



Request for Proposal for a responsive **Web Designer and Developer** for the “Fund for Innovation and Transformation/Fonds pour l’innovation et la transformation or FIT”.

### **About the organization and project**

The Inter-Council Network (ICN) is a coalition of the eight Provincial and Regional Councils for International Cooperation. These independent member-based Councils are committed to global social justice and social change, and represent nearly 350 diverse civil society organizations (CSOs) from across Canada. The ICN provides a national forum in which the Councils collaborate for improved effectiveness and identify common priorities for collective action. Rooted in communities across Canada, ICN members are leaders in public engagement at a local and regional level, and are recognized for bringing regional knowledge and priorities to the national level.

As part of the ICN, the Manitoba Council for International Cooperation (MCIC) supports, connects, and amplifies the work of its members and partners, directly engaging and collaborating with Manitobans for global sustainability. As a coordinating structure, MCIC promotes public awareness of international issues, fosters member interaction, and administers funds for international development.

MCIC, on behalf of the ICN, is now launching an innovation initiative named **FIT - Fund for Innovation and Transformation/le Fonds pour l’innovation et la transformation**, to test innovative solutions to development challenges. Its purpose is to advance the effective use of and learn from innovative solutions that will improve the lives, equality and empowerment of women and girls, their families and communities in the Global South.

### **Request**

MCIC invites proposals from Web Designers and Developers from across Canada with interest and preferably relevant experience working for a small, changing, fast-paced non-profit and, in contributing to this new initiative.

### **Scope of Work**

**FIT is up against some tight deadlines. We need a firm who can hit the ground running and produce an initial website within two months. We would like a website that reflects the innovation goals of the initiative (fresh design, easily-adaptable, continual improvements, positive user-experience).**

**Phase 1:**

- A secure website (English and French versions, meets Manitoba's accessibility standards, optimized for mobile devices) that can eventually interface/integrate with third-party database, mailing lists (Mailchimp), videos etc.
- Light content strategy
- Testing and quality assurance (including with older browsers)
- Search Engine Optimization
- Logo and visual identity for FIT needs to be developed (separate request for proposal). You are welcome to respond to both RFPs if within your scope.

**Phase 2:**

- Content strategy further developed
- A user-friendly system so staff can input through content management (please identify system options: e.g. WordPress)
- A user-friendly system that accommodates high volumes of online applications/interactive portals (possible user accounts) with hundreds of stakeholders and interfaces with our system database
- Ability to store some data for user online-applications (usernames, passwords, online forms)

**Timeline:** Would need to start work in March 2019.

**Deadline for proposals:** Friday, March 15, 2019, 4pm CST

**To Apply:** Submit proposals by email to [jobs@mcic.ca](mailto:jobs@mcic.ca) with "Web Designer and Developer" in the subject line.

**Proposals must outline:**

- Website Designer and Developer would need to be available to begin project in March 2019
- Must be eligible to work in Canada
- Breakdown of costs for each component listed above
- Team lead and team members' resumes
  - Please include experience working with any of the following: non-profits, international development organizations, fast-paced environments with aggressive deadlines
- List of appropriate references and contact information
- Samples to showcase your work

**Contact Info:**

For any questions regarding the RFP, please contact Christina MacIsaac, Director of Innovation, FIT at 204-987-6420 or [fit@mcic.ca](mailto:fit@mcic.ca).