



Terms of Reference (ToR)

Procurement of Website Design and Development Services for the SacredTravel4Growth Project

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1. Information on the Contracting Institution

LOGOS University College, as the contracting institution, is issuing this procurement notice on behalf of the consortium of partners involved in the ERASMUS-EDU-2025-CBHE-STRAND-2 Project number: 101238053 — SacredTravels4Growth: Higher Education and Sustainable Growth through Religious Tourism. This project, funded by the European Union under the Erasmus+ programme, aims to bridge the gap between the industry’s need for a specialised religious tourism workforce with HE preparation.

All correspondence and submission of bids must be sent to all three of the following recipients:

- Prof. Konstantinos Giakoumis, Project Coordinator: konstantinos.giakoumis@kulogos.edu.al





- Prof. Lisebo Tseane-Gumbi, WP6 Leader: Lisebo.Tseanegumbi@nwu.ac.za
- Msc. Anisa Duka, WP6 Co-Leader: Anisa.Duka@kulogos.edu.al

The invitation is open to qualified individuals or legal entities.

Submission Deadline: 20 March 2026 COB

2. Project Background and Objectives

The SacredTravels4Growth project aims to bridge the industry's need for a specialised religious tourism workforce with HE preparation. It focuses on:

- Adapting European religious tourism and HE models to train future labour forces in inclusion, accessibility, and diversity.
- Training educators and practitioners in advanced religious tourism practices and their application in HE.
- Revising curricula to align with market demands in cultural and religious tourism.
- Establishing or upgrading laboratory infrastructure to support training and research.
- Developing educational resources, including a handbook and five MOOCs, to facilitate curricular reform

The website will serve as a central platform for information, resource sharing, and promotion of project activities and results. Information about the project's goals, partner institutions, planned activities, research results, and educational materials will be available on the website.

The website will include interactive modules, discussion forums, and customized learning tools to facilitate collaboration and knowledge sharing among participants. To ensure wider accessibility and inclusiveness, content will be available in English. The website will be regularly updated to provide visitors with the latest information about project progress and future events. The website should reach a diverse audience

3. Risk Management

The service provider shall actively contribute to project risk management by identifying, monitoring, and mitigating risks that could impact the timely delivery, quality, or compliance of the website deliverables.





In the event of delays or performance issues, the service provider must immediately inform the Project Coordinator in writing, outlining the cause, anticipated impact on project milestones, and proposed mitigation measures. Any changes to timelines must be approved in advance to avoid negative consequences for Erasmus+ reporting and payments. Failure to deliver in accordance with agreed specifications, quality standards, or timelines may jeopardise the Consortium’s compliance with the Erasmus+ Grant Agreement. In such cases, the Consortium reserves the right to request corrective measures within a defined timeframe.

The Contracting Authority reserves the right to terminate the contract in cases of serious breach, persistent non-performance, or actions that risk financial corrections, reputational damage, or non-compliance with Erasmus+ rules, without prejudice to other remedies available under national or EU law

4. Subject of Procurement

4.1 Scope of Work

The contracted party is expected to design, develop, and maintain a multilingual website and Content Management System (CMS) with the following core features:

- Homepage with project overview and latest news.
- Sections for project objectives, upcoming events in a calendar format, work packages, consortium, project resources (reports, curricula, deliverables), events, news, and newsletter publication.
- Forum functionality for internal discussions or community interaction.
- Capability to host interaction with online digital learning courses.
- Easy-to-manage CMS (e.g., WordPress or equivalent).
- Responsive design for all devices and browsers including mobile.
- Accessibility compliance with WCAG 2.1 or higher.
- Integrated Search Engine Optimization (SEO) features to enhance visibility on search engines.
- Multilingual support (starting in English).
- General Data Protection Regulation (GDPR) compliance and basic data protection and security.
- Integration with social media and sharing options.
- Newsletter subscription and archiving system.
- Upload of initial content and hosting for a minimum of 5 years.
- Maintenance and security for at least 3 years.





- Support for periodic content uploads or training of the WP6 team for content management.

4.2 Video integration

Beyond the above, the Service Provider shall develop the website so that course video content can be hosted externally on YouTube. The website must retrieve and display the video material through embedded YouTube links or an equivalent integration mechanism. This approach is intended to ensure efficient management and delivery of video content without requiring substantial storage capacity on the website platform itself. The Service Provider shall ensure that the embedded content is seamlessly integrated into the website interface, maintains appropriate loading speeds, and complies with standard web accessibility and usability practices

4.3 Additional offering

In addition, where technically feasible, the Service Provider may include in their proposal the option to provide website hosting services for the duration of the project. Should this option be offered, the proposal must clearly specify the hosting infrastructure, security provisions, maintenance responsibilities, uptime guarantees, and any associated costs. The contracting authority reserves the right to consider or decline the hosting option as part of the final service agreement

4.4 Deliverables

The service provider shall deliver all outputs in line with the Erasmus+ project work plan, milestones, and reporting periods, ensuring that deliverables contribute directly to approved project results and dissemination objectives. The development will be spread over two months from contract signature.

Milestone	Description	Deadline
Initial Design	Conceptual design, layout draft, feedback loops	10/04/2026
Development Phase I	Front-end and back-end development	30/04/2026
Development Phase II	Content integration, testing, accessibility and search engine optimization (SEO) validation	15/05/2026
Training & Documentation	WP6 team training or maintenance procedure setup	27/05/2026





Milestone	Description	Deadline
Final Launch	Public launch and delivery of credentials and documents	05/06/2026

By the end of the website's lifetime, all content and credentials shall be formally handed over to:

- North-West University (WP6 Project Coordinating Institution)
- LOGOS University College (Co-Leading Institution)

5. Budget

The maximum available budget is €5,000 (VAT included). This amount is inclusive of all taxes, charges, and bank commissions, which shall be borne by the provider.

6. Bid Requirements

Bids must include:

- A portfolio (at least 3 relevant past projects).
- A CV or biography outlining experience and technical capacity
- A technical and implementation plan, including a basic timeline.
- A brief accessibility and SEO compliance statement.
- A financial offer (in EUR, clearly stating net and gross amounts).
- A statement of availability over the proposed period and beyond (for support and maintenance).

7. Selection Criteria

Bids will be evaluated on the basis of best value for money, with the following criteria:

- Approach to accessibility, maintenance, and long-term sustainability (40%).
- Quality and feasibility of the technical offer (30%).
- Relevant experience and qualifications (20%).
- Financial offer and value (10%).

The contracting authority reserves the right to cancel the procedure at any time if there is a risk of breaching standard EU bidding procedures. Costs incurred in the preparation of offers are not refundable.





8. Quality Assurance

The service provider shall perform the work in accordance with the highest professional and industry standards, ensuring:

- All features and functions specified in the ToR are operational and user-friendly at launch.
- Compliance with Web Content Accessibility Guidelines (WCAG) 2.1 or higher accessibility standards.
- Full cross-browser and device compatibility, including mobile responsiveness.
- Effective SEO techniques are applied at structural and content level.
- Adequate testing is conducted prior to launch to identify and fix usability, security, and performance issues.
- Any technical issues reported during the 3-year maintenance period are addressed in a timely manner.
- Training or content support for WP6 is delivered clearly and with follow-up when needed.
- Final delivery of all content and access credentials is made in a structured and secure manner to LOGOS University College and the North-West University.

9. Legal Aspect and Intellectual Property

This assignment is implemented within the framework of an Erasmus+ co-funded project and is subject to the provisions of the Erasmus+ Grant Agreement, including its annexes and applicable EU regulations.

All intellectual property rights arising from the website design and development, including but not limited to source code, object code, databases, layouts, graphics, audiovisual materials, texts, documentation, and training materials, shall be irrevocably transferred to the Erasmus+ Project Consortium upon final acceptance and payment. The Consortium shall retain full, unlimited, and royalty-free rights to use, adapt, reproduce, translate, disseminate, and make the results publicly available in accordance with Erasmus+ dissemination and exploitation requirements.

The service provider acknowledges that project results may be made available under open access or open licence conditions, where required by the Erasmus+ Programme, and undertakes to ensure that no restrictions are imposed that would limit such use.

The service provider guarantees that all deliverables are original and do not infringe third-party rights. Any third-party software, plugins, or licensed components used must be clearly identified and compliant with Erasmus+ eligibility rules, ensuring unrestricted use by the Consortium after handover.





This contract shall be governed by the applicable national law of the Contracting Authority, while taking into account relevant EU law. Any disputes arising shall fall under the jurisdiction of the competent courts of the Contracting Authority's country.

A confidentiality obligation applies to all non-public project information, including personal data, technical documentation, credentials, internal reports, and financial or administrative information. Confidentiality obligations shall remain in force beyond the completion or termination of the contract, in line with Erasmus+ data protection and audit requirements.

All deliverables shall be subject to review, validation, and formal acceptance by the Project Coordinator or designated representative of the Consortium. Deliverables must comply with Erasmus+ communication and visibility rules, including correct use of the Erasmus+ logo, funding acknowledgement, and disclaimer text.

Payments shall be made in accordance with the agreed budget and linked to the successful completion and acceptance of deliverables. Payments are conditional upon compliance with Erasmus+ eligibility rules and may be delayed or withheld if deliverables are incomplete, non-compliant, or not aligned with the approved project application or Grant Agreement.

10. Sustainability and Handover

In line with Erasmus+ requirements on sustainability, exploitation of results, and long-term impact, the service provider shall ensure that the website can be fully maintained and operated by the Consortium after project completion.

A full handover shall include the transfer of all access credentials, including hosting, domain management, content management systems, databases, analytics tools, and any third-party services essential to the operation of the website.

The service provider shall deliver comprehensive technical documentation and a user manual enabling project partners to independently update, maintain, and further develop the website beyond the project lifetime.

Initial training shall be provided to designated project staff, ensuring capacity building across the Consortium. A defined period of post-launch technical support shall be included to address bugs, performance issues, and minor adjustments during the early operational phase.

All handover activities shall support the continued visibility, accessibility, and reuse of project results in accordance with Erasmus+ dissemination and sustainability obligations.

11. Submission Instructions

Send your complete bid before/on **20 March 2026** via email to:





Co-funded by
the European Union



Terms of Reference

16/03/2026

- konstantinos.giakoumis@kulogos.edu.al
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