



**CORAL TRIANGLE  
INITIATIVE**  
ON CORAL REEFS, FISHERIES  
AND FOOD SECURITY



Term of Reference  
**WEBSITE DEVELOPMENT SERVICE PROVIDER**  
Regional Secretariat  
Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security

## BACKGROUND

The Coral Triangle is a marine region that spans parts of Indonesia, Malaysia, Papua New Guinea, the Philippines, the Solomon Islands and Timor-Leste with at least 500 species of reef-building corals. Despite their significant value, the coral reef ecosystems of the Coral Triangle are among the most threatened in the world. Approximately 95% are at risk. Overfishing has affected almost every reef in the region, destructive fishing practices are common, land-based pollution is significant, and coastal development is a growing threat. The future threats from climate change and ocean acidification will compound these problems.

Recognizing the critical need to safeguard the region's marine and coastal resources, in 2009, Indonesian President Yudhoyono inspired other leaders in the region to launch the Coral Triangle Initiative on Coral Reefs, Fisheries, and Food Security (CTI-CFF) through the signing of the Leaders Declaration. The CTI-CFF is a multilateral partnership of six countries working together to sustain extraordinary marine and coastal resources by addressing crucial issues such as food security, climate change, and marine biodiversity.

To enhance the quality of public information services, increase program transparency, and support the digital transformation of the CTI-CFF Regional Secretariat, the development of a new official website is essential. This platform must be modern, responsive, secure, and aligned with the institution's identity. More than just a technical upgrade, the website will serve as a strategic tool for marketing, public outreach, information sharing, and promoting key achievements. It will be the primary digital hub for disseminating program updates, official publications, and delivering accessible public services online.

This procurement will be conducted using a Quality and Cost-Based Selection (QCBS) method to ensure both technical excellence and cost-effectiveness. The ToR outlines the technical and administrative framework for selecting a qualified website service provider.

## OBJECTIVE OF THE ASSIGNMENT

- To define technical and administrative qualification criteria for prospective website service providers.
- To establish evaluation criteria based on competency, experience, and cost-efficiency using QCBS.
- To ensure the optimal delivery of the website aligned with the needs of the CTI-CFF Regional Secretariat.

## DELIVERABLES

All deliverables listed below must be completed and submitted within a **maximum of 90 (ninety) calendar days** from the date of signing the work contract and the final product must be go live before **15 November 2025**.

1. Fully Functional Official Website
  - Drupal CMS-based, Laravel Framework, Django Framework, mobile-friendly design
  - Ensure all content is delivered in English, the official language of the CTI-CFF Regional Secretariat, in line with the CTI-CFF Agreement.
  - Prioritize digital inclusivity by designing the website to meet international accessibility standards (e.g., WCAG 2.1), ensuring usability for persons with disabilities, including screen reader compatibility, keyboard navigation, and appropriate color contrast.
  - Secure (HTTPS/SSL), WCAG 2.1 AA compliant
2. Technical Documentation & User Guides
  - Installation, configuration, architecture, code, and API (if applicable)
  - Two tutorial videos for site admins and editors
3. Hosting, Domain & SSL Services
  - One-year hosting (uptime  $\geq 99.5\%$ )
  - Domain registration and active SSL certificate
4. Content Migration & SEO Redirects
  - Structured content migration from the existing website
  - Permanent URL redirects for SEO preservation
5. Support System Integration
  - Integration with CT Atlas 2.0, Document Management System (DMS)
  - Advanced search, newsletter, interactive contact features
6. Analytics, SEO & Monitoring
  - Google Analytics 4, Google Search Console, XML sitemap, SEO metadata
  - Basic monitoring tools (e.g., UptimeRobot, Prometheus)
7. Testing & User Acceptance Testing (UAT)
  - Testing for functionality, security, performance, browser/device compatibility, accessibility
  - QA reports and UAT sign-off
8. Training & Technical Maintenance
  - Technical training for one internal staff member
  - Six months of post-launch support including bug fixes, updates, and consultations
9. Workplan and Progress Reporting
  - Applicants are required **to submit an initial work plan with their application**. A comprehensive and detailed work plan must then be submitted within **two weeks** of the contract's signing.
  - **Monthly progress reports** must be submitted for the full duration of the contract, including completed tasks, issues, and plans for the next period

## PARTICIPANT REQUIREMENTS

### Administrative & Technical Eligibility

- Open for business entity in the field of information technology based in any Coral Triangle

### Country (CT6)

- Valid tax identification and recent tax filing documentation
- No requirement to be a legal entity

### Experience & Capacity

- Minimum six (6) website development projects for government, state-owned enterprises, or national/international organizations in the last three (3) years
- Project portfolio with contracts or reference letters

### Technical Competence

- Development methodology and work plan
- Technical proposal covering :
  - Drupal 9/10/11, PHP ≥8.1, Drupal Template Premium, MySQL
  - Laravel 10.x/11.x, PHP ≥8.1, Blade/TailwindCSS, MySQL
  - Django 4.2+, Python ≥ 3.10, Django Template Engine, MySQL
- WCAG 2.1 AA, security practices, CI/CD, testing, and Documentation

### Human Resources (HR) Team must include:

- Project Manager & QA
- UI/UX & Frontend Developer
- Backend & Integration Developer
- DevOps & Security Engineer
- Administration Support

**Please provide CVs and any relevant professional certifications (if available), along with professional references from previous clients.**

### Pricing Proposal

- Detailed Budget Plan (RAB) with itemized cost breakdown
- Pricing inclusive of one-year hosting, domain, and SSL

## EVALUATION CRITERIA

A Quality and Cost-Based Selection (QCBS) approach will be used. Evaluation components:

1. Technical Proposal (70%)
2. Financial Proposal (30%)

## INTELLECTUAL PROPERTY AND ADDITIONAL PROVISIONS

### 1. Intellectual Property Rights

All intellectual property rights for any and all deliverables produced under this contract shall be the sole property of the CTI-CFF Regional Secretariat. The provider shall not use, reproduce, or distribute any part of the work without prior written consent from the CTI-CFF Regional Secretariat.

### 2. Indemnity

The provider shall indemnify and hold harmless the CTI-CFF Regional Secretariat from and against any and all claims, liabilities, damages, or expenses arising out of or in connection with the provider's performance of this contract, including but not limited to any infringement of third-party intellectual property rights or breach of contractual obligations.

### 3. Force Majeure

Neither party shall be held liable for failure to fulfill its obligations under this contract due to circumstances beyond its reasonable control, including but not limited to natural disasters, war, civil unrest, or pandemics. In such events, the affected party must notify the other party promptly and take reasonable steps to mitigate any delay.

#### 4. Dispute Resolution

Any dispute, controversy, or claim arising out of or relating to this contract shall be resolved amicably through mutual consultation. If unresolved, the dispute shall be submitted to mediation or arbitration in accordance with the laws and procedures mutually agreed upon by both parties.

#### 5. Clarification and Presentations

The provider may be required to participate in clarification sessions or presentations, as requested by the CTI-CFF Regional Secretariat, during or after the evaluation process.

#### 6. Out-of-Scope Work

Any work falling outside the defined scope of this contract shall be subject to a separate written agreement, including clearly defined deliverables, timelines, and associated costs.

- Intellectual property rights for all deliverables will belong to CTI-CFF Regional Secretariat
- Provider may be asked to participate in clarification sessions or presentations
- Any out-of-scope work shall be agreed separately.

### **SUBMISSION PROCEDURE**

All proposals must be submitted in softcopy only via email:

Email: **regional.secretariat@cticff.org**

Subject: Website Development Proposal – CTI-CFF

Deadline: **15 August, 11:59 PM** (WITA/GMT+8)

Late or incomplete submissions will not be considered.