

Korce, April 16th, 2019

INVITATION TO OFFER

Name and address of the Contracting Authority

Name Foundation Regional Development Agency (SME), Korce
Address St “Konferenca e Pezës”, Pall. 1, Korca, Albania
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Foundation Regional Development Agency (SME), Korce, in the framework of the project funded by UNDEF (The United Nations Democracy Fund), project number: **UDF-17-774-ALB “Tracking Campaign Promises in Albania”**, will organize the low value procurement procedure for: “Creation and maintenance of website/online portal and mobile app”.

The Albanian Truth-o-Meter

Date of the selection procedure is May 6th, 2019.

The winner will be notified through electronic mail on May 8th, 2019.

You are invited to present your offer for this service based on the following specifications:

- Creation of website / online portal and links to mobile app;
- Creation of mobile app for smart phones and tablets;
- Publication of apps on Google Play and App Store;

Technical and financial offer and supporting documents must be sent by mail or hand delivered in the following address: Fondacioni ARZH Korçë, Lagja 7, Rr. Konferenca e Pezës, Korçë, Shqipëri.

The documents should be delivered in one original copy and one photocopy each enclosed in envelopes indicating respectively “Original Copy” or “Photocopy”. Both envelopes should be

put in one larger envelope bearing the sender's address and the statement "To be opened by the Commission during the selection procedure only".

Deadline for submitting the offer is May 3rd, 2019, at 16:00.

1. Website/online portal and the app should have the following functions:

- a. Unlimited pages;
- b. Articles module;
- c. Multimedia module (pictures, videos, presentations, etc).
- d. Online contact module;
- e. Albanian language;

2. Functional requirements

Foundation Regional Development Agency (SME), Korce requests the creation of a website / online portal and app for smart phones and tablets to manage the contents and notifications that will be published for the app users.

Let us list below the functional requirements for the website/online portal and the mobile app in managing the contents.

General Overview

The Albanian Truth-o-Meter online portal, named and branded in Albanian "Matësi Elektoral"¹ and hosted at www.elektor.al will be divided into five sections, which will also serve as main menu buttons:

- a. **The About Us section:** The About Us section will offer a clear overview of what the whole project is about, while focusing on main objectives related to the online portal. It will offer a promotional welcome video and a detailed sub-section on how the methodological process of filtering and categorizing electoral promises will work. The main objective of the About Us section will ultimately be to smoothly orient every newcomer to the portal and make their surfing and browsing into the various sections and subsections as easy as possible.
- b. **The Meter section:** The Meter section will be the most important part of the online truth-o-meter portal. It will consist of all political promises and findings, while

¹ Alb: The Electoral Measurer

methodologically deciding whether each of them is “Achieved”, “Partly Achieved”, “Not Achieved” or “Unmeasurable”. Filters by achievement will be applied to this section, together with references and a unified graphic interface.

- c. **The People section:** This section will consist in an A-to-Z list of 201 elected officials (61 mayors or mayoral candidates running for office, and 140 Members of Parliament supporting and working in each municipality prior, during and after local elections of 2019). This section will offer a bio and info graphs for each of the 201 politicians, while connecting and ranking them to the rate of achievement of electoral promises in the last 4 years (a connection to the “Meter” section by politician name).
- d. **The Municipal Budget section:** This section will offer simplified, easy-to-read versions of the 61 municipal budgets through an A-to-Z list of municipalities.
- e. **The Contact section:** The Contact Section will consist in a simple contact form, through which citizens can raise issues, write to us about political promises which they would like us to check, or to just find the Regional Development Agency contact and address.

Finally, the online portal will only roll out in Albanian language.

The About Section: Submenu

The About Section will be divided into two submenu buttons:

- **Our Project:** This submenu item will open up with a promotional video which will be tailored to the project so as to offer a user-friendly browsing experience, thus maximizing the time spent by people viewing the portal. This subsection will go on explaining the project, our mission and goals, and other information related to the Truth-o-Meter.
- **Methodology:** This submenu item will describe the methodology used for the selection and categorization process of political promises into “Achieved”, “Partly Achieved”, “Not Achieved” and “Immeasurable”. This subsection will be very useful not only for academics reaching out to check the validity of claims, but for journalists and other stakeholders also.

The Meter section: Submenu

The Meter section will be divided into five submenu buttons mostly filters which will help users find faster what political promises they are looking for:

- **All Promises:** This submenu item will show an unfiltered list of all checked political promises by date posted, whether they are achieved, partly achieved or not. Every promise will consist on a photo/name of the politician who stated it (hyperlinked, when

clicked it will redirect user to that politician's bio page) in the left part of the screen, the actual promise citation in the center (hyperlinked, when clicked will redirect to a lengthier analysis of the promise) and an icon describing whether the promise is achieved, partly achieved, not achieved or unmeasurable in the right side of the screen.

- **Achieved:** This submenu item will filter and show only achieved promises. Same design mentioned above will apply.
- **Partly Achieved:** This submenu item will filter and show only partly achieved promises. Same design mentioned above will apply.
- **Not Achieved:** This submenu item will filter and show only unachieved promises. Same design mentioned above will apply.
- **Unmeasurable:** This submenu item will filter and show only not measurable promises. Same design mentioned above will apply.

The People Section: Submenu

The People section will not consist in any submenu items. When clicked, it will redirect to another A-to-Z page consisting in a list of the names of 201 elected officials and their names. A search button will make it easier to find a specific politician. When clicked, the photos and names will redirect to that politician's bio page. The bio page will offer three main sources of information:

- A general biography/ CV of that person;
- A list of every promise fact-checked, specific to that politician (same design mentioned in the 'All Promises' subsection will apply).
- An info graph (image), showing the rate/ percentage/ statistics of how many promises/ statements that politician has achieved, partly achieved or not achieved at all in the last four years.

The Municipal Budget Section: Submenu

The Municipal Budget section will not consist of any submenu items. When clicked it will redirect to an A-to-Z list of 61 Municipalities. When clicked, each will redirect to that municipality's simplified version of the yearly budget. At the end of every budget article there will be a link to the actual long version of the municipal budget.

The Contact Section: Submenu

The Contact section will consist in two submenu items:

- **Contact Us:** A simple contact form (name/surname, email address and inquiry text). At the end of the page, RDA contact information will be listed.
- **Suggest a Fact Check or Correction:** Another contact form in which users can submit a fact check or a correction.

Additional information about the Truth-o-Meter:

Policy Footer:

The footer will contain links to access the Privacy Policy and Terms & Conditions of the site.

3. Technical specifications for the mobile app

The mobile app should work in smart phones through Android system for over 4.4 versions and iOS system for over 6.0 version. The mobile app is supposed to provide suitable interface with the smart phones' resolution where it is accessed from.

The service provider company must guarantee that the app does not automatically upload confidential user data such as: geographic position, name and surname, contacts, etc on any other computer system.

The service provider company should guarantee that that app does not show ads or notifications other than those published by RDA experts on the website/online portal while managing its contents.

3.1. Technical specifications for the portal of content management.

- Website/portal of content management might be based on CMS systems such as Wordpress, Joomla, Drupal etc.
- Website/portal of content management might necessarily be hyperlinked to the mobile app in real time.
- Website/portal of content management should be installed on Windows or Unix based operating systems.
- Website/portal of content management should provide access through browsers like Google Chrome, Firefox, Internet Explorer, Safari etc.
- Website/online portal should work in Albanian language.
- Website/online portal should be responsive in all mobile devices and suitable for every other technological device.
- Links to social media (Facebook, Twitter, LinkedIn).
- All used elements should be updated with the latest version.

4. Budget planning for creating the system

Planned budget for all components of the system to be built and necessary training for the users is shown below.

Nr.	Description	Quantity	Limit Fund
1	Development of website/online portal for managing the content	30 days 1 website/portal	\$2400
2	Development of mobile app and content management	30 days 1 app	\$2400
TOTAL LEKE (VAT INCLUDED)			\$4800

5. Deadline of system implementation

Based on required components of the system and the study conducted by the RDA, it is estimated that the time for creating an information system with functions as described above and staff training will be 4 weeks. The process is shown below in the form of a Gant diagram by sorting out the project based on main processes that are expected to be performed:

Nr.	Description / Period (days)	W1	W2	W3	W4
1	Development of web portal for managing the content				
2	Development of mobile app				
3	Assistance in creating the accounts on Google Play, App Store, online app launch.				
4	System testing				
5	Acceptance				

6. Other requirements:

- RDA has full rights on website design and content.
- It should contain no mistakes as based on international standards.
- Publication of preparatory information on the webpage and creation of their categories and sub-categories.
- Economic operator should ensure the expansion of administration area in order to make changes on the website when necessary.

7. Maintenance

The Contractor should provide support and maintenance for the system for a **2-year period** from the date of signing the contract.

8. Criteria for qualification of economic operators:

The economic operator, who is ranked the first before being announced winner, should submit to Foundation RDA Korçe the following documents stating that:

- The bidder should be recorded in respective professional or commercial registers of the country where they are established, stating their legal personality;
- The bidder should be minimally 3 years in business as stated in the Commercial Registry document and his/her activity should include services in information technology;
- The bidder should certify that he/she is in active business and not bankruptcy process;
- The economic operator should present two contracts to confirm the delivery of similar services.

Deadline for delivering the service will be 4 weeks from the moment of contract signature.

The bidder should enter full information on the contact person in the offer form.