Call for Tenders

Contracting party: Terre des Hommes Foundation "Lausanne" in Hungary

Tender reference: HUN-24-034-CP

Introduction
Terre des hommes has over the past years created several Drupal-based websites to disseminate information to various actors in support of child protection activities. Thanks to the success of these websites, the development and maintenance needs continue to grow. We are therefore seeking to appoint regular service providers to streamline these activites through this Call for Tenders.

Financing
The activites in scope are funded by the Foreign, Commonwealth and Development Office (FCDO), SOMAHA Foundation, The European Union, UEFA and potentially other private foundations.

The beneficiary of the funding is the Terre des hommes Foundation, Switzerland or its office in Hungary, Terre des hommes Foundation "Lausanne" in Hungary (Tdh HU).

Contents of the tender dossier
The tender dossier contains the following elements:
a) Instructions to Tenderers
b) Annex 1 – Terms of Reference
c) Annex 2 – Documentation of RSH, ChildHub and tdh-europe
d) Annex 3 – Supplier profile & questionnaire
e) Annex 4 – Tdh Good Business Practices
f) Annex 5 – Pricing Template

Important note: By submitting a tender, the Tenderer fully and unreservedly accepts the contents of these Instructions as the sole basis for this tender procedure, irrespective of its own terms and conditions of sale, which it hereby waives. Tenderers must carefully review and comply with all instructions, forms, contractual provisions and specifications contained in these tender documents. Failure to submit a tender containing all the required information and documentation within the specified time limits may result in the rejection of the tender. No reservations regarding the tender documents may be considered and will result in the immediate rejection of the tender without further evaluation.

Table of contents

1. **General instructions**

   1.1   These instructions to Tenderers set out the rules for the submission, interaction between parties and implementation of subsequent actions under this Call for Tenders.

   1.2   The Tenderer will bear all costs related to the preparation and submission of its tender (visits, on-site inspection, etc.). The contracting authority will not be responsible or liable for any costs incurred by the Tenderer, regardless of the progress or outcome of the procedure.

   1.3   Terre des hommes retains ownership of all bids received in this tender procedure. Consequently, bidders may not demand that their bids be returned to them.

   1.4   The evaluation committee reserves the right to reject any file deemed insufficiently complete at the time of the evaluation of the offers.

2. **Services to be provided / Works to be carried out**

   2.1   The purpose of this Call for Tenders is to solicit competitive bids for Drupal website development, support, some webdesign, website maintenance and security, and website development advisory services for several websites, the biggest among them are: childhub.org, safeguardingsupporthub.org, uefa.safeguarding.org, lokallink.org, and tdh-europe.org. The tasks also include working on moodle (setting up moodle environment, supporting learners with technical issues, creating certificates, collecting data for reporting) as Tdh is developing e-learning courses (delivered as scorm files).

   2.2   Through this Call for Tenders Tdh intends to appoint multiple partners by entering into contracts that are valid for one year and renewable for a second year.

   2.3   **The Terms of Reference with detailed documentation are included in Annex 1 and Annex 2.**

   2.4   The quantities mentioned in this document are estimates and can in no way be considered as a firm commitment on the part of Tdh.

   2.5   The Tenderer undertakes to maintain the prices offered for the entire duration of the contract (**12 months**). The prices may be renegotiated at the end of the Framework Contract, if TdH and the Service Provider wish to extend the contract.

3. Lots

3.1 **This Call for Tenders comprises of six (6) Lots. Tenderers are invited to bid for as many lots as they wish.**

Lot No.	Description	Quantity	Unit of measure
Lot 1	RSH website support and further development		
Activity 1	Learning Management Systems maintenance (multiple languages)	*17*	e-learning courses
Activity 2	Website support	*100*	*hours*
Activity 3	creation of legacy pages and modifications of reopening Hubs (legacy for southasia.safeguardingsupporthub.org)	3	pages
Activity 4	**Consultancy**: Analysis of user feedback supporting project evaluation	90	hours
Activity 5	**Consultancy** and project engagement (advice, pro-active support, consulting, participation in meetings)	*90*	hours
Activity 6	ad hoc support to Ethiopia Hub	*20*	hours

Lot No.	Description	Quantity	Unit of measure
Lot 2	ChildHub and its sub-pages		
Activity 1	ChildHub (general support)		
1	answering ad-hoc small change requests	60	hours
2	**Consultancy**: advice and support to efficient operations	20	hours
3	**Consultancy**: support to data collection	20	hours
4	de-bugging	30	hours

Activity 2	ChildHub -IFRC page on ChildHub		
1	support to subpage	25	hours
2	creation of data dashboard for IFRC e-learning	20	hours
3	support data collection and reporting	8	hours
4	support minor changes to newsletter design/if and when needed	8	hours
5	ad hoc support	35	hours

Activity 3	ChildHub -Eurochild subpage for subgranting		
1	develop special subpage for subgranting of NGOs	25	hours
2	create special webdesign for the page	8	hours
3	ad hoc support to taxonomy	15	hours
4	support to data collection and reporting	20	hours

Activity 4	LocalLink Hub		
1	*language variants added (French, Arabic, Burmese, Romanian, Ukrainian)*	*5*	*languages*
2	content management system support	*80*	hours
3	integration of user feedback	*100*	*hours*
4	development of forum discussion - various languages	10	fora
5	accessibility review – making necessary changes	*1*	review
6	support to data gathering and reporting	*80*	hours
7	website performance optimization (UX)	*80*	hours

Lot No.	Description	Quantity	Unit of measure
Lot 3	UEFA website (uefa-safegaurding.eu)		
Activity 1	adding new e-learning to the moodle	3	e-learning
Activity 2	security updates and ongoing support	*80*	*hours*
Activity 3	support to data collection and reporting	*40*	*hours*
Activity 4	debugging	*10*	*hours*

Lot No.	Description	Quantity	Unit of measure
Lot 4	Golf Federation site		
Activity 1	development of multi-language website with CMS (at the time of writing specifications are not available. example can be the UEFA website)	1	website
Activity 2	creation of moodle base for eventual hosting of e-learning LMS	1	LMS
Activity 3	incorporating client and user feedback	*100*	*hours*
Activity 4	ongoing support, including data gathering for reporting	120	hours
Activity 5	security updates	80	hours

Lot No.	Description	Quantity	Unit of measure
Lot 5	Tdh-europe.org website		
Activity 1	ongoing support to website including security updates and support to data reporting, small modifications.	200	hours

Lot No.	Description	Quantity	Unit of measure
Lot 6	Drupal support and maintenance for 24 months		
Activity 1	content and data backup: proactive monitoring of the Pantheon daily backups and provision of Icoud-based archive of backups (24 months)	2	sites
Activity 2	Performance monitoring: proactive monitoring of the website availability and liaison with Pantheon in case of issues (24 months)	2	sites
Activity 3	Security management and audits: management of drupal code base to ensure all Drupal core security updates are integrated into the website. Monthly (24) but can be more urgent depending on security issues	2	sites
Activity 4	Emergency fixes: proactive management of Drupal contributed modules to ensure all contributed module security updates are integrated into the website. monthly (24), but can be more urgent depending on security issue	2	sites
	Estimate for Activities 1-4: 480 hours over 24 months, including onboarding		

Activity 5	Helpdesk: provision of a ticket-based, or direct communication support option for Tdh to raise issues relating to website availability. or security issues (available between 9am -5 pm CET)	2	*sites*

Turnaround times

Offers shall include for all basic activities industry standard turnaround times.

4. **References**

4.1   Tenders submitted must be accompanied by references. Offers submitted without samples will be rejected. The Tenderer must send all references described below.

4.2   You will find below the list of samples expected for each Activity. These must be delivered to Tdh at the time of submission, together with a delivery note with a detailed description of the items delivered.

Reference description	Unit	Remarks
Example of Learning Management System developed, functional in several languages and with several courses	1	Please provide admin access if possible, and links to actual courses
Example of editable pdf certificate for an e-learning course as well as integration of LMS into CMS	1	
Example of PWA (progressive web application) developed	1	Preferably one that functions in several languages (including right-to-left language)
Examples of multi-lingual and multi-site websites developed using a single Drupal CMS	*1*	Preferably websites with higher complexity
Reference to an organisation or company for whom such services had been provided	2	Please provide contact details
Description of how to develop a multi language and multi hub drupal website. The description should include identifying the drupal modules and techniques that would be used, how to ensure its accessibility, and how you propose to maintain and support the website with constant changes and upgrades without having to take the site offline or restrict editorial teams (continuous integration)	1	The description shall not be more than 3 pages preferably
At least 3 client reference contacts (preferably NGOs or international organisations) and proof of previous experience with the same type of service (testimonials or customer satisfaction acknowledgement)	3	Specify the names, and contact details, the nature, value, and effective dates of the contracts. TdH will only contact these references with prior notification to the Tenderer.

5. Method of payment

Payment shall be made on delivery with monthly invoicing for ad-hoc and continuous support activities made by wire with 15 days net from date of invoice.

6. Timeline

Step	Date*
Publication of the Call for Tenders	15th April/2024
Deadline for requesting clarification from Tdh	6/May/2024 to 16.00 pm CET
Last day when Tdh gives clarifications	13/May/2024 to 17.00 pm CET
Call for clarifications	14/May/2024 15.00 CET
Deadline for receipt of tenders	**20/May/2024 16.00pmCET**
Offer opening session	21/May/2024 14.00pm CET
Notification of award to the successful Tenderer	7/June/2024
Signature of the contract	**Between 17-24 June 2024**

* Tentative dates / All times are in the time zone of the country of the contracting party.

This schedule is subject to change by Tdh according to the constraints encountered.

7. Presentation of the offer

7.1 Tenders, associated documents and correspondence between the Tenderer and Tdh must be written in the language of the procedure, which is English.

7.2 The financial offer must cover all services described in **Annex 1** and must be expressed without VAT in Euros. Please consider the necessary set-up / origination costs and propose budget-split for these.

7.3 **Tenders must be received by 20/May/2024 16.00 pm CET**. Late tenders will be rejected and will not be evaluated. Nevertheless, all tenders received after the submission deadline will be retained by the contracting authority.

7.4 All tenders must be submitted by email to the Hun.Tenders@tdh.org mailbox.

7.5 The subject of the email should be as follows:
a) Call for Tender Ref. No. HUN-24-034-CP.
b) "Not to be opened before the opening session of the offers".

8. Contents of the offers

All tenders submitted must comply with the requirements of the tender dossier and the package submitted by the Tenderer must contain at least the following documents. Bidders who do not provide all below documents and in the format requested may be excluded from the selection process.

#	Documents to be submitted	Instructions
1	Technical offer	As per Annex 1 presenting the approach and methodology proposed and warranting the services during the delivery period for which the Tenderer is able to commit contractually
2	Financial offer	Presented in the Tdh pricing format as per Annex 5 in Euros, without VAT
3	References	As per Article 4 of present instructions
4	Profile & Supplier Questionnaire	As per Annex 3
5	Good commercial practices TdH	As per Annex 4 – will form part of the contract
6	Proof of company registration	It should be noted that only offers from companies whose main activity is related to this market will be analysed.
7	Certificate of tax status	Valid, issued by the General Tax Office
8	Proof of solvency	Certificate of financial capacity to perform the contract.
9	Bank Identity Statement	The bank details must be in the name of the company.

9. Questions and clarifications regarding the tender dossier

9.1   If Tdh, on its own initiative or in response to a request from a Tenderer, adds or clarifies information to the tender dossier, this information will be sent in writing and shared at the same time with all other Tenderers.

9.2   Tenderers should submit their questions by e-mail to Hun.Tenders@tdh.org until **May 5, 2024 at the latest,** specifying **the reference number of this Call for Tenders**.

9.3 Tenderers seeking to organise a private meeting with Tdh during the tender period will risk being excluded from the tender procedure.

9.4 Tdh may, if necessary, extend the deadline for the submission of tenders to give Tenderers sufficient time to take into account any changes that may be made to the tender dossier.

10. Clarification meeting (online)

10.1 A clarification meeting will be held on 14 May 2024 at 15pm CET via Teams to answer any questions regarding the tender documents formulated in writing. Minutes will be taken during the meeting and will be communicated in writing to all Tenderers no later than 11 calendar days before the deadline for submission of tenders.

10.2 Link to the meeting: ***Join the meeting now***
Apart from this meeting, no visits or requests for individual appointments will be accepted from potential bidders throughout the tender period.

11. Period of validity of offers

11.1 Tenders must remain valid for a period of **120 days from the** deadline for submission of tenders. In exceptional cases and before expiry of the initial period of validity, Tdh may request in writing that this period be extended by **40 days**. Tenderers accepting this request are not authorised to modify their offer. In case of refusal, Tenderers cease to participate in the procedure. The successful Tenderer remains bound by its offer for a period of **90 days from the** date of receipt of the notification informing it that it has been selected.

12. Modification and withdrawal of offers

12.1 Tenderers may modify or withdraw their tenders by written notification before the submission deadline. No tender may be modified after this date.

12.2 Any notification of modification or withdrawal shall be submitted in accordance with Article 7. Withdrawals shall be unconditional and shall terminate all participation in the tendering procedure.

13. Opening and evaluation of tenders

a) *Opening of offers*

13.1 The purpose of opening the tenders is to check whether the tenders are complete, whether the documents have been correctly completed and signed and whether the tenders are generally in order.

13.2   The bid evaluation committee will not take an immediate decision on the admissibility or inadmissibility of bids at the time of bid opening.

13.3   Tenders will be opened on 21/May/2024 14.00pm CET by an evaluation committee composed of representatives of Tdh.

13.4   After the opening of the tenders, no information relating to the examination, clarification, evaluation and comparison of the tenders and recommendations concerning the award of the contract will be disclosed until the contract has been awarded.

b) *Administrative evaluation*

13.5   The purpose of this stage is to verify the conformity of the tenders received, in terms of substance and the requirements of the tender documents. A tender is deemed to be compliant when it complies with all the conditions, terms and specifications contained in the tender documents, without any significant deviations or restrictions. Substantial deviations or restrictions are those which affect the scope, quality or performance of the contract, or which substantially depart from or limit the rights of the contracting authority or the obligations of the Tenderer under the contract and adversely affect the competitive position of Tenderers who have submitted compliant tenders. Tenders that are administratively found to be non-compliant will be rejected and will not proceed to the technical evaluation stage.

c) *Technical evaluation*

13.6   In order to be considered technically compliant, the offer must meet or exceed the required conditions and technical specifications without significant deviations or restrictions.

         Any bid that is clearly not suitable and capable of providing the services requested in the call for tenders will be excluded from the selection process. Bids that are found to be technically non-compliant will not be evaluated financially.

d) *Financial evaluation*

13.7   The financial evaluation aims to identify the lowest bid among the technically compliant bids.

e) *Request for clarification*

13.8   During the evaluation process, in the interests of transparency and equal treatment, the evaluation committee may ask Tenderers, in writing, to clarify their tender within a reasonable period of time, without them being able to modify it. None of these requests for clarification must be aimed to correct any initial errors or failures affecting the performance of the contract or distorting competition.

f)   *Criteria for awarding the contract*

13.9   The contract will be awarded to the tender that is both **technically** and **administratively compliant** and **most economically advantageous, taking into** account the quality and price of the services offered.

Offers will be evaluated according to the criteria listed below:

o Ability to meet the conditions required by present Call for Tenders
o Compliance with Tdh terms and conditions
o Quality of/feedback from References provided
o Quality of the approach and methodology proposed
o Price competitiveness
o Turnaround time of service requests
o Additional services/customer benefits offered.

14. Signature of the contract

14.1   Within three (3) working days following receipt of the contract, the selected Supplier must sign, date and return it to Tdh.

14.2   If the successful Tenderer does not return the signed contract within three (3) working days, Tdh may, after notification, consider the award null and void and award the contract to the second place Tenderer.

14.3   Unsuccessful Tenderers will be informed by e-mail within 10 days from the date of award of the contract.

14.4   The successful Tenderer will be informed by e-mail that their offer has been accepted. Before the contract is signed between the contracting authority and the successful Tenderer, the latter must provide the documentary evidence or declarations required by the legislation of the country where the company (or each company in the case of a consortium) is established which are not already provided with the tender documentation. Such evidence, declarations or documents must bear a date which may not be more than one year prior to the date of submission of the tender.

14.5   If the successful Tenderer does not provide these documents within 10 calendar days of notification of the contract award or if it is found that he has

provided false information, the contract award shall be considered null and void.

15. Cancellation of the tender procedure

15.1   In particular, a cancellation may occur when:

- o the tender procedure was unsuccessful, i.e. when no adequate, qualitatively or financially acceptable offer was received or when there was no valid reply;
- o the technical or economic elements of the project have been fundamentally modified;
- o exceptional circumstances or force majeure make the normal execution of the project impossible;
- o all technically acceptable offers exceed the available budget;
- o substantial errors, irregularities or acts of fraud have been found in the course of the process, in particular where they have prevented fair competition.
- o where the price proposed by the Tenderer to whom the contract is to be awarded is objectively disproportionate to the contract price.

Under no circumstances can Tdh be held liable for any damages whatsoever, including and without limitation, damages for loss of profit, related in any way to the cancellation of the tender procedure, even if the contracting authority has been informed of the possibility of damages. The publication of a contract notice does not commit the contracting authority to implement the programme or project announced.

16. Ethics

Failure to comply with the following ethical rules will result in the immediate exclusion of the Tenderer from this procedure:

(a) *Child labour*
Child labour is prohibited by international conventions. As such, no child under the age of 18 may work directly or indirectly for a contract signed with Terre des hommes.

b) *Exploitation/slavery*
The working conditions of the employees of the holder of contracts signed with Terre des hommes must comply with the regulations in force in the country, in particular with regard to minimum wages and working hours. In the absence of these regulations, working conditions must be downgraded and wages must be equivalent to the average

wages practiced in the area. Any physical constraints or sanctions against employees are excluded.

(c) *Links with the production and trade of anti-personnel mines*
In compliance with the international treaty banning anti-personnel mines (the Ottawa Treaty), no contractor will be able to claim a contract with Terre des hommes if it is proven that the latter participates in any way whatsoever in the spread of anti-personnel mines (production, trade, assets, shareholders, transport, storage, etc.). In this precise case, any contract awarded may be terminated immediately by Terre des hommes without the contractor being able to claim any compensation whatsoever.

(d) *Links with weapons trade*
In respect of our status as an international solidarity organisation, no company or supplier can claim to do business with Terre des hommes if it is proven that it participates in any way whatsoever in the weapons trade (production, trade, assets, shareholders, fundraising, transport, storage, etc.).

(e) *Links with terrorist networks*
No company or supplier may claim to carry out a contract with Terre des hommes if it is proven that the latter has links, in any form whatsoever, with terrorist networks of any kind (acts of violence perpetrated against civilian populations or civilians installations committed by an organisation).

f) *Respect for the environment*
Terre des hommes market holders must strive to use production techniques and processes that respect the fundamental rules of environmental protection, (mainly with regard to deforestation and the use of chemical agents affecting the protection of biodiversity).

g) *Conflict of interest*
No employee or member of Terre des hommes may accept or solicit any gratuities, favours or personal benefits related to his or her position or contracts. Similarly, no company or supplier may claim to carry out a contract if there is a direct family or interest link with a member of the staff of Terre des hommes.

h) *Practices of Corruption, Fraud, Collusion or Coercion*
Terre des hommes will reject any proposal made by Tenderers, suppliers or candidates, if it is established that they have engaged in practices of corruption, fraud, collusion or coercion. In such a case, Terre des hommes will terminate their contract.

16.1 **Tenderers certify that they are aware of the following documents:**

- Tdh Code of Conduct: https://www.tdh.ch/en/media-library/documents/general-code-conduct-tdh
- TdH Child Safeguarding Policy: Child Safeguarding Policy | Terre des hommes (tdh.org)

- Tdh's Policy on the Protection from Sexual Exploitationand Abuse: [Policy on the Protection from Sexual Exploitation and Abuse (PSEA) | Terre des hommes (tdh.org)](#)

17. Situations of exclusion

17.1   Tdh will exclude from this procedure any Tenderer in one of the following situations:

a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities or are in any analogous situation arising from a similar procedure in national legislation or regulations;

b) have been convicted by a judgment having the force of res judicata for any offence committed in the exercise of his professional activity.

c) they have been guilty of grave professional misconduct proven by any means which the contracting authorities can justify.

d) not having fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country of registration in which he is established or with those of the country of the contracting authority or those of the country where the contract is to be performed.

e) have been the subject of a judgment which has the force of res judicata for fraud, corruption, participation in a criminal organisation, money laundering or terrorist financing, or any other illegal activity detrimental to the Communities' financial interests;

f) have been declared to be in serious breach of contract in a previous procurement procedure for failure to comply with its contractual obligations;

g) candidates who are subject to a conflict of interest;

h) be guilty of misrepresentation.

i) have been guilty of attempting to influence the evaluation committee in the process of examining, clarifying, evaluating and comparing tenders, obtaining information on the progress of the process or influencing Tdh in its decision on the award of the contract.

j) have tendered for more than one offer either individually or as a partner in a joint venture/consortium. The participation of a Tenderer in more than one tender will result in the disqualification of all tenders in which the Tenderer is involved in this procedure.

k) be guilty of exploitative child labour or other forms of human trafficking. It must in any case respect the fundamental social rights and the dignity of working conditions of everyone in its enterprise but also with the subcontractors with whom it works in the course of its activities.

l) be in one of the situations mentioned in the "Ethics" article of this document.

18. Subcontracting

18.1   Subcontracting will not be accepted except in exceptional circumstances and with the prior authorisation of Tdh.

19. Eligibility

19.1   Participation in the call for tenders is open equally to all natural or legal persons and companies. However, in order to comply with the rules of some of the donors who finance Tdh programmes, participants in the call for tenders will have to clearly stipulate in their tender the nationality of their company and the origin of the products offered.

Annex 1 – Website development needs of Tdh Hungary

Confidentiality

The content of this document is strictly confidential and may not be disclosed and/or disseminated without the consent of Terre des hommes.

Terre des hommes

Terre des hommes (Tdh) is Switzerland's largest children's aid organisation. Since 1960, Tdh has been helping to build a better future for children and their communities through innovative and sustainable solutions. Active in nearly 40 countries, Tdh works with local and international partners to develop and implement projects on the ground that improve the daily lives of more than four million children and members of their communities.

Terre des hommes in Hungary – which operates as the Regional Hub of Terre des hommes for Europe - has developed a knowledge portal for child protection professionals in South East Europe, called the Child Protection Hub. This has grown into a mature, rather large and popular website in 8 languages, which has also become a model for further knowledge portals for various subjects. Tdh in Hungary currently has a staff of 5 editors who are communications professionals and are working with these various websites. In addition there are 3-5 volunteers from other countries who also may be doing uploading.

Besides ChildHub, the Safeguarding Resource and Support Hub (in collaboration with Social Development Direct, and owned by FCDO) has been operational since 2020 on safeguarding in the aid sector, the UEFA-Safeguarding website (run in collaboration with UEFA) serves the football community to improve child safeguarding practice. LocalLink Hub is running on a subdomain of ChildHub – and so if fully integrated into it, while the languages, the taxonomy is somewhat different.

The one **new** website development may be for Tdh's collaboration with the International Golf Federation. At the moment of writing it is not confirmed that this will come to fruition, so there are no information available on specification, design, structure, taxonomy, etc. The only information available is that it should be structured similarly to the UEFA-Safeguarding website, will be multi-lingual, and should also include an LMS as well as CMS.

Context

RSH

Key figures for 2023:
Google Analytics data access on demand
users: 473,777

Views: 1,256,345

Countries: UK, Yemen, US, Jordan, Nigeria, Ethiopia, Netherlands, France, Switzerland Türkiye

Sources: Direct 60%, organic Search 33%, Referral 1,7%, Organic Social 2%,

Device: desktop 62%, mobile 36%, tablet 0,6%

Target audience: Professionals working in the international development sector in international or local non-governmental organisations – with special focus on smaller, less-resources NGOs. (primary countries: Nigeria, Ethiopia, South Sudan, Yemen, Jordan, Syria, Türkiye, Bangladesh, Pakistan)

Secondary audience: donors, donor governments, private sector who work in international development

Objective: provide practical knowledge and capacity building around the questions of how to improve safeguarding systems and practice – provide users tools and knowledge through products on the website, through webinars and podcasts (and face-to-face interactions, mentoring and consultancy).

The website is part of a project that is ending March 2025, with field activities ending November 2024. Please refer to Annex 1 for specific development needs.

Documentation will be provided in attachment.

ChildHub

Key figures for 2023:
Google Analytics data access on demand
Users 789,828
Views 1,447,823
Top 10 countries where users come from: Romania, US, Hungary, Albania, Greece, Moldova, UK, Germany, India, Philippines
Sources: Organic search (69%), direct (25%), organic social (1%), referral (1%)
Device: 55% on mobile, 43% on desktop

Target audience: Professionals who have a responsibility in child protection, mainly social workers, but also teachers, psychologists, developmental pedagogues, law enforment, justice, health care professionals. Primarily in South East Europe but also in Europe generally.

Objective: Keeping the website up-to-date and relevant for professionals, keeping their interest for browsing resources and engaging with webinars, e-learning and other products.

Please refer to Annex 1 for specific development needs.

Documentation will be provided in attachment.

LocalLink Hub

Expected launch:

March 22nd, 2024 (1st phase - English version)

June 30th, 2024 (2nd phase – Bengali, Hindi, Nepali, Albanian and Hungarian versions).

June 30th, 2026 (3rd phase – further updates can be brought to the tools – bug fixes, additional fixtures, new language versions such as Arabic, French, Burmese, Ukrainian….).

At the writing of this document, this website is not live yet. LocalLink Hub will be designed as a part of Childhub (it will be connected to it and use its domain name).

Target audience: Humanitarian and Development professionals working as in Local and National Partner organisations in the Global South in Bangladesh, Nepal, Hungary, Albania, and India. The website will be scaled up in early 2025 to include more languages and wider audience (all country delegations of Terre des hommes Lausanne).

Objective: Providing knowledge and capacity building solutions, a community space for partner NGOs on Organisational Development, Management and compliance issues as well as other Tdh core expertise topics (Child Protection, Access to Justice, Migration, WASH…)

What will LocalLink Hub do?

1/ Host Capacity Development Sessions of all sorts, including e-learning modules, dedicated to Tdh's partners of any size and status. The Sessions must be, as much as possible, available in English and in the four pilot countries' languages (especially for Nepal, Bangladesh, and Albania to begin with as the Hungary office primarily works with English speaking partners). The sessions may involve

any type of training session that can be hosted on the website: workshops, e-learning courses, or a combination thereof but also videos, audios, Powerpoint, Excel, Word, pdf documents etc.

The capacity building sessions will primarily comprise:

- Technical capacity building sessions related to the Tdh programmatic expertise and aimed at Tdh's partners: Migration, Access to Justice, Health, Child Protection and Child's rights as well as WASH. This can include sessions of all levels, from the basic introduction to the topics to advanced training sessions on specific topics, including transversal issues such as climate change, gender, AAP etc…

- Partnerships and Localisation tools – Finance, HR, Logistics, Compliance tools adapted to the variety of partners that Tdh works with. The tools will also involve a set of Project Cycle Management tools such Monitoring and Evaluation tools, Budget follow-up tools, activity tracking tools.

- Tdh will be able to upload and add content for its local partners use (whether from the country of intervention or for other countries). It will help Tdh organise its Organisational Development with Local and National Partners. The platform must allow partners to upload their own Capacity Building Sessions or Training tools for Tdh and other partners to use (once sent and validated by Tdh staff, field or HQ). This platform must be seen as a two-way Capacity Building Stream where both Tdh partners and Tdh are able to benefit from trainings uploaded on the platform. Each uploaded component will be checked for its quality by Content Manager and HQ Intern (see mention under roles and responsibilities for more information).

- Community space (CoP) for knowledge sharing and networking: the platform users will be granted the right to produce and upload contents on the platform. A selection of pilot partners, based on their experience, capacity, and legal status/country of origin, will be driving the platform's governance.

Tdh-europe website

Data from July 1st 2023-29 Feb 2024
    users:4,300
    Views:9300
    Countries: US, Hungary, Switzerland, UK, Netherlands, France, Germany
    Device: desktop 74%, mobile 25%

Target audience: the public at large especially in Hungary (in Hungarian) and in Europe. Professionals working in NGOs or government agencies/institutions

Objective: provide an overview of what Tdh does in the region, i.e. in Albania, Kosovo, Moldova, Romania, Ukraine, Hungary and Greece. To provide an

institutional description of staff, provide necessary reports, etc. Have a reference point for donors and partners

UEFA

Data from 1st July 2023-29Feb 2024

Users: 25,898
   Views:164,000
   Sources: direct 47%, referral: 25%, organic search 32%, organic social: 4%
   Countries: Poland, Portugal, Switzerland, India, Russia, UK, US, Gibraltar, Türkiye, Netherlands
   Device: desktop 54%, mobile 45%

Target audience: UEFA member organisations' staff, i.e. coaches, trainers, medical staff, masseurs, other support staff. Children training in football associations.

Objective: provide knowledge and capacity building to adults who work with children in football, in order to ensure they keep these children safe from harm.

CMS & LMS

The existing sites have all been developed in drupal (98% of the code base is from existing modules. As specified in the tender call, applications may be received for only the development – or for development and maintenance as well. For tdh-europe.org close collaboration with Tdh HQ IT will need to be necessary.

ChildHub, RSH, UEFA have LMS systems on moodle as well, where the e-learning courses are running. These LMS are set up already. However, the systems need to be monitored, and some work needs to be done on them: for example new module (scorm file) needs to be added, creating its place, with title, description, certificate, feedback form (texts always provided by Tdh).Also if users signal that they can not access a specific course or have specific problems, assistance may be needed.

Hosting

All sites, except for the tdh-europe.org are hosted by Pantheon. Tdh-europe site is running on a server hosted by Terre des hommes HQ IT team.

User experience (UX)

For RSH, LocalLink and IGF it is expected that rounds of user feedback will be asked – these need to be followed-up and necessary adjustments will need to be made. In addition, RSH uses "hotjar" so that we can observe what users do, are there any hick-ups in user experience, as well as we review heatmaps.

In addition, compliance with accessibility is of high importance for Terre des hommes, so WCAG compliance will need to be regularly reviewed for all sites.

Editors of the websites are one community of users – and tickets for small adjustments may come from them.

Working Processes

A common project management tool will be used, where Tdh (client) can identify support needs and bugs, and the supplier can work on them and deliver them to the client. (so far this was "asana")

Documentation of the sites will need to be maintained regularly.

A test server is available on Pantheon where new code can be tested out before making it live.

Cooperation needs to be maintained with the maintenance company for RSH and ChildHub.

Legal Constraints & Contract

We would like to highlight certain legal points of the future contract that will not be open to negotiation:

Material and intellectual property of the website

The web application created by the service provider will be the property of Terre des hommes. The intellectual property rights attached to the web application will be and remain in any case the exclusive property of Terre des hommes. No intellectual property rights will remain and/or will consequently be held by the provider.

Terre des hommes will have the right to definitively use the web application, for the whole world, for any destination and for any purpose.

In any case, the source codes of the web application will be the property of Terre des hommes.

However, the service provider will be authorised to mention and reproduce the name and logo of Terre des hommes and to report on the work done on these websites to third parties on all the communication media that it wishes to use to promote its activity, without limitation of the territory concerned and without limitation of duration.

Data protection

The service provider undertakes to take care of the elements (documents, files, images, databases, etc.) and to take all measures to ensure the conservation, integrity and confidentiality of these elements.

A special contract regarding non-disclosure and data protection will need to be signed prior to the migration work.

Project Group

Responsibilities	
Project Manager	Judit Nemeth-Almasi, Deputy Head
Project Contributors	
for LocalLink	Martin Gallard and Eniko Vass
for RSH	Zsofia Karetka and Bernadett Fodor
for ChildHub	Dorottya Ertsey
for UEFA	Arina Cretu Communication Advisor for Europe, Asia and Latin America Alketa Lasku, Regional Child Protection Advisor
for IGF	Alketa Lasku, Regional Child Protection Advisor
for tdh-europe.org	Arina Cretu Communication Advisor for Europe, Asia and Latin America Hedi Kovacs, Communications Officer (Hungary)
	Françoise Nusbaumer, Volunteering and Partnerships
	Benjamin Marechal, Head of Marketing Direct Sector
	Claude Debieux, Hosting, Services, SSL
	Balazs Lehel, Multi-delegation Europe
	Sophie Barbey, Operations Representative
	Bertille Descamps, HR Representative

	Isabel Zbinden, Content Support

The offer should contain the following:

- Presentation of the company (resources, services, list of similar projects-collaboration, references)
- Experience in agile development of sites of similar scale:
  - o About Drupal
  - o In the NGO world
  - o With this type of functionality (including LMS)
  - o with integrating LMS into CMS
  - o with PWAs
- Type of collaboration (working method, project management)
- Proposal of ways of working
- Budget

RSH: safeguardingsupporthub.org

Objective	Continued smooth operation of the Safeguarding Resource and Support Hub – very few new functionalities, lot of data gathering and analysis end of active activities on-and offline: 30th November 2024. end of project: 31st March 2025 between November and March: data gathering, making sure the website is fully functional
Needs	This project is evolving from month to month. By July 2024 only the South Asia Hub will be open with activities offline – these need to be supported with online work, but there will be very few actual development needs. One will be the creation of a legacy page for South Asia -structure to be discussed and agreed upon wit hthe South Asia team. There may be smaller, ad hoc requests from the local partner Hiwot in Ethiopia. Some MENA countries may reopen – and may need website support (changing text, homepage, data gathering) There will be a lot of need for data gathering and analysis using google analytics 4- and using supermetrics in google sheets- as we gear up for final reporting on March 2025. (data sources are Universal google analytics and google analytics 4- „supermetrics" as an extension of google sheets has been used in order to capture detailed data on users, views, geographies, downloads) **Tdh needs consultancy related to this project:the individual should be able to provide advice pro-actively and be involved in the project in order to ensure user feedback is being documented and answered.**
Specific functionality	1. support to be provided to the LMS of the website (running on moodle): some e-course modules may be added, their certificates need to be developed and placement on moodle ensured 2.creating Legacy pages for the closing South Asia Hub:southasia.safeguardingsupporthub.org (example of this: https://ethiopia.safeguardingsupporthub.org/ethiopia-hub-phase-1-legacy) Specific design of the page has to be followed! 3. Updating and maintaining a log on usability changes to the website based user feedback, „hotjar" analysis, surveys, etc. 4. There will be a lot of consultations with FCDO about the future of the RSH website past the project end – these need a technical person to be present. 5. Ethiopia Hub (run by local partner Hiwot) may need some support to change things on the Ethiopia Hub pages

	6. Significant level of google analytics data will need to be gathered and analysed in line with KPIs and logframes etc. The project is over a span of 5 years, and in that time Universal Analytics go Google Analytics 4 7. Further small, ad-hoc website development and functionality tasks 8. consultancy to the global team about usability, answering user feedback, optimising website use, etc.

Child Protection Hub: childhub.org

Objective	Support the day-to-day functioning of the website with more than 5 editors working on it daily
Needs	Answering change requests and supporting the teams working on the website (agile development)
Specific functionality	impossible to determine ahead of time what needs will be. There wil surely be small change requests related to specific project pages, data needs, editorial access needs, etc. Ongoing support for the ChildHub Academy Moodle – in terms of user management, reporting and course management. IFRC subpage: this is a project page on the ChildHub. There needs to be a specific data dashboard created for the e-learnig of IFRC that will be hosted on the Academy. Small change requests may come up related to how the project page is structured and support needs to be given to data gathering Eurochild subgranting subpage: this will be a project page (starting April) where subgranting scheme will be announced. This page may need to look a bit different (different design, structure, etc)- so this new theme will need to be designed and developed. Data gathering needs to be supported. Newsletters need ongoing support.

UEFA: uefa-safeguarding.eu

Objective	1. ensure safe operation of the website 2. ensure eventual tansfer to UEFA 3. support data collection, analysis and reporting
Needs	Tdh is operating this website and moodle LMS for UEFA. At the end of the contract it is expected that UEFA will transfer its contents onto their own website. This needs to be supported so that this is done safely.

	Regular data collection needs to be supported (around the completion of e-learning in different langauges)
Specific functionality	new language versions of the e-learning may come online – these need to be integrated security updates need to be added small change requests need to be answered data gathering, analysis and reporting needs to be supported

LocalLink: LocalLink.childhub.org

Objective	Support the agile development of this subsite of ChildHub. Webdesigner will not be expected to produce or gather any content that LocalLinkhub.childhub.org will host. Tdh will be in charge of collecting, uploading and outlining the content.
Needs	THis website will keep gathering SCORM made E-learning modules as well as videos, podcasts, PDFs and other material (similar to Childhub) on the topics of Localisation. This recently published website will need to evolve and grow - also based on the feedback of users. New languages need to be added and reporting needs to be supported (data collection).
Specific functionality	• Uploading further language variants of the website (French, Arabic, Burmese, Romanian, Ukrainian…) – the translation of text will be provided by Tdh. • Content managment system support (DRUPAL) • Ongoing structural integration of ChildHub and LocalLink as they share the same codebase, structure, content and users • Integration of feedback from users (e.g. can potentially be changes to menu structure) • Add a forum or discussion board option for partners • Undertake ongoing WCAG testing and review • UX and performance optimisation • Accessibility Standards WCAG 2.2 standards to be respected • Compatibility with all main browsers, standards, tablets and mobile phones

	• possible integration between Tdh's internal LMS and this one Tdh teams will remain responsible for content uploading on the platform (not expected from the supplier)

International Golf Federation

Objective	Develop a drupal-based website from scratch
Needs	**This project is only at proposal stage now.** The IGF has approached Tdh that they would like to request expertise on safeguarding to improve the child safeguarding systems and processes of the Federation and its members. Tdh is proposing a website – similar to UEFA's to facilitate capacity building
Specific functionality	to be discussed with IGF but: 1. design and development of new drupal-based website 2. multi-language website that has CMS and has an LMS as well (most likely, to host e-learning) 3. incorporating user feedback 4. ongoing support and agile development 5. testing and integration of security updates

tdh-europe website

Objective	Ensuring safe operations of Tdh's regional website for Europe
Needs	drupal and php security and code updates answering small change requests (eg. on pages, or additional report functionality)
Specific functionality	liaising with HQ to having the latest version of the website on the HQ server ensuring that the website runs on the most up-to-date drupal version small ad hoc development to the website design, layout and structure

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Annex 2 – Documentation

Technical details of the Childhub website

About the platform

The project has a publicly accessible website which provides access to a range of relevant resources. Additionally, users can register on the website which gives them access to online interactive learning courses which are hosted on a separate Learning Management System (LMS) platform. The website and LMS are linked by a single-sign on authentication system with the website being the master and LMS being the slave in the relationship in terms of login and registration.

This document details the technology setup and hosting platforms for the website and learning platform.

Hosting and domain

The main website is hosted on a Pantheon hosted multi-stage environment (dev, test and live). Pantheon is a SaaS (Software as a Service) hosting platform provided by Pantheon.io. There is no operating system level access, with workflow being controlled via composer and git. There is a development, test and live stage environment for each website with integrated security, performance and management features such as global CDN, automated backups etc

Code management is done via GIT with Pantheon also providing a range of integrated workflows including full composer support.

The Moodle platform is hosted by BigWetFish on a cloud VPS which is managed via CPANEL and WHM

Domain and DNS management

The project dns is managed by OnlyDomain.

Website CMS

The website has been developed in Drupal. Drupal is a free, open-source content management system (CMS) with a large, supportive community. Drupal is open source software released under the GNU Public License.

The website is currently using Drupal 10.2.3, the latest stable release of the CMS. A range of Drupal community contributed modules are used to provide functionality to the website. No custom modules have been used.

The website supports 12 languages with content and interface translation have been integrated via the core Drupal internationalization modules. This allows for content translation and interface translation to be managed via the standard admin interface.

The website includes right to left languages such as Arabic and other non-latin character set languages such as Bangla.

The website has a main Child Protection Hub and an additional LocalLink Hub running as a subdomain of the main Childhub website. Its domain is LocalLink.childhub.org. Multi domain website support is provided by the Domain Access module.

The LocalLink Hub has a unique menu, homepage and design tweaks. Content is shared across both hubs with domain specific content and interface layout presentation managed via Context module.

The main ChildHub website acts as a Progressive Web App with base content for offline access and progressive offline cache. The PWA contributed module has been configured to provide this functionality.

The search-api module has been used for configuration and management of the website views. An external SOLR host, provided by OpenSOLR, is used as the search api solr database. The majority of views on the ChildHub platform are developed off the SOLR index for additional speed and increased search functionality.

Content structure

There are 27 Drupal content types used on the ChildHub and LocalLink Hub website, all made up of regular field types such as text, image, integer, taxonomy entity etc. Paragraphs module has not been used.

There are currently over 30,000 content items (nodes) in the CMS. 32 taxonomies are used to structure and tag content in the CMS. Some taxonomies (used for content type fields) are relevant to only one Hub, while others are used by both Hubs together.

Taxonomy Access Control Lite (TAC Lite) contributed module has been developed to control access to content according to a taxonomy. If a specific value is selected, the content can only be viewed by users with a specific role. There are currently over 25,000 users registered on the ChildHub platform.

Theming

The website uses a custom theme developed as a child theme to the contributed Bootstrap project. The LocalLink Hub uses the main theme with some modifications integrated with CSS and JavaScript only.

Analytics

Google analytics 4 has been used with integration with Drupal CMS via the contributed Google Analytics module. Advanced analysis of user analytics is undertaken using the Supermetrics reporting tool.

Moodle environment

The Moodle environment uses the 4.2.1 codebase. It uses the core Moodle built-in themes with minimal changes made via CSS and Javascript. The Moodle environment has multi-language support on a per course basis. In addition to the core Moodle plugins it also has Custom Certificate, H5P, Ad Hoc Queries and Reengagement plugins installed.

Other functionalities

- Mailchimp/mandrill integration for newsletter creation. This allows the user to select content via entity relationship fields which are then injected into Mailchimp templates and campaigns are automatically created and sent via the Mailchimp API. This system supports newsletter creation in 8 languages.
- Mandrill SMTP server integration
- Webform module is used for general contact webforms
- A custom single sign-on has been developed to the Moodle LMS. This is a PHP based SSO with Drupal user data being used to programmatically create Moodle users using the email address as the unique user identifier between both platforms.

Production environment

PHP: 8.2
CONFIGURATION FILES: Protected
DATABASE SYSTEM VERSION: 10.4.25-MariaDB-log
GD LIBRARY: bundled (2.1.0 compatible)
IMAGE TOOLKIT: gd
MAILCHIMP: The Mailchimp MCAPI wrapper library is installed correctly.
SMTP: PHPMAILER LIBRARY: 6.9.1
WEB SERVER: nginx/1.25.2

Modules enabled

Name	Description
Automated Cron	Provides an automated way to run cron jobs, by executing them at the end of a server response.
BigPipe	Sends pages using the BigPipe technique that allows browsers to show them much faster.
Block	Allows users to configure blocks (containing content, forms, etc.) and to place them in the regions of a theme.

Block Content	Allows the creation of content blocks and block types.
Breakpoint	Manages breakpoints and breakpoint groups for responsive designs.
Color	Allows users to change the color scheme of compatible themes.
Comment	Allows users to comment on content.
Configuration Manager	Allows importing and exporting configuration changes.
Contact	Provides site-wide contact forms and forms to contact individual users.
Contextual Links	Provides contextual links to directly access tasks related to page elements.
Custom Menu Links	Allows users to create menu links.
Database Logging	Logs system events in the database.
Field	Provides the capabilities to add fields to entities.
Field UI	Provides a user interface for the Field module.
Filter	Filters text content in preparation for display.
Forum	Provides discussion forums.
Help	Generates help pages and provides a Help block with page-level help.
History	Records which content users have viewed and marks it as new or updated.
Internal Dynamic Page Cache	Caches pages, including those with dynamic content, for all users.
Internal Page Cache	Caches pages for anonymous users and can be used when external page cache is not available.

Layout Discovery	Provides a way for modules or themes to register layouts.
Media	Manages the creation, configuration, and display of media items.
Media Library	Enhances the media list with additional features to more easily find and use existing media items.
Menu UI	Provides a user interface for managing menus.
MySQL	Provides the MySQL database driver.
Node	Manages the creation, configuration, and display of the main site content.
Password Compatibility	Provides the password checking algorithm for user accounts created with Drupal prior to version 10.1.0.
Path	Allows users to create custom URLs for existing paths on the site.
Responsive Image	Provides functionality to output responsive images using the HTML5 picture tag.
Statistics	Logs how many times content is viewed.
System	Provides user interfaces for core systems.
Taxonomy	Enables the categorization of content.
Text Editor	Provides a framework to associate text editors (like WYSIWYGs) and toolbars with text formats.
Toolbar	Provides an administration toolbar to display links provided by modules.
Tour	Displays guided tours of the site interface.
Update Manager	Checks for updates and allows users to manage them through a user interface.
User	Allows users to register and log in and manage user roles and permissions.

Views	Provides a framework to fetch information from the database and to display it in different formats.
Views UI	Provides a user interface for creating and managing views.
Taxonomy Access Control Lite Create	Hide taxonomy terms on node add/edit forms.
Admin Toolbar	Provides an improved drop-down menu interface to the site Toolbar.
Admin Toolbar Extra Tools	Adds menu links like Flush cache, Run cron, Run updates, and Logout under Drupal icon.
Mail Login	This module enables users to login by email address.
Blazy	Provides basic Blazy integration for lazy loading and multi-serving images.
Blazy UI	Provides Blazy configuration UI.
Chaos Tools	Provides a number of utility and helper APIs for Drupal developers and site builders.
CKEditor Bootstrap Grid	Adds Bootstrap Grid to CKEditor
Entity Activity	Entity activity allow to configure and generate any kind of logs on any content entity type.
Entity Activity Mail	Entity Activity Mail allow users to receive a logs report by mail according a frequency.
Context	Set conditions and configure reactions that should be implemented when conditions pass.
Context UI	Provides a simple UI for settings up a site structure using Context.
Similar Titles Suggestion	Similar titles suggestion while adding any content type title to avoid duplication.
XML Feed Views	XML feed for views

Asset Injector	Adds CSS or JS to the page output based on configurable rules.
Display Suite	Extend the display options for every entity type.
Display Suite Extras	Contains additional features for Display Suite.
Domain	Creates domain records within a Drupal installation.
Inline Styled Images	Allows you to apply image styles and responsive image styles in the WYSIWYG editor.
Frequently Asked Questions	Manages configuration of questions for a FAQ page.
Feeds	Aggregates RSS/Atom/RDF feeds, imports CSV files and more.
Feeds Extensible Parsers	A generic Feeds parser used to create extensible parsers.
Feeds Log	Detailed logging and reporting for Feeds imports.
Feeds Tamper	Modify feeds data before it gets saved.
Imagefield Slideshow	Creates a field formatter for image field, for which that particular field will be rendered as a basic slider.
Field Group	Provides the ability to group your fields on both form and display.
Quick Edit	In-place content editing (contrib).
Smart Trim	Provides a more robust alternative to "summary or trimmed" textfield format
Datetime	Defines field types for storing dates and times.
Datetime Range	Provides the ability to store end dates.
File	Provides a field type for files and defines a "managed_file" Form API element.

Image	Defines a field type for image media and provides display configuration tools.
Link	Provides a field type for internal and external URLs.
Options	Defines field types with select lists, checkboxes, and radio buttons to select values from fixed lists of options.
Text	Defines field types for short and long text with optional summaries.
Flag	Create customized flags that users can set on entities.
Flag Bookmark	Provides an example bookmark flag and supporting views.
jQuery UI	Provides jQuery UI library.
jQuery UI Accordion	Provides jQuery UI Accordion library.
jQuery UI Datepicker	Provides jQuery UI Datepicker library.
jQuery UI Slider	Provides jQuery UI Slider library.
jQuery UI Touch Punch	Provides jQuery UI Touch Punch library.
Mail System	Provides a user interface for per-module and site-wide mail_system selection.
Mime Mail	Sends MIME-encoded emails with embedded images and attachments.
SMTP Authentication Support	Allow for site emails to be sent through an SMTP server of your choice.
Mailchimp	Mailchimp email service integration.
Mailchimp Audiences	Manage and integrate Mailchimp audiences.

Mailchimp Campaign	Create, send and import Mailchimp campaigns.
Mailchimp Signup	Mailchimp signup blocks and pages
Masonry API	Provides an API for integrating the jQuery Masonry plugin with Drupal.
Masonry Views	Provides a Views plugin for displaying content in a Masonry layout.
Colorbox	A light-weight, customizable lightbox plugin for jQuery.
Crop API	Provides storage and API for image crops.
Image Effects	Provides effects and operations for the Image API.
ImageWidgetCrop	Provides an interface for using the features of the Crop API.
Media Entity Audio Streams	Media entity for audio streams stored as links.
Configuration Translation	Allows users to translate configuration text.
Content Translation	Allows users to translate content.
Content Translation Redirect	Allows users to redirect from a non-existent content translation.
Interface Translation	Allows users to translate interface text and to switch between interface languages.
Language	Allows users to configure available languages.
Admin Toolbar Language Switcher	Provides Toolbar Language Switcher for visualization of the current page language context and possibility to change it.
Allowed Formats	Limit which text formats are available for each field instance.
Better Social Sharing Buttons	Provides a settings page, a field, a paragraph, and a block for social sharing buttons

Bootstrap DateTime Picker	DateTime picker form element using the Bootstrap datetimepicker library.
Copyright Footer	Provides a block for Copyright indication.
Datetime Range Popup	DateTime range popup form element using the Materialize datetimepicker.
Dropdown Language Switcher	Provides a block with a Dropdown Language Switcher
Entity Clone	Add a clone action for all entities
Entity Type Clone	This module provide option to clone entity types and role.
Field formatter	Collection of general formatters that display a single field from the referenced entity.
Font Awesome	The most popular icon set and toolkit on the web.
Masquerade	Allows privileged users to masquerade as another user.
Menu Link Attributes	Allows you to add attributes to menu links.
No Autocomplete	No browser autocomplete in key user forms.
Node Edit Protection	Protect the user against navigating away from a node edit form before saving their changes.
Pathauto	Provides a mechanism for modules to automatically generate aliases for the content they manage.

Profile Complete Percentage	Displays whether the user completed all profile fields.
Real Name	Provides token-based name displays for users.
Social Simple	Provide simple social share links for social networks.
Tamper	Generic plugin to modify data.
Term Merge	Allows users to merge taxonomy terms in the same vocabulary together.
Term Reference Change	Allows term references to be changed in bulk.
Token	Provides a user interface for the Token API and some missing core tokens.
Typed Data	Extends the core Typed Data API with new APIs and features.
User current paths	Provides UID neutral user action paths (user/current/*) and redirects to the current user path by replacing current with the UID. Also adds an "Edit my account" link to the user menu for logged in users.
Views Accordion	Provides an accordion views display plugin.
Override Node Options	Allow non-admins to override the default publishing options for nodes they can edit.
Progressive Web Add to Home Screen	Provides a block with a button to prompt users to add the webapp to their home screen.
Progressive Web App (PWA)	Provides progressive web app integration for your Drupal site.

Rules	React on events and conditionally evaluate actions.
Rules Flag	Integration of rules and flag modules. It adds rules events after flagging an entity, and adds rules examples with the events.
Formatter Suite	Field formatters to present numbers, text, links, etc.
Facets	Faceted search interfaces that can be used on Search API searchers.
Facets summary (Experimental)	Exposes a Facets block summary showing the current search.
Search API	Provides a generic framework for modules offering search capabilities.
Search Api Node View Count	Provides a field to index node view count in Search Api
Search API Solr	Offers an implementation of the Search API that uses an Apache Solr server for indexing content.
Metatag	Manage meta tags for all entities.
Slick	Slick carousel, the last carousel you'll ever need.
Slick Extras	Provides Slick carousel extras.
Slick UI	Provides Slick carousel configuration UI.
Slick Views	Provides Slick carousel integration with Views.

CAPTCHA	Provides the CAPTCHA API for adding challenges to arbitrary forms.
reCAPTCHA v3	The reCaptcha V3 module provides integration with Google reCaptcha V3 and CAPTCHA module.
Simple Google reCaptcha	Provides simple integration with Google reCaptcha, keeping forms and webforms secure.
Simple Google reCaptcha - Webform integration	Provides Simple Google reCaptcha webform handler.
Google Analytics	Allows your site to be tracked by Google Analytics by adding a Javascript tracking code to every page.
Taxonomy Manager	Tool for administrating taxonomy terms.
Content Entity Source	Content entity source plugin for the Translation Management system.
DeepL Translator	TMGMT implementation of DeepL Translate Service.
Translation Management Core	Core functionality for the Translation Management Suite.
Block Class	Allows assigning the classes to Blocks.
EU Cookie Compliance	This module aims at making the website compliant with the new EU cookie regulation
External Links	Modify behavior and appearance of external links.
Linkit	Provides an easy interface for internal and external linking with wysiwyg editors.

Simple Password Reset	When resetting a password, skip the unnecessary and confusing one-time login form.
Video Embed Field	Provides a field type for displaying videos from 3rd party providers such as YouTube and Vimeo.
Video Embed Media	Integrates video_embed_field with the Media module, creating a new media type tailored to display embedded videos. Useful for websites which are using the media suite of modules.
Better Exposed Filters	Provides advanced options (e.g. links, checkboxes, or other widgets) to exposed Views elements.
Views Bootstrap	Views Twitter Bootstrap Components.
Views Bulk Operations	Adds an ability to perform bulk operations on selected entities from view results.
Views Contextual Filters OR	Modify views query to support OR conditions for contextual filters.
Views Cumulative Field	Creates a Views field handler that enables you to calculative the per-row cumulative value of a field
Views Data Export	Plugin to export views data into various file formats.
Views Infinite Scroll	A pager which allows an infinite scroll effect for views.
Views Send	Provides a way to send e-mails from a list created with Views
Views Slideshow	Provides a View style that displays rows as a jQuery slideshow. This is an API and requires Views Slideshow Cycle or another module that supports the API.
Views Slideshow Cycle	Adds a Rotating slideshow mode to Views Slideshow.

Views summarize	Provides a style plugin for Views, allowing table data to be summarized.
Webform	Enables the creation of webforms and questionnaires.
Webform UI	Provides a user interface for building and maintaining webforms.
Mega Menu for Drupal 9/10	This powerful Drupal module helps you create custom menu, video and Drupal Blocks.
Client-side Hierarchical Select	A simple client-side hierarchical select widget for taxonomy terms.

Technical details of the RSH website

About the platform

The Safeguarding Resource and Support Hub (RSH) is a programme that aims to support organisations in the aid sector to strengthen their safeguarding policy and practice against Sexual Exploitation, Abuse and Sexual Harassment (SEAH). RSH supports organisations working in both the humanitarian and development sectors but is driven by the needs of smaller national or local organisations in developing countries.

The project has a publicly accessible website which provides access to a range of relevant resources. Additionally, users can register on the website which gives them access to online interactive learning courses which are hosted on a separate Learning Management System (LMS) platform. The website and LMS are linked by a single-sign on authentication system with the website being the master and LMS being the slave in the relationship in terms of login and registration.

This document details the technology setup and hosting platforms for the website and learning platform

Hosting and domain

The main website is hosted on a Pantheon hosted multi-stage environment (dev, test and live). Pantheon is a SaaS (Software as a Service) hosting platform provided by Pantheon.io. There is no operating system level access, with workflow being controlled via composer and git. There is a development, test and live stage environment for each website with integrated security, performance and management features such as global CDN, automated backups etc

Code management is done via GIT with Pantheon also providing a range of integrated workflows including full composer support.

The moodle platform is hosted by BigWetFish on a cloud VPS which is managed via CPANEL and WHM

Domain and DNS management

The project dns is promanaged by CloudFlare. Cloudflare also provides a range of other functions supporting the website including firewalls, dns proxy and a full content proxy.

Website CMS

The website has been developed in Drupal. Drupal is a free, open-source content management system (CMS) with a large, supportive community. Drupal is open source software released under the GNU Public License.

The website is currently using Drupal 10.2.3, the latest stable release of the CMS. A range of Drupal community contributed modules are used to provide functionality to the website. No custom modules have been used.

The website support 18 languages with content and interface translation have been integrated via the core Drupal internationalization modules. This allows for content translation and interface translation to be managed via the standard admin interface. The website includes right to left languages such as Arabic and other non-latin character set languages such as Bangla.

The website has a Global Hub and a range of integrated National Hubs running as subdomains of the main safeguardingsupporthub.org. For example the Nigeria Hub is nigeria.safeguardingsupporthub.org. Multi domain website support is provided by Domain Access module.

Each Hub has a unique menu, homepage and design tweaks. Content is shared across multiple hubs with domain specific content and interface layout presentation managed via Context module.

The main Global Hub website acts as a Progressive Web App with base content for offline access and progressive offline cache. The PWA contributed module provided this functionality.

The search-api module has been used for configuration and management of the website views.

Content structure

There are 18 Drupal content types used on the RSH website, all made up of regular field types such as text, image, integer, taxonomy entity etc. Paragraphs module has not been used.

There are currently over 3,000 content items (nodes) in the CMS. 20 taxonomies are used to structure and tag content in the CMS

Theming

The website uses a custom theme developed as a child theme to the contributed Bootstrap project. Each National Hub uses the main theme with some modifications integrated with CSS only.

Moodle environment

The Moodle environment uses the 4.2.1 codebase. It uses the core Moodle built-in themes with minimal changes made via CSS and Javascript. The Moodle environment has multi-language support on a per course basis. In addition to the core Moodle plugins it also has Custom Certificate, H5P, Ad Hoc Queries and Reengagement plugins installed.

Analytics

Google analytics 4 has been used with integration with Drupal CMS via the contributed Google Analytics module. Advanced analysis of user analytics is undertaken using the Supermetrics reporting tool.

Other functionality

- Mailchimp integration for multiple newsletter list subscription/unsubscription
- Mandrill SMTP server integration
- 20 base webforms
- Forum discussion and content commenting email notifications options per user/per node
- A custom single sign-on has been developed to the Moodle LMS. This is a PHP based SSO with Drupal user data being used to programmatically create Moodle users using the email address as the unique user identifier between both platforms.

Environment information

PHP: 8.2
CONFIGURATION FILES: Protected
DATABASE SYSTEM VERSION: 10.4.25-MariaDB-log
GD LIBRARY: bundled (2.1.0 compatible)
IMAGE TOOLKIT: gd
MAILCHIMP: The Mailchimp MCAPI wrapper library is installed.
SMTP: PHPMAILER LIBRARY: 6.9.1
WEB SERVER: nginx/1.25.2

Modules enabled

CORE

Automated Cron	Provides an automated way to run cron jobs, by executing them at the end of a server response.
Ban	Allows banning visits from specific IP addresses.
BigPipe	Sends pages using the BigPipe technique that allows browsers to show them much faster.
Block	Allows users to configure blocks (containing content, forms, etc.) and to place them in the regions of a theme.
Block Content	Allows the creation of content blocks and block types.
Breakpoint	Manages breakpoints and breakpoint groups for responsive designs.
CKEditor 5	Provides the CKEditor 5 rich text editor.
Comment	Allows users to comment on content.
Configuration Manager	Allows importing and exporting configuration changes.
Contact	Provides site-wide contact forms and forms to contact individual users.
Contextual Links	Provides contextual links to directly access tasks related to page elements.

Custom Menu Links	Allows users to create menu links.
Field	Provides the capabilities to add fields to entities.
Field UI	Provides a user interface for the Field module.
Filter	Filters text content in preparation for display.
Forum	Provides discussion forums.
Help	Generates help pages and provides a Help block with page-level help.
History	Records which content users have viewed and marks it as new or updated.
Internal Dynamic Page Cache	Caches pages, including those with dynamic content, for all users.
Internal Page Cache	Caches pages for anonymous users and can be used when external page cache is not available.
Media	Manages the creation, configuration, and display of media items.
Media Library	Enhances the media list with additional features to more easily find and use existing media items.

Menu UI	Provides a user interface for managing menus.
MySQL	Provides the MySQL database driver.
Node	Manages the creation, configuration, and display of the main site content.
Password Compatibility	Provides the password checking algorithm for user accounts created with Drupal prior to version 10.1.0.
Path	Allows users to create custom URLs for existing paths on the site.
Settings Tray	Allows users to directly edit the configuration of blocks on the current page.
Shortcut	Allows users to create sets of shortcuts within the site.
System	Provides user interfaces for core systems.
Taxonomy	Enables the categorization of content.
Text Editor	Provides a framework to associate text editors (like WYSIWYGs) and toolbars with text formats.
Toolbar	Provides an administration toolbar to display links provided by modules.

Tour	Displays guided tours of the site interface.
Update Manager	Checks for updates and allows users to manage them through a user interface.
User	Allows users to register and log in, and manages user roles and permissions.
Views	Provides a framework to fetch information from the database and to display it in different formats.
Views UI	Provides a user interface for creating and managing views.

ADMINISTRATION

Admin Toolbar	Provides an improved drop-down menu interface to the site Toolbar.
Admin Toolbar Extra Tools	Adds menu links like Flush cache, Run cron, Run updates, and Logout under Drupal icon.
Admin Toolbar Search	Provides search of Admin Toolbar items.
Adminimal Admin Toolbar	Adminimal styling brought to admin toolbar.
Mail Login	This module enables users to login by email address.

CHAOS TOOL SUITE

Chaos Tools	Provides a number of utility and helper APIs for Drupal developers and site builders.

CKEDITOR

CKEditor Bootstrap Grid	Adds Bootstrap Grid to CKEditor
CKEditor Color Button	Adds the Color Button plugin to CKEditor.
CKEditor Div Manager	Adds the Div Container Manager plugin to CKEditor.
CKeditor Paste Filter	Extra plugins for ckeditor. Filter text pasted into editor.
Panel Button	Adds the Panel Button plugin to CKEditor. This plugin is a utility plugin that is required by certain user-facing CKEditor plugins.

COMMENTS

Simple Comment Notify	Notifies the site administrator by e-mail or telegram about new comments on the site.

CONTEXT

Context	Set conditions and configure reactions that should be implemented when conditions pass.
Context UI	Provides a simple UI for settings up a site structure using Context.

CUSTOM

Context Breadcrumb	Breadcrumb with Context

| **Similar Titles Suggestion** | Similar titles suggestion while adding any content type title to avoid duplication. |

DEVELOPMENT

| **dBug for Drupal** | Drupal version of ColdFusion's cfdump |

| **Field Tools** | Provides tools for working with fields, such as cloning to other entities and bundles. |

DOMAIN

| **Domain** | Creates domain records within a Drupal installation. |

FEEDS

| **Feeds** | Aggregates RSS/Atom/RDF feeds, imports CSV files and more. |

| **Feeds Extensible Parsers** | A generic Feeds parser used to create extensible parsers. |

| **Feeds Tamper** | Modify feeds data before it gets saved. |

FIELD

| **Imagefield Slideshow** | Creates a field formatter for image field, for which that particular field will be rendered as a basic slider. |

FIELDS

| **Field Group** | Provides the ability to group your fields on both form and display. |

| **Quick Edit** | In-place content editing (contrib). |

FIELD TYPES

Country   Defines a simple country field type.

Datetime   Defines field types for storing dates and times.

Datetime Range   Provides the ability to store end dates.

File   Provides a field type for files and defines a "managed_file" Form API element.

Image   Defines a field type for image media and provides display configuration tools.

Link   Provides a field type for internal and external URLs.

Options   Defines field types with select lists, checkboxes, and radio buttons to select values from fixed lists of options.

Smart Date   Provides the ability to store start and end times, with duration. Also provides an intelligent admin UI, and a variety of formatting options.

Smart Date Recurring   Extends Smart Date to allow events to be recurring.

Telephone   Defines a field type for telephone numbers.

Text   Defines field types for short and long text with optional summaries.

FLAGS

Flag   Create customized flags that users can set on entities.

Flag Bookmark   Provides an example bookmark flag and supporting views.

INPUT FILTERS

Lazy-load   This module enables lazy-loading images and iframes via text-filters and image-fields. Requires lazysizes library.

JQUERY UI

jQuery UI   Provides jQuery UI library.

jQuery UI Accordion   Provides jQuery UI Accordion library.

jQuery UI Datepicker   Provides jQuery UI Datepicker library.

jQuery UI Slider   Provides jQuery UI Slider library.

jQuery UI Tabs   Provides jQuery UI Tabs library.

jQuery UI Touch Punch   Provides jQuery UI Touch Punch library.

MAIL

SMTP Authentication Support	Allow for site emails to be sent through an SMTP server of your choice.

MAILCHIMP

Mailchimp	Mailchimp email service integration.
Mailchimp Audiences	Manage and integrate Mailchimp audiences.
Mailchimp Campaign	Create, send and import Mailchimp campaigns.
Mailchimp Event Examples	Helper forms to demonstrate and debug the Mailchimp event features.
Mailchimp Events	Create events for Mailchimp's Behavioral Targeting.
Mailchimp Signup	Mailchimp signup blocks and pages

MASONRY

Masonry API	Provides an API for integrating the jQuery Masonry plugin with Drupal.
Masonry Views	Provides a Views plugin for displaying content in a Masonry layout.

MEDIA

Crop API	Provides storage and API for image crops.

| **ImageWidgetCrop** | Provides an interface for using the features of the Crop API. |

MULTILINGUAL

Configuration Translation	Allows users to translate configuration text.
Content Translation	Allows users to translate content.
Content Translation Redirect	Allows users to redirect from a non-existent content translation.
Interface Translation	Allows users to translate interface text and to switch between interface languages.
Language	Allows users to configure available languages.

OTHER

Comment Notify	Comment follow-up e-mail notification for anonymous as well as registered users.
Copyright Footer	Provides a block for Copyright indication.
Disqus	Integrated the Disqus web service to enhance comments in Drupal.
Login Tracker	Track user logins

Ludwig	Provides a manual alternative to Composer.
Menu Link Attributes	Allows you to add attributes to menu links.
No Autocomplete	No browser autocomplete in key user forms.
Pathauto	Provides a mechanism for modules to automatically generate aliases for the content they manage.
Quick Tabs	Render content with tabs and other display styles
Quick Tabs Accordion	Render content with a jQuery UI accordion style
Quick Tabs jQuery UI	Render content with a jQuery UI tab style
Real Name	Provides token-based name displays for users.
Redirect	Allows users to redirect from old URLs to new URLs.
Redirect Domain	Allows users to redirect between domains.
Tamper	Generic plugin to modify data.

Taxonomy Views Integrator	Enables you to change the presentation of taxonomy term pages with Views, allowing you to create multiple Views on the same path with different output.
Term Merge	Allows users to merge taxonomy terms in the same vocabulary together.
Term Reference Change	Allows term references to be changed in bulk.
Token	Provides a user interface for the Token API and some missing core tokens.
Typed Data	Extends the core Typed Data API with new APIs and features.
User current paths	Provides UID neutral user action paths (user/current/*) and redirects to the current user path by replacing current with the UID. Also adds an "Edit my account" link to the user menu for logged in users.
Views field formatter	Use the result of a view to display a field.

PWA

Progressive Web Add to Home Screen	Provides a block with a button to prompt users to add the webapp to their home screen.
Progressive Web App (PWA)	Provides progressive web app integration for your Drupal site.
Progressive Web App Extras	Builds on top of Progressive Web App to deliver extra functionality.

PWA Service Worker   Enables the service worker for the creation of an effective offline experience for your pwa.

SEARCH

Database Search   Offers an implementation of the Search API that uses database tables for indexing content.

Facets   Faceted search interfaces that can be used on Search API searchers.

Facets summary (Experimental)   Exposes a Facets block summary showing the current search.

Search API   Provides a generic framework for modules offering search capabilities.

Search API Autocomplete   Adds autocomplete functionality to searches.

SEO

Metatag   Manage meta tags for all entities.

Metatag: Facebook   A set of meta tags specially for controlling advanced functionality with Facebook.

Metatag: Favicons   Provides support for many different favicons.

Metatag: Google Custom Search Engine (CSE)   Provides support for meta tags used for Google Custom Search Engine.

Metatag: Hreflang   Provides support for the hreflang meta tag with some extra logic to simplify it.

Metatag: Mobile & UI Adjustments   Provides support for meta tags used to control the mobile browser experience.

SPAM CONTROL

Simple Google reCaptcha   Provides simple integration with Google reCaptcha, keeping forms and webforms secure.

Simple Google reCaptcha - Webform integration   Provides Simple Google reCaptcha webform handler.

STATISTICS

Google Analytics   Allows your site to be tracked by Google Analytics by adding a Javascript tracking code to every page.

Hotjar   Allows your site to be tracked by Hotjar by adding a Javascript tracking code to every page.

TAXONOMY

Taxonomy Manager   Tool for administrating taxonomy terms.

USER INTERFACE

Block Class   Allows assigning the classes to Blocks.

EU Cookie Compliance   This module aims at making the website compliant with the new EU cookie regulation

External Links   Modify behavior and appearance of external links.

Linkit
Provides an easy interface for internal and external linking with wysiwyg editors.

USER INTERFACE

Theme Switcher Rules
Switches active themes on specific conditions.

USER MANAGEMENT

Simple Password Reset
When resetting a password, skip the unnecessary and confusing one-time login form.

UTILITY

Rebuild Cache Access
Provide a Rebuild Cache admin toolbar button accessible to every role with the corresponding permission set.

VIDEO EMBED FIELD

Video Embed Field
Provides a field type for displaying videos from 3rd party providers such as YouTube and Vimeo.

Video Embed Media
Integrates video_embed_field with the Media module, creating a new media type tailored to display embedded videos. Useful for websites which are using the media suite of modules.

VIEWS

Better Exposed Filters
Provides advanced options (e.g. links, checkboxes, or other widgets) to exposed Views elements.

Views Bootstrap
Views Twitter Bootstrap Components.

Views Data Export
Plugin to export views data into various file formats.

WEBFORM

Webform   Enables the creation of webforms and questionnaires.

Webform Access   Provides webform access controls for webform nodes.

Webform Bootstrap   Helps support Webform to Bootstrap integration.

Webform Node   Provides a Webform content type which allows webforms to be integrated into a website as nodes

Webform Templates   Provides starter templates that can be used to create new webforms.

Webform UI   Provides a user interface for building and maintaining webforms.

WEB SERVICES

Aggregator   Gathers and displays syndicated content (RSS, RDF, and Atom feeds) from external sources.

RDF   Enriches your content with metadata to let other applications (e.g. search engines, aggregators) better understand its relationships and attributes.

RESTful Web Services   Provides a framework for exposing REST resources.

Serialization   Provides a service for converting data to and from formats such as JSON and XML.

Serialization (CSV)   Provides CSV as a serialization format.

WEMEGAMENU

Mega Menu for   This powerful Drupal module helps you create custom menu, video and
Drupal 9/10   Drupal Blocks.

Technical details of the TDH Europe website

About the platform

The project has a publicly accessible website which provides access to a range of relevant resources. Users cannot register on the website, authenticated users are restricted to content editors and site administrators.

This document details the technology setup and hosting platform.

Hosting and domain

The main website is hosted on a server hosted by the TDH HQ ICT Team in Lausanne. There is no operating system level access, with workflow being controlled via SFTP and PHPMyAdmin. There is only a live stage environment.

Code management is done via SFTP with TDH HQ ICT Team being responsible for the availability of the platform, security updates to the server operating system and backups..

Domain and DNS management

The project DNS is managed by the TDH HQ ICT Team in Lausanne.
Website CMS

The website has been developed in Drupal. Drupal is a free, open-source content management system (CMS) with a large, supportive community. Drupal is open source software released under the GNU Public License.

The website is currently using Drupal 10.2.3, the latest stable release of the CMS. A range of Drupal community contributed modules are used to provide functionality to the website. No custom modules have been used.

The website supports 2 languages with content and interface translation have been integrated via the core Drupal internationalization modules. This allows for content translation and interface translation to be managed via the standard admin interface. The website does not include right to left languages or non latin alphabet language support.

The search-api module has been used for configuration and management of the website views.

Content structure
There are 9 Drupal content types used on the website, all made up of regular field types such as text, image, integer, taxonomy entity etc. Paragraphs module has been used for content structure and design of some content types.

There are currently approx 150 content items (nodes) in the CMS. 6 taxonomies are used to structure and tag content in the CMS

Theming

The website uses a custom theme developed as a child theme to the contributed Bootstrap project.

Analytics

Google analytics 4 has been used with integration with Drupal CMS via the contributed Google Analytics module. The google analytics account is managed by the TDH HQ ICT Team in Lausanne

Other functionality
● 2 base webforms
● Geofield has been used to geotag content and display that content on an interactive map via views

Environment information

PHP: 8.2
CONFIGURATION FILES: Protected
DATABASE SYSTEM VERSION: 10.3.39-MariaDB-0+deb10u2
GD LIBRARY: bundled (2.1.0 compatible)
IMAGE TOOLKIT: gd
MAILCHIMP: The Mailchimp MCAPI wrapper library is installed.
SMTP: PHPMAILER LIBRARY: 6.9.1
WEB SERVER: nginx/1.14.2

Modules enabled

Admin Toolbar
Provides an improved drop-down menu interface to the site Toolbar.

Admin Toolbar Extra Tools
Adds menu links like Flush cache, Run cron, Run updates, and Logout under Drupal icon.

Admin Toolbar Search
Provides search of Admin Toolbar items.

Background Image Formatter
Background Image Formatter provides an image formatter to display images in background.

Backup and Migrate
Backup the Drupal database and files or migrate them to another environment.

Blazy
Provides basic Blazy integration for lazy loading and multi-serving images.

Blazy UI
Provides Blazy configuration UI.

Block
Allows users to configure blocks (containing content, forms, etc.) and to place them in the regions of a theme.

Block Content
Allows the creation of content blocks and block types.

Block Visibility Groups
Allows the site administrator to easily manage complex visibility settings that apply to any block placed in a visibility group.

Bootstrap Paragraphs
A suite of Paragraph bundles made with the Boostrap framework.

Breakpoint
Manages breakpoints and breakpoint groups for responsive designs.

Chaos Tools
Provides a number of utility and helper APIs for Drupal developers and site builders.

Checklist API
Provides an API for creating fillable, persistent checklists.

Chosen
Makes select elements more user-friendly using Chosen.

Chosen Field
Makes select elements more user-friendly using Chosen.

Chosen Library
Add chosen library definition.

Configuration Manager
Allows importing and exporting configuration changes.

Configuration Translation
Allows users to translate configuration text.

Configuration Update Base
Provides basic revert and update functionality for other modules.

Contact
Provides site-wide contact forms and forms to contact individual users.

Content Translation
Allows users to translate content.

Context
Set conditions and configure reactions that should be implemented when conditions pass.

Context UI
Provides a simple UI for settings up a site structure using Context.

Contextual Links
Provides contextual links to directly access tasks related to page elements.

Custom Menu Links
Allows users to create menu links.

Database Search
Offers an implementation of the Search API that uses database tables for indexing content.

Datetime
Defines field types for storing dates and times.

Display Suite
Extend the display options for every entity type.

Display Suite Extras
Contains additional features for Display Suite.

Entity
Provides expanded entity APIs, which will be moved to Drupal core one day.

Entity Browser
Provide a generic entity browser/picker/selector.

Entity Class Formatter
Apply class on the entity if it's field is using this formatter.

Entity Clone
Add a clone action for all entities

Entity Reference Revisions
Adds a Entity Reference field type with revision support.

Entity Reference Views Select

Entity Reference Views displayed as a select list, checkboxes or radio buttons in forms

External Links
Modify behavior and appearance of external links.

Feeds
Aggregates RSS/Atom/RDF feeds, imports CSV files and more.

Feeds Extensible Parsers
A generic Feeds parser used to create extensible parsers.

Feeds Tamper
Modify feeds data before it gets saved.

Field
Provides the capabilities to add fields to entities.

Field Group
Provides the ability to group your fields on both form and display.

Field Layout
Allows users to configure the display and form display by arranging fields in several columns.

Field UI
Provides a user interface for the Field module.

File
Provides a field type for files and defines a "managed_file" Form API element.

File metadata - EXIF
Provides a file metadata plugin for EXIF image information.

File metadata - Font
Provides a file metadata plugin for TTF/OTF/WOFF font information.

File metadata manager
Provides a service to manage file metadata.

Filter
Filters text content in preparation for display.

Font Awesome
The most popular icon set and toolkit on the web.

Geocoder
An API to geocode and reverse geocode data into other GIS data types.

Geocoder Address
Provides Geocoder integration with Address module.

Geocoder Field
Geocodes the content of a field and stores the result in other field and vice-versa.

Geocoder Geofield
Providers Geocoder integration with contrib Geofield module.

Geofield
Stores geographic and location data (points, lines, and polygons).

Geofield Map
Map Widget, Formatter and Views integration for Geofields.

Geofield Map Extras
This sub-module provides additional features to the main Geofield Map module.

Geolocation
Provides a simple geolocation field type to store and display location data (lat, lng).

Geolocation - Address
Address integration.

Geolocation - Geofield Integration
Use geofield in CommonMap views style.

Geolocation - Google Maps API
Google Maps integration.

Google Analytics
Allows your site to be tracked by Google Analytics by adding a Javascript tracking code to every page.

Google Map Field
Defines a field type for Google Maps.

Help
Generates help pages and provides a Help block with page-level help.

Image
Defines a field type for image media and provides display configuration tools.

Image Effects
Provides effects and operations for the Image API.

Image URL Formatter
Add an URL formatter for image field.

Imagick
Imagick toolkit for image manipulation within Drupal

Imce File Manager
Provides a file manager supporting personal folders.

Interface Translation
Allows users to translate interface text and to switch between interface languages.

Internal Dynamic Page Cache
Caches pages, including those with dynamic content, for all users.

Internal Page Cache
Caches pages for anonymous users and can be used when external page cache is not available.

Language
Allows users to configure available languages.

Layout Discovery
Provides a way for modules or themes to register layouts.

Libraries
Allows version-dependent and shared usage of external libraries.

Link
Provides a field type for internal and external URLs.

Masonry API
Provides an API for integrating the jQuery Masonry plugin with Drupal.

Masonry Views
Provides a Views plugin for displaying content in a Masonry layout.

Media
Manages the creation, configuration, and display of media items.

Mega Menu for Drupal 9/10
This powerful Drupal module helps you create custom menu, video and Drupal Blocks.

Menu UI
Provides a user interface for managing menus.

Message
A general message logging utility.

Metatag

Manage meta tags for all entities.

Metatag: Facebook
A set of meta tags specially for controlling advanced functionality with Facebook.

Metatag: Open Graph
Provides support for Open Graph Protocol meta tags.

Migrate
Provides a framework for migrating data to Drupal.

Migrate Drupal
Provides a framework to migrate data from previous versions of Drupal into the site.

Module Filter
Filter the modules list.

MySQL
Provides the MySQL database driver.

Node
Manages the creation, configuration, and display of the main site content.

Options
Defines field types with select lists, checkboxes, and radio buttons to select values from fixed lists of options.

Paragraphs
Enables the creation of paragraphs entities.

Paragraphs jQuery UI Accordion
Adds jQuery UI Accordion for paragraphs.

Pathauto
Provides a mechanism for modules to automatically generate aliases for the content they manage.s

SMTP Authentication Support
Allow for site emails to be sent through an SMTP server of your choice.s

Search API
Provides a generic framework for modules offering search capabilities.

Serialization
Provides a service for converting data to and from formats such as JSON and XML.

Shortcut
Allows users to create sets of shortcuts within the site.

Simple Google Maps
Provides a Google Maps link/map formatter for simple Text fields.

Slick
Slick carousel, the last carousel you'll ever need.

Slick Paragraphs
Provides Slick Carousel integration with Paragraphs.

Slick UI
Provides Slick carousel configuration UI.

Superfish
Adds jQuery Superfish plugin to menu blocks.

System
Provides user interfaces for core systems.

Tamper
Generic plugin to modify data.

Taxonomy
Enables the categorization of content.

Text
Defines field types for short and long text with optional summaries.

Text Editor
Provides a framework to associate text editors (like WYSIWYGs) and toolbars with text formats.

Token
Provides a user interface for the Token API and some missing core tokens.

Toolbar
Provides an administration toolbar to display links provided by modules.

Tour
Displays guided tours of the site interface.

Translatable Menu Link Uri
This module enables support for translation of link field in menu_link_content entity.

Twitter Block
Provides configurable blocks for a Twitter feed.

Update Manager

Checks for updates and allows users to manage them through a user interface.

User
Allows users to register and log in, and manages user roles and permissions.

Video Embed Field
Provides a field type for displaying videos from 3rd party providers such as YouTube and Vimeo.

Video Embed Media
Integrates video_embed_field with the Media module, creating a new media type tailored to display embedded videos. Useful for websites which are using the media suite of modules.

Views
Provides a framework to fetch information from the database and to display it in different formats.

Views Entity Reference Filter
Provides Views filters for entity reference fields.

Views Infinite Scroll
A pager which allows an infinite scroll effect for views.

Views Menu Children Filter
Adds filters to Views for limiting results based on menu hierarchy.

Views Reference Field
Defines the viewsreference field type to embed views in an entity reference field.

Views UI
Provides a user interface for creating and managing views.

Webform
Enables the creation of webforms and questionnaires.

Webform UI
Provides a user interface for building and maintaining webforms.

jQuery UI
Provides jQuery UI library.

jQuery UI Autocomplete
Provides jQuery UI Autocomplete library.

jQuery UI Menu
Provides jQuery UI Menu library

| Activities	2024						2025					
	July	August	September	Oct	Nov	Dec	Jan	Feb	March	April	May	June
RSH												
LMS systems maintenance	▓	▓	▓	▓	▓							
website support	▓	▓	▓	▓	▓							
creation of legacy pages and modification of reopening Hubs					▓	▓						
analysis of user feedback, supporting project evaluation			▓	▓		▓	▓	▓	▓			
consultancy and project management												
ad hoc support to Ethiopia Hub	▓	▓	▓	▓	▓							
security updates						▓	▓	▓	▓			
ChildHub and subpages												
small change requests	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
ensuring up-to-date drupal and PhP codes	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
advice and support to efficient operations	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
support data collection	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
de-bugging	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
IFRC sub-page on ChildHub												
support to subpage	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓		
creation of data dashboard for IFRC e-learning												
support data collection and reporting		▓			▓		▓		▓		▓	▓
support minor changes to newsletter design if needed	▓	▓	▓	▓	▓	▓	▓	▓	▓			
ad hoc support	▓	▓	▓	▓	▓	▓	▓	▓	▓			
Eurochild Subgranting sub-page												
create special webdesign		▓										
support to taxonomy		▓	▓									
support to data collection and reporting					▓			▓		▓		▓
UEFA												

new e-learning added

security updates and ongoing support

support data collection and reporting

debugging

LocalLink Hub

language variants

CMS support (integrating user feedback, add e-learning, etc)

forum discussions

accessibility review

support to data gathering and reporting

newsletter sending module for non-technical users in CMS

website performance optimisation
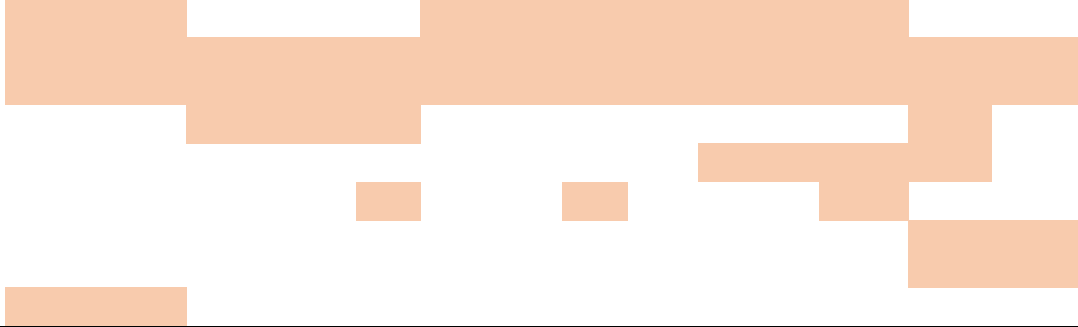
International Golf Federation

starting date is still undetermined

tdh-europe webiste

ongoing support

Annex 3 – Supplier Profile & Questionnaire

Submitted by: [insert company name**]**

	Names of Tenderers	**Nationality**
Contractor		
partner 1		
partner 2		

* Add/delete additional lines for partners where appropriate. note that a subcontractor is not considered a partner for the purposes of this tender procedure. if this tender is submitted by an individual Tenderer, the name of the Tenderer must be entered as "Contractor" (and the other lines must be deleted).

Contact person

name	
address	
telephone	
e-mail	

We, the undersigned, declare that:

1   We have examined and accept in its entirety the contents of the tender documents. We accept its provisions in full, without reservation or restriction. We certify that we are not in any of the situations mentioned in Article 17 of the Instructions to Tenderers; prohibiting submission to the tender.

2   We comply to carry out work for the following Lots: (*insert number[s]*) in accordance with the terms, conditions, technical specifications and the time limits set, without reservation or restriction as per the documentation of Call for Tenders no. HUN-24-034-CP.

3   We make this submission in our own right and for this tender. We confirm that we are not bidding for the same contract in any other form.

4   We note that the contracting party is not obliged to pursue this invitation to tender and reserves the right to award only part of the contract. It does not incur any liability towards us.

Legal Representative(s), name and surname **......**

Date: & Company stamp

Annex 4 – Good business practices

Good_Business_Pra
ctices.pdf

Annex 5 – Pricing template

Pricing%20proposal
%20-%20Tdh%20HU