



INTERNATIONAL HUMAN FRONTIER SCIENCE PROGRAM ORGANIZATION

Opportunity for IT consulting services

The International Human Frontier Science Program Organization (HFSP) plans to re-implement its current website (<http://www.hfsp.org/>), created in 2010, and therefore invites proposals for consultancy to the organization in the preparation of this project.

Overview

HFSP develops and implements the Human Frontier Science Program (HFSP). The aim of the HFSP is to encourage ambitious interdisciplinary basic research. Emphasis is placed on novel collaborations that bring together life scientists and scientists from disciplines such as physics, mathematics, chemistry, computer science and engineering to address questions at the frontier of the life sciences.

The website is primarily visited by scientists from worldwide locations who are interested in the funding programs or those having a general interest in international science. In addition there are visitors from funding agencies, governments and other areas related to science.

On average the site receives 700-800 visits a day and during peak periods (call for application deadlines) up to 1000 visitors a day. The website is maintained internally and contains information about HFSP funding programs, awardees, activities and guidelines for applications. There are also sections, updated regularly by HFSP staff, for news and articles on HFSP funded research. Internal users (HFSP staff) have access to some back office applications such as template forms to download and procedures for publishing on the website. In recent years communication efforts using social media platforms increased and together with the website they form a comprehensive outreach strategy for the HFSP brand.

Scope of the work

The aim of this call for tender is to select a consultant (or consultancy) that offers organizational support to HFSP to guide the preparation of the tender, the selection of service providers and supervision of the implementation for the new development of the HFSP website. **This work will inform the preparation of a second request for proposals for the development of the new HFSP website.**

For this initial part we seek advice that goes above and beyond technical aspects. The consulting process should accompany the project from the very beginning and be inclusive so as to include for example aspects relating to communication strategies and tools that are appropriate for the different HFSP audiences (academia, science journalism, media and governmental representatives in member countries),

strategies for using social media, analysis of ways to present and archive content, architecture and ergonomic principals of user navigation of the future website and improve customer relations management.

Interested candidates may contact the HFSPo for preliminary discussions before submitting a final proposal. Candidate selection will be based mainly on the following criteria: qualifications, references, creative and technological approach. The selected candidate will be asked to draw up a (fixed price) proposal indicating daily rates, time scales, development team profiles and a description of the strategy.

Dates and Deadlines

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| January 15, 2018 | Deadline for proposals |
| January/February 2018 | Candidates may be invited to present their proposal |
| February 2018 | Final selection of proposal |
| March 2018 | Analysis of needs and requirements and drafting of a call for tender Launch call for tender for web development |

Bids must be written in English. One large PDF is preferred. You can also use Word Doc format. If you split your bid into several files, indicate the chapter numbers in the file names.

Information about HFSPo

The International Human Frontier Science Program Organization (HFSPo) was established in 1989 to promote innovative, cutting edge research at the frontiers of the life sciences through international collaboration in the spirit of science without borders and for the benefit of humankind.

HFSPo develops and implements the Human Frontier Science Program (HFSP) whose aim is to encourage ambitious interdisciplinary basic research. Emphasis is placed on novel collaborations that bring together life scientists and scientists from disciplines such as physics, mathematics, chemistry, computer science and engineering to address questions at the frontier of the life sciences.

Establishment: The HFSP was initiated at the Venice Economic Summit (G7) in June 1987 following a proposal by Prime Minister Nakasone of Japan. The initiators were Canada, the European Communities, France, Germany, Italy, Japan, the United Kingdom of Great Britain and Northern Ireland and the United States of America and the program was implemented following the intergovernmental meeting of member countries and the European Communities held in Berlin on July 26-28, 1989 and subsequently revised by the founding members and Switzerland at the intergovernmental meeting held in Tokyo on January 21-22, 1992.

Governance: The HFSPo is governed by the Board of Trustees composed of appointees from HFSPo Members, currently Australia, Canada, France, Germany, India, Italy, Japan, New Zealand, Norway, the Republic of Korea, Singapore, Switzerland, the United Kingdom of Great Britain and Northern Ireland, the United States of America and the European Commission. The Council of Scientists provides scientific advice to the Board of Trustees.

The Board is supported by a Secretariat, located in Strasbourg France, directed by the Secretary-General. Its legal status is as an Association established in Alsace (Grand Est), France. The Members support HFSPo through voluntary contributions, which are agreed at an Intergovernmental Conference every three years.

More information on HFSP can be found on the web site: <http://www.hfsp.org>

Requirements for bidders

Formal requirements

HFSP does not depend on the bidding company having permanent offices in Strasbourg though some degree of availability for face to face meetings in the HFSP Secretariat is considered important in particular during the initial phase of analysis. All discussions between HFSP staff and project leaders and/or analysts about program features, technical requirements and functionalities will be carried out in English.

References

Please state three references for consultancy projects of similar type and scope that were guided by your input and include the URLs for the website and contact information. You can also summarize other relevant activities.

Qualifications

Include a short curriculum vitae for all staff to be involved in the project. Differentiate according to role (analyst/project manager). Note that the staff involved in the analysis phase (project managers, analysts) and training of internal users must be fluent in English.

Contact person at the HFSP Secretariat.

Tenders should be sent via email by 15 January 2018 to:

Dr. Guntram Bauer

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