

## ADVERT FOR SERVICE PROVIDER FOR IT AND DISSEMINATION ENHANCEMENTS INVITATION TO TENDER

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The **European Union Network for the Implementation and Enforcement of Environmental Law (IMPEL)** is an international non-profit association of the environmental authorities of the European Union Member States, acceding and candidate countries of the EU, EEA and EFTA countries. The association is registered in Belgium and its legal seat is in Brussels. Currently, IMPEL has 57 members from 38 countries and its working language is English.

The Network's **objective** is to create the necessary impetus in the European Community to make progress on ensuring a more effective application of environmental legislation. It promotes the exchange of information and experience and the development of environmental legislation. IMPEL has developed into a widely known organisation in the environment field and is mentioned in several EU legislative and policy documents.

To achieve its objectives, IMPEL **funds specific projects** and other activities. To disseminate results and supporting tools to environmental authorities and other interested stakeholders, Impel requested a purpose-optimised, easy accessible, contemporary and international WEBSITE. This website is now live ([www.impel.eu](http://www.impel.eu)) and further enhancements may necessary to satisfy the increasing demand.

Consequently, IMPEL is looking for a **service provider** to provide IT technical support and guidance for the network, consider and advise on suitable deliver enhancements for the IMPEL website and support IMPEL in improving its online dissemination activities through e-learning and training.

### **Main tasks**

#### 1) IT technical support and guidance

The service provider will research and advise on new IT features and software tools and provide support for IMPEL to make informed decisions on IT provisions for the network.

The service provider will support integration of content into the IMPEL website, contributing to the development of a comprehensive knowledge hub for all IMPEL-related information.

The service provider will oversee website support service required for seamless running of the website and features.

## 2) Website enhancements

The service provider will collaborate with the web developer and advise IMPEL with recommendations on necessary new features and developments and new releases, including a summary of the risks, issues and costs involved.

The service provider will also research, test and advise on plug ins, APIs and apps for the IMPEL website and network.

## 3) Improving online dissemination activities

The service provider will evaluate the most effective tools available to support IMPEL in improving its online dissemination of project outcomes and deliverables through its website, e-learning platform and training tools.

The service provider will support the introduction of these tools and, where needed, create content and training materials where appropriate.

Additionally, they will provide support to internal users for adopting and using the new tools.

## 4) Premises:

- a) Ensuring full compliance with GDPR and maintain highest standards of data security
- b) Establishing effective and constructive working relationships with IMPEL and its service providers
- c) Regularly documenting and presenting project progress to the IMPEL board
- d) Agreeing on full IMPEL ownership of all intellectual property rights related to the generated website and all associated data

### **Duration**

The service requested would take place from 15 February 2025 to 31 December 2025 and is estimated to take 50 days work. It is possible further support will be needed in this area after this time.

### **Conditions**

1. The service provider must adhere to IMPEL's confidentiality, IP, GDPR and conflict of interest agreement which should be signed alongside the acceptance of the contract.
2. All communication must be conducted in English.
3. Any changes will be discussed beforehand with the IMPEL project leaders and implemented only after receiving written approval.
4. The service provider will report to the IMPEL Vice Chair for Projects

5. The service provider, upon request of the Board may take part to IMPEL virtual meetings regarding these activities
6. The provider will provide guidelines on how to use new features

### **Application**

1. All applications should be made in English via e-mail and include:
  - Short CV in Europass mode (Max 10 Mb),
  - Specific references of companies you worked for in the fields mentioned in this tender (IT technical support and guidance, website enhancements, online dissemination activities)
  - If you work for a company, details of your company (legal form, Tax number, number of the commercial register, number of employees, If- international co-operations)

### **Recipient:**

Rob Kramers [rob.kramers@impel.eu](mailto:rob.kramers@impel.eu)

### **Deadline**

The deadline for applications is 5<sup>th</sup> February at 17:00 CET.

Shortlisted service providers will be informed shortly after this deadline and teleconference (TEAMS/ Zoom) interviews will be arranged in the following days.

For more information on the tendered service, please contact Rob Kramers (email above)