage with links to all NGOs
- Providing a tool (media) that has user- friendly control panels, that everyone who knows only a little about working with computer, can produce web pages in their own web site;
- The tool (media) should works base on a powerful database server such as SQL server, Oracle or etc;
- All of the web sites should have same structures and they should have interactivity;
- The tool (media) should respect web standards, and web pages must be light enough that can be opened with weak internet connections;
- The tool (media) should be applicable on internet hosts as well as local servers;
- The tool (media) should be compatible with server clustering;

- The tool (media) should display potential of up- or down- grading;
- The development team should ensure provision of at least one year of free of charge technical support including newer versions, trouble shooting, debugging, etc.
- The tool should be open source to allow for changing the programme and supporting;
- The tool (media) should ensure high levels of security and protection against hackers;
- The tool (media) should allow for hierarchal levels of accessibility for the web master and other NGOs inserting information to the website;
- This tool (media) should have at least these access:
  - Managing on website units
  - Notifying on websites update
  - Global reporting system that can compares websites
  - Focus registering
  - Focus login
  - Forums for staffs and offices
  - Supervision accessories
  - Being all websites on one host
  - Site map with possibility to access other pages of the site (hyperlinked map)

**Eligible applicants:**

Individual experts/institutions, with following qualifications and previous experience:

- Full acquaintance and expertise on working with all web programming languages like PHP, .net, java script and excel, etc.
- Proven knowledge and expertise in website and documentation related issues;
- Prior proven experience in designing web sites and data centres;
- Sufficient acquaintance with required computer software and IT knowledge;
- Acquaintance with drug demand reduction NGOs;

**Eligible proposals:**

Proposals encompassing high quality implementation of the website/web portal for drug demand reduction NGOs as outlined in the purpose as above.

**Evaluation criteria:**

Proposals will be appraised based on technical quality and implementation process. The detailed steps of implementation, which will be assessed, will be an important criterion on judging the proposals. Special emphasis will be on innovativeness and feasibility of the design. All grant applications must contain the following items:

1. A detailed C. V. highlighting demonstrable expertise and commitment to the topic area and the activity;
2. A typed proposal, 2 to 5 pages in length, detailing what is to be accomplished, the methodology that will be used, and the time required for completion and the amount of funding requested together with relevant budget break down.
3. A demo version/sample, which can be on a disc or on the World Wide Web.

**Submission deadline:**

Close of business (two weeks after the advertisement)

**Submissions:**

Proposals should be submitted in a sealed envelope addressed to the attention of:

Ms. Somayeh Arjmand Sajjadi, Project Assistant, IRN/I57-Advocacy and Regional Cooperation  
in Drug Demand Reduction

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For further information please contact:

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