

Terms of Reference

Design and Website Development

Context

InFiNe is the Luxembourg platform that brings together public, private and civil society actors involved in inclusive finance. The value of InFiNe lies in the wide range of expertise characterised by the diversity of its members. As of today, InFiNe is composed by 44 members, 41 institutional and 3 individuals.

Capitalising on the Grand Duchy's leading position in responsible finance and development sectors, InFiNe was created in March 2014 to further stimulate financial inclusion as a key to poverty reduction and empowerment of low-income groups. The unique configuration of InFiNe is to bring together key actors from the public, private and civil society sectors to leverage the considerable knowledge available in Luxembourg to foster the deployment of inclusive finance.

Scope and Objective

InFiNe is inviting proposals from qualified companies with a record of success in designing and producing digital solutions to develop new templates for its current website. The templates will provide a fresh look to the website and will unlock the potential functionalities of the current software while displaying the content in a more organized, attractive and user-friendly manner.

The company will also need to revamp the design of InFiNe's logo.

Deliverables

- Design a fresh look and feel for InFiNe's website, which presents a renovated visual look and its functionalities are enhanced to provide a better experience to users
- Develop a graphic concept and visual language of new templates
- Ensure a consistent visual language on the new website by introducing fixed styles in templates ensuring consistency in fonts, formatting icons, images, layout techniques
- Ensure the following – not exhaustive – list of features through the new templates
 - Language options (FR/EN)
 - Responsive design
 - Add feed links
 - Signup for latest news
 - Social sharing features
 - Search resources by free text
- Adapt the new look to homepage, sections, and the following components of the website:
 - *Jobs* template
 - *Newsletter* template
 - *Publications/Resources* template
 - *About us* template
 - *Members* template
 - *News* template
 - *Events calendar* template

- Adapt the current sections of the website using the new templates
- Incorporate in the new templates the standard page elements including header, footer, tabs, persistent navigation, contact us, email
- Guarantee that most recent content on website is captured in automatically in the homepage in an organised way following specific categories, tags or other custom categories
- Design a new InFiNe logo
- Handover full source code, including all developed libraries, to InFiNe
- Merge the European Microfinance Award website

All deliverables listed in this section will be built in WordPress.

Once a company is selected, the contract may be amended with a time and materials to capture new specific developments on site upon request of InFiNe.

Work setting

- **Time of the assignment**
The expected starting date is **6 January 2025**.
- **Briefing arrangements**
A first meeting/conference call will be scheduled for InFiNe team to brief the company on background information to develop each of the requested deliverables. Based on the debriefing session and this ToR, the company will develop a design concept for the site.
- **Support provided**
The company will work in close consultation with and under the supervision of the Project Manager of InFiNe. InFiNe will grant access to the current InFiNe website code and content, all documents and pages, plugins, themes and additional files.

Documents to be included in the proposal

- A portfolio of previous work of websites with similar functionalities developed in WordPress
- A work plan for the assignment based on the information provided above
- CVs of the lead developer and other developers/graphic designers in charge of the assignment
- A breakdown of expected services and associated costs for the completion of all deliverables

The proposal must be submitted in English by email to contact@infine.lu indicating the reference “Design and Website Development”

The deadline for submission of proposals is 6 December 2024, 23:00 CET.