Development of the PINGON Website

1. Background

Philippine Inclusive NGO Network (PINGON) is a collaborative network of 42 international and national NGOs operating in the Philippines, working to strengthen humanitarian coordination, advocacy, information dissemination, capacity sharing, and promoting localization. To enhance visibility, streamline communication, and provide a repository of documents and resources, PINGON requires the development of a website that reflects its mission and reflects its humanitarian activities.

2. Objectives

- Establish an online presence for PINGON.

- Provide a central platform for advocacy, activities and resource sharing with the general public and coordination among its members.

- Facilitate access to key documents, updates, and opportunities for engagement (with access level for PINGON members only and for the public).

- Ensure the website is secure, responsive, and accessible to diverse stakeholders.

3. Scope of Work

Engage a consultant that will be responsible for:

- Initial meeting with PINGON EXCOM, WG leads, HCWG Coordinator to discuss plans and deliverables

- Design & Branding: Develop a clear design with easy navigation aligned with PINGON's identity and humanitarian values.

- Development: Build a responsive website using a suitable Content Management System (e.g., WordPress, Drupal), including supporting PINGON in domain registration process and regulatory compliance.

- Core Features:

    o Website core security features to include https/ssl certificates, strong authentication/secure login for role-based access, secure data storage, regular back-up with a monitoring and recovery strategy.

    o Member and other sensitive information are compliant with the Philippines Data Privacy Act.

- o About PINGON (vision, mission, governance)

- o Current and past response with online dashboards including 5W, operational presence and resources/capacities

- o Alerts, news and updates section

- o Member directory with profiles and contact links (with access level)

- o Resource library (reports, policy briefs, TORs, advocacy materials)

- o Events calendar (coordination meetings, workshops, humanitarian events)

- Integration: Social media feeds, newsletter subscription, and mailing list tools.

- Optimization: Developed in strict adherence to established search engine optimization (SEO) best practices, thereby ensuring enhanced visibility, improved ranking performance, and sustained attraction of organic traffic from relevant audiences.

- Testing & Quality Assurance: Ensure accessibility compliance, mobile responsiveness, and security.

- Training & Documentation: Provide training for PINGON staff and user manuals.

- Maintenance & Support: Offer post-launch technical support for a defined period.

4. Deliverables

- Website design mockups and prototypes

- Fully functional website hosted on the agreed domain

- CMS with administrator access and documentation

- Training sessions for PINGON staff

- Final report including technical specifications, user manual and maintenance guidelines

5. Tentative Timeline (March-June 2026)

- Inception and requirements gathering: March

- Design and approval: March-April

- Development and testing: April-May

- Launch: May

- Post-launch support: May-June

6. Roles and Responsibilities

- Consultant: Responsible for design, development, testing, and delivery.

- PINGON HCWG, EXCOM, other Working Groups and Secretariat: Provide content, branding guidelines, and timely feedback.

- Member Organizations: Contribute profiles, resources, and updates.

8. Reporting and Communication

- Consultant to be supervised by the HCWG coordinator

- Regular progress updates (weekly) with the HCWG and monthly with PINGON

- Meetings with HCWG and other WGs focal points

- Submission of draft and final deliverables for review and approval

9. Criteria

Proposals will be evaluated based on:

- Relevant experience in NGO/humanitarian website development

- Technical expertise and proposed methodology

- Cost-effectiveness and value for money

- Ability to meet deadlines and provide ongoing support

10. Mode of Payment

Payments are released based on successful completion and formal approval of deliverables:

- Submission of approved design
- Beta Release / User Acceptance Testing (UAT) and user training
- Website deployment and handover, user manual and guidelines