

SELECTION OF EXTERNAL RESOURCE

The PIN S.c.r.l. - Didactic and Scientific Services for the University of Florence, for the realization of the "RESET" project, or ENICBC MED Project "C_A.1.1_00151_RESET" RESET - RESults Enabling Transitions: mapping, synthesising and mainstreaming sustainable, green and circular business support achievements in the MED region, for replication and policy-making. (PROGRAMME FUNDED BY European Union)

Announces a selection by **IT developer and web designer** - with the subject of the title of this announcement;

the total amount is € 20,000.00 gross

The contract has an expected **duration of 3 months and is finalized**

Activities foreseen by Project WP3.1953051- The **IT developer and web designer** in charge will be in charge of:

- **(3.3) develop a web-tool** to support newly funded project mainstreaming the Capitalisation Framework. This activity foresees the design and creation of the web infrastructure of an online toolbox and a forum to encourage and facilitate the capitalisation of best practice regarding the creation of sustainable and green businesses. The web-tool must be developed in 3 months, and not later than December 2022.
- **Design and implement the web site of RESET project** by development of a web environment able to provide main information and contents of the project. The web site will be consider a front end (with user friendly and accessible design), while the web-tool for the Capitalisation Framework will be in back-end. RESET website should be developed and hosted on server TheSwitchers.org.

Selection announced and coordinated by PIN S.c.r.l. - *Servizi Didattici e Scientifici per l'Università di Firenze*, in compliance with equal opportunities between the sexes in the admission and evaluation procedures.

Art 1. Basic skills

- Good knowledge of the English language (written and oral)
- Good use of online communication tools
- At least 5 years experience in development of web sites, digital solutions and platforms for research centers and organisations.

Art. 2 Preferential titles

Desirable additional qualifications/experiences:

- Proven experience in developing web-based solutions, using the appropriate mix of development and prototyping languages (e.g., ability to code in HTML, Python, and/or similar languages to create web sites, learning portals, and other technical assets).
- Excellent knowledge of information architecture, human computer interaction, and web usability principles.
- Good knowledge of clouds providers.

Art. 3 Main tasks:

- Attend online meetings.
- Maintain an open and transparent communication and exchange with PPs throughout the project.
- Coordinate with PIN S.c.r.l. about the information architecture of the web-tool and its functionality.
- Develop the web-tool for the Capitalisation Framework in order to create a tool able to answer the needs of the project.
- Release a first prototype in order to obtain feedbacks by RESET partners and stakeholders.
- Submission of the final workable version of the web-tool.
- Coordinate with MedWaves and PIN S.c.r.l. on the development of RESET website, its functionality and maintenance.
- The specifications attached to this Annex 1

Art.4 - Presentation of proposals:

Interested applicants should provide a proposal covering the following aspects:

- Detailed response to the TOR.
- Proposed methodology and timeline
- Curriculum vitae
- Detailed reply to the TOR and annex 1

For more information, kindly refer to the attached TOR and RFQ.

The application must be presented at the PIN offices with one's own paper curriculum vitae by and no later than 1.00 pm ON 29/07/2022

For further information, please contact Michela Magnolfi, **PIN S.c.r.l. - Servizi Didattici e Scientifici per l'Università di Firenze** - Research Office, Piazza Ciardi n.25 - 59100 Prato (PO) - tel. 055/2758467 e-mail: michela.magnolfi@pin.unifi.it.

Art.5 - Selection procedures

The selection will take place on the basis of the qualifications and skills that can be deduced from the curriculum

Art. 6 - Evaluation commission

The Commission will consist of 3 members appointed by the PIN SCRL

Art.7 - Selection criteria and procedure

Selection by qualifications and exams on professional qualifications and topics related to the subject of the research. They will be evaluated in particular;

- overall qualifications of each candidate;
- previous experience as per admission requirements;
- preferential titles.

Art. 8 - SPECIAL CONDITIONS

Possibility to participate in another Call for Research in Graphics Design, always on the RESET ENI CBC MED Project, present on the site.

Art.9 - Assignment

The winner will be invited to go to the Research Office of PIN S.c.r.l. to sign the declaration of acceptance.

This notice of competition will be available at the internet address: <http://www.poloprato.unifi.it> and posted on the premises of the facility.

Prato, 12/07/2022

PIN S.c.r.l.
The legal representative
Dr. Daniela Toccafondi



TERMS OF REFERENCE

PIN S.c.r.l. Servizi Didattici e Scientifici per l'Università di Firenze, SIRCLES project's partner in Italy is launching a call for proposals for a **IT developer and web designer**.

RESET - RESULTS Enabling Transitions: mapping, synthesising and mainstreaming sustainable, green and circular business support achievements in the MED region, for replication and policy-making- is a capitalisation project with ambitious goals and clear benefits for the MED Sea Basin.

RESET will gather, analyse and synthesise learnings regarding 'what works' within the field of sustainable and green business support, and work to upstream this knowledge effectively. It will support local, national and regional stakeholders to use this knowledge to create strategies, policies and regulation to stimulate the green economy.

The appointed IT developer will be charged to:

- **(3.3) develop a web-tool** to support newly funded project mainstreaming the Capitalisation Framework. This activity foresees the design and creation of the web infrastructure of an online toolbox and a forum to encourage and facilitate the capitalisation of best practice regarding the creation of sustainable and green businesses. The web-tool must be developed in 3 months, and not later than December 2022.
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Basic skills

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- Good use of online communication tools
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Desirable additional qualifications/experiences:

- Proven experience in developing web-based solutions, using the appropriate mix of development and prototyping languages (e.g., ability to code in HTML, Python, and/or similar languages to create web sites, learning portals, and other technical assets).
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Main tasks:

- Attend online meetings.
- Maintain an open and transparent communication and exchange with PPs throughout the project.
- Coordinate with PIN S.c.r.l. about the information architecture of the web-tool and its functionality.
- Develop the web-tool for the Capitalisation Framework in order to create a tool able to answer the needs of the project.
- Release a first prototype in order to obtain feedbacks by RESET partners and stakeholders.
- Submission of the final workable version of the web-tool.
- Coordinate with MedWaves and PIN S.c.r.l. on the development of RESET website, its functionality and maintenance.



Submission of proposals:

Interested applicants should provide a proposal covering the following aspects:

- Detailed response to the TOR.
- Proposed methodology and timeline
- Curriculum vitae

For more information, kindly refer to the attached TOR and RFQ.

Technical specifications for the Development , implementation and maintenance of the RESET Project Website

1. Background:

RESET - RESults Enabling Transitions: mapping, synthesising and mainstreaming sustainable, green and circular business support achievements in the MED region, for replication and policy-making- is a Capitalisation project, funded by the EU under the ENI CBC MED program. The project consortia is formed of 5 partners of 5 different countries.

2. Object of the Call

The object of this call is the hiring of an expert for the development, set up and maintenance of a web-tool for the RESET Project.

The webtool has as a final aim to offer visibility to both the knowledge/tools produced by EU-projects and the knowledge needed by stakeholders on how to best support the creation of sustainable businesses, aims to offer support and resources to both recently funded EU-projects and local and national stakeholders to adopt the knowledge produced by the EU-projects, and aims to promote a collaborative community to foster the practice of supporting the creation of sustainable and green businesses at all levels.

3. Conditions for the Provision of the Service:

It would be necessary to carry out the necessary tasks for the development, set up, and maintenance of the RESET web-tool and its comprised virtual sections.

3.1. Required Services:

Development of a online web-tool with the following virtual sections:

- **Capitalisation Lab:**
This section will consist in a virtual map that will visualize specific knowledge/tools created on behalf of EU-projects and will visualize the stakeholders that need specific knowledge on how to best support the creation of green enterprises.
- **Capitalisation Clinic:**
This section will consist in a virtual space to inform and assist newly funded EU-projects on the knowledge and best practices developed on the field green business support, so they can adopt it. The section will have the following tabs:
 - a) **Resources:** Space to upload existing documents, links, videos and other resources produced by the analyzed EU-projects. The resources will be filtered by "type of produced output": (*PolicyPaper, Database, Report, Online Platform, Networking Service..*).
 - b) **Forum:** Creation of a Forum to foster the exchange of knowledge among newly funded EU-projects.
- **Local and National Capitalisation Clinic:**
This section will consist in a virtual space to inform and assist local and national stakeholders on replicating the knowledge produced by European projects at a policy level.
The section will have the following tabs:
 - a) **Resources:** Space to upload existing documents, links, videos and other resources produced on guiding policymaking and strategic action.
 - b) **Forum:** Creation of a forum to foster the exchange of knowledge and discussions among local and national stakeholders on replicating knowledge.

- **Virtual Community of Practice (VCoP):**

This section will consist in a virtual space to inform and engage stakeholders into supporting the creation and development of sustainable and green businesses at all levels.

The services will be led under the supervision of a Project Manager of MedWaves and a Project Manager of PIN (*PIN S.c.r.l. - Servizi Didattici e Scientifici per l'Università di Firenze*), and need to respond to the existing technical and technological conditions.

A production and pre-production environment must be implemented, where high availability and fault tolerance must be guaranteed. An analysis of the current infrastructure should be presented and detailed proposals for improvement should be included.

In developing the sections, it is necessary to take into account good development practices and coding and security standards, which includes avoiding core modification.

The web-tool should provide users with the same functionality in the different languages.

3.1.1 Technological environment

The bidder must specify in its technical offer the appropriate technological environment for the creation of the new web-tool.

4 Period of execution

The full implementation of the web portal and in full operational conditions must be completed within a maximum of **three months** (90 calendar days), from the signing of the contract.

The work subject to this tender and the management of the settlement of the contract must be carried out in three phases:

- **PHASE 1.** Collection of all the information, elaboration of contents and delivery of the proposal of the design of the web portal to be approved.
- **PHASE 2.** Execution of the content upload, publication of the new web portal in testing environment and end of the testing period, before moving to public display.
- **PHASE 3.** Corrective and evolutionary maintenance of the web portal and content manager.

5. Assistance and maintenance

During the execution of the contract, the contractor must carry out all the maintenance tasks of the web portal during a period of implementation and until the closure of the stable and error-free version.

This service must include the following actions:

- Support and maintenance of installed software and application of patches and security updates.
- Technical maintenance of functionalities and services provided by the web portal and verification of the compatibility of new platforms and browsers.
- Technical assistance in the use of the functionalities developed for the web portal.
- Correction of programming errors in development, applications, databases, content manager, etc., that are detected during the period of validity of the contract.
- Adaptation of the web to new browsers.
- Backup and recovery services in case of need.