Invitation to tender.

**Consultant / Project Manager for IT development project**

Keep Northern Ireland Beautiful is seeking to initiate the phased procurement of new websites for our core programmes. As part of this process, we wish to appoint an external consultant to help us manage a comprehensive review of our suite of websites, web and mobile apps and the IT systems that support our digital operations and core management activities.

We envisage that the appointee will lead us through a comprehensive review process, the development of a hierarchy of phased objectives and a range of costings to fully implement a solution that meets our IT requirements. The review process will culminate in the development of comprehensive recommendations and specifications leading to the preparation of detailed briefs for tendering.

**Background information:**

Keep Northern Ireland Beautiful is an independent charity established in 2000. Our vision is a world where people and nature thrive. Our mission is to inspire and empower people to create more resilient and healthier communities. Our actions aim, through education, engagement and empowerment to change behaviours and practices so everyone enjoys a beautiful, resilient and healthy environment. We work towards a society where everyone takes an active role in protecting our communities and the people who live here. Further information on the organisation is available by viewing our websites, web apps and social media platforms:

[www.keepnorthernirelandbeautiful.org](http://www.keepnorthernirelandbeautiful.org)

[www.liveherelovehere.org](http://www.liveherelovehere.org)

[www.eco-schoolsni.org](http://www.eco-schoolsni.org)

[www.eco-homeni.org](http://www.eco-homeni.org)

<https://apps.apple.com/gb/app/live-here-love-here/>

<https://eei.liveherelovehere.app/>

<https://apps.apple.com/gb/app/eu-swim-project/>

[www.facebook.com/keepnorthernirelandbeautiful](http://www.facebook.com/keepnorthernirelandbeautiful) [www.facebook.com/liveherelovehere](http://www.facebook.com/liveherelovehere)

Twitter: @KeepNIBeautiful and @isupportlhlh

Instagram: @KeepNorthernIrelandBeautiful and @LiveHere.LoveHere

Our **objectives for phase 1** include:

* To review how our IT systems facilitate our stakeholders’ needs.
* To review existing HR, budgeting and project management systems.
* To inform our IT development business case.
* To consider issues around MIS, data storage and integration architecture.
* To provide business continuity and contingency advice around existing and new MIS and CMS systems.
* To help us plan the development of our existing websites and their CMS as we move towards new and innovative, integrated digital solutions.
* To advise on the relative benefits of a web or app-led approach.
* To advise on how a new website might replace or integrate into our existing offerings.
* To gain insight into potential costs, timescales, innovation and possibilities for delivery.
* To inform the planning and preparation of the procurement project.

Following this advisory and recommendation stage of our project we envisage Phase 2 including:

* The sequential procurement of new apps and websites.
* The development of suitably detailed, specific and effective briefs for tendering for new apps and websites. This will require an ongoing consultative approach with relevant stakeholders.
* Project managing the website build process with assistance from relevant Keep Northern Ireland Beautiful staff and partners as required.

To ensure the independence of the review and planning process, the appointee will be excluded from tendering for the subsequent website and app works.

**Selection Criteria**

Previous, demonstrable experience of conducting similar review / recommendation / project management exercises will form a key component in our selection.

Key requirements of the role:

* Technical capability to conduct a thorough desk-based audit of current IT systems, including the data access layer.
* Attendance, when required, at an advisory group including senior managers, current IT suppliers and Board representative.
* Ability to build and maintain constructive relationships with all relevant stakeholders.
* Experience in planning and executing a comprehensive IT review. While we do not wish to be prescriptive at this stage we would estimate that this would require **approximately 20 individual consultations/meetings per year**.
* Ability to map future opportunities and risk assessment re corporate IT systems.
* Experience in the development of a new IT and web strategy, informed by our corporate strategy and user needs, with a clear forward roadmap and milestones.
* Experience in estimating budget requirements for IT development needs.
* Experience in project managing website and app build work

**Scoring criteria:**

|  |  |
| --- | --- |
| Item | Weighting |
| Previous experience & credentials | 60% |
| Price | 30% |
| Environmental policy & credentials | 10% |

**Budget and timescales:**

Our budget for this pre-procurement phase of our IT development project is **£10,000** (exclusive of VAT) per annum for a period of three years, with a possible extension of two years. The project will be divided into stages with payment being issued at the end of each satisfactorily completed stage.

We aim to appoint a consultant bythe end of July, 2022, with applications to be received **by noon on 21 July 2022**.

Enquiries can be directed to Kate Gormley, Communications Manager, kate.gormley@keepnorthernirelandbeautiful.org in the first instance.