

## **Terms of Reference**

### **For development of a Virtual Reality Event Platform for CSOs**

#### **Purpose**

Partners Albania is seeking to hire an established information technology company (Albanian or international) to develop a web-based multifunctional and user-friendly Virtual Reality Event Platform.

#### **Background**

Partners Albania (PA) is an independent Albanian NPO established in 2001, working to support civil society and facilitate inter-sector cooperation in order to strengthen democratic institutions and advance economic development.

Partners Albania builds the platforms for communities, civil society organizations, government and business to advance constructive change. Partners Albania brings in expertise and over 20-year experience of a dynamic and innovative organization specialized in empowerment of civil society actors and civic engagement, facilitation of participatory processes, and promotion of transparency and good governance at local and national level, toward advancement of democracy in Albania.

As part of its programs, Partners Albania conducts a wide range of events at local, national and international level such as:

- Large size events - conferences, in and outdoor fairs etc.
- Small and medium size events such as trainings, workshops, pitching events, etc.

The required Virtual Reality Event Platform is expected to offer an immersive solution for organization of such variety of events in an innovative way, giving a similar experience as a live event.

#### **Scope of Work**

The hired vendor will be required to perform and complete the following tasks:

#### **1. Develop a web-based multifunctional Virtual Reality Event Platform**

*Virtual Event Platform Features:*

- Interactive and user-friendly;
- Visually and aesthetically appealing 3D planimetry;
- Customisation of branding and settings of events with different spaces for different aspects of the event ([see here the list of possible events and the requirements/settings for each one](#));
- Integration of multifunctional tools to provide a live tour experience: visual and audio background atmosphere adopted as per event format (type of room, chairs, presentation screen, presentation booth, breaking rooms, outdoor meeting corners etc);
- Integrated video broadcasting;
- Possibility to create users with different usage features and access level;
- Customizable application / contact / registration and other forms;

- Automatic email feedback (for all stages of the process from registration in the event, as well as post event);
  - Document upload and download in all formats (jpg, pdf, word, excel);
  - Content backup including generation of a downloadable database of all information regarding registered participants in each and all events;
  - Reporting and analytics on visitors and users interacting with the platform;
  - Links to other online platforms, websites and social media;
  - The platform must be accessed through any web browser and mobile devices;
  - The platform must be a long-lasting technical solution, administration and management friendly.
2. **Provide training on platform usage and management for Partners Albania staff.**
  3. **Upon completion, submit a detailed user manual containing the technical overview and instructions on administration of the platform.**
  4. **Commit to offer technical support for the platform for at least one year, with possible extension.**

### **Timeline**

The Virtual Reality Event Platform development is envisioned to occur within the following timeline:

1. Negotiation of the task with the awarded company (one week). A detailed schedule and action plan will be discussed and agreed.
2. Presentation of graphic and technical proposal by February 2022.
3. Development, testing and launch of the platform by May 2022.
4. Partners Albania staff training on usage and management of the platform by May 2022.

### **Application requirements:**

Interested company should provide a proposal including:

- A brief profile of the company (maximum two pages).
- A list of executed assignments similar to this project. This list must include links to the websites, and name and contact information of the client representative.
- The company should provide a brief implementation plan on the time engagement that this task will require (design, development, testing, debugging, launching and training of the staff) and type of technology that will be used for the platform development.
- A detailed financial proposal specifying all costs and relevant taxes (VAT).

Proposals must be submitted via email to [partners@partnersalbania.org](mailto:partners@partnersalbania.org) not later than January 31<sup>st</sup>, 2022. Incomplete applications will be disqualified and not considered for evaluation.

We remain open for clarifications on the Terms of Reference until January 25<sup>th</sup>, 2022.