Terms of reference

for the New contract for the Website

of the European Academic Network on Romani Studies (RAN)

(http://romanistudies.eu)

Introduction and vision
During Phase II of the RAN project (2013-15) the website is to be updated and its functionality is to be improved in order to turn it into a true communicational hub for the membership and an efficient information tool for non-members seeking to identify the most relevant experts / research results.

The development of the content, uploading and updating of information will remain the duty of the Network Secretary. The contractor shall offer services for design, implementing additional elements of architecture, and technical support throughout the second phase of the project.

Time frame
The contract period starts from 1 December 2013 and ends by 31 May 2015.

Objectives
The main objectives of the present contract are:
1. to renew, maintain, upgrade and provide technical support for the romanistudies.eu-website (in line with the original description annexed);
2. to renew the design keeping the main elements of the visual identity of the Network in line with the requirements of the sponsors (EC and CoE);
3. to upgrade the site by adding new features (details below);
4. to extend and make more user-friendly the existing features and functionalities as detailed below;
5. to facilitate the integration and interaction of the website with the other online-platforms and social media managed by the Network, (the CoE and EC hubs, Facebook page, email-group),
6. to optimize the use of the website on different operating systems;
7. to offer consultancy and advice at request for improving the page.

Hosting and rights

The http://romanistudies.eu – domain name is the property of the Council of Europe. Hosting is offered by a commercial service company contracted under the Phase I of the project. The website can remain hosted on this location or, in case it is indicated, be migrated to a new server, without alterations to the access rights for the administrators. Full access is guaranteed (respecting the appropriate security) for the administrators and editors of the site.

Detailed tasks and specifications

1. **Maintain, upgrade and provide technical support for the website** (the original description annexed)**;**
   1.1. maintenance of the site will be provided throughout the contract period;
   1.2. upgrade and manage the different functionalities and plug-ins used on the website (i.e. Advanced Custom Fields, Alkivia Open Community, bbPress, Custom Post Type UI, Members, SP-Polls, User Access Manager, Highlight Search Terms, WP-Activity, WP-Contact Form, WP Events Calendar, WP Google Analytics) to ensure the smooth navigation;
   1.3. assistance to the administrators and network members at request with the updating the individual profiles;
   1.4. technical support offered at request to the site administrators and editors.

2. **Renew the design keeping the main elements of the visual identity of the Network** (in line with the requirements of the sponsors EC and CoE);
   2.1. refreshing the design of the webpage including a review of the form for the individual profiles of the members;
   2.2. redesigning the header (while maintaining the logo and the main elements of the appearance, like the color composition);
   2.3. preparing a new opening page for the website which will host new functionalities
      2.3.1. make the 'Advanced search' functionality more visible,
      2.3.2. ' featured research' or 'novel research' – the content of this is changing monthly (see http://www.connectcp.org/ - for an example),
      2.3.3. ' thematic groups' – groups of members based on shared interest,
      2.3.4. ' national chapters' – groups of members based on residence in a country,
      2.3.5. 'recent forum topics' – a collection of the most recent debates on the forum,
      2.3.6. design a new page for 'Links'.
   2.4. provide minor additional design elements at request (prepare additional menu buttons etc.)

3. **Upgrade the site by adding new features;**
   3.1. improving the navigation on the site; preparing the architecture and implementing the features for:
      3.1.1. 'featured research' or 'novel research',
      3.1.2. 'national chapters'

3.1.3. 'recent forum topics'
3.2. creating and implementing the structure for a database of official documents on the Roma with the field structure specified in the description;

4. Extend and make more user-friendly the existing features and functionalities;
4.1. further developing the membership database and making the advanced search more user friendly by adding drop-down boxes etc;
4.2. developing the 'Forum' making it more user friendly;

5. Facilitate the integration and interaction of the website with the social media managed by the Network and other online-platforms, (the CoE and EC hubs, Facebook page, email-group),
5.1. implementing a plug-in connecting the Facebook page of the network to the webpage (updates posted on the FB page to appear in dedicated space in the News section);
5.2. implementing social plug-in enabling to invite Facebook 'Like'-s to the page in order to increase the number of visitors;
5.3. suggesting additional measures towards optimal use, visibility and interaction of the project website with other relevant information sources and tools.

6. Optimize the site for different operating systems and browsers
6.1. optimizing the use of the site for Windows and Mac,
6.2. optimizing the site for common browsers (Explorer, Firefox, Chrome, Safari etc)
6.3. making the site operational on mobile/tablet platforms: iOS and Android.

7. Consultancy and advice at request
7.1. Occasionally offer advice and consultancy on how to further improve the webpage.