CALL FOR EXPERT - VACANCY ANNOUNCEMENT

PROCUREMENT OF WEBSITE DESIGN AND DEVELOPMENT SERVICES

- **PROJECT NAME** : Accreditation of Prior Experiential Learning Capacity-Building in the Western Balkans
- **PROJECT ACRONYM:** APEL-WB Project Topic: ERASMUS-EDU-2025-CBHE-STRAND-3
- **Project No**. 101236402 / Project starts and ends: October 1, 2025 - September 30, 2028
- **LOATION**: Remote in continuing online contact with contact persons from the project
- **VACANCY TYPE:** The invitation is open to qualified individuals or legal entities.
- **COMPENSATION:** Lump-sum, 3,800 € before tax and bank transfer commissions for 36-month-long duration of the assignment.
- **DATE OF PUBLICATION**:   December 9, 2025
- **APPLICATION'S DEAD-LINE:**   January 20, 2026
- **APPOINTMENT'S START DATE:**   February 20, 2026

1. BACKGROUND: The *Accreditation of Prior Experiential Learning in the Western Balkans (APEL-WB)* project builds on the principles of the Lisbon Recognition Convention, emphasizing the value of learning gained through self-education, work, and life experiences. The project aims to institutionalize Recognition and Accreditation of Prior Informal and Non Formal Learning (RAPL) in the Western Balkans as a systemic cornerstone of inclusive higher education. Aligned with European Higher Education Area and regional priorities for sustainable growth and knowledge-based economies, APEL-WB promotes lifelong learning and equitable access to education. The project will establish a comprehensive framework for RAPL, develop normative guidelines, and provide training for experts from higher education institutions, quality assurance agencies, and ministries of education.

2. POSITION OVERVIEW: LOGOS University College, as the Coordinator of the APEL-WB Project, invites applications for the design of the web site and development services. 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, work packages, consortium, project resources (reports, curricula, deliverables), events, news, and newsletter publication.
- Forum functionality for internal discussions or community interaction.
- Capability to host language learning tools or applications developed during the project.
- Easy-to-manage CMS (e.g., WordPress or equivalent).
- Responsive design for all devices and browsers.
- 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, archiving system and flipbook.
- 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.

3. Budget: The maximum available budget is €3,800 (VAT included). This amount is inclusive of all taxes, charges, and bank commissions, which shall be borne by the provider.

4. 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).

5. Timeline: The development will be spread over two months from contract signature.

Milestone	Description	Deadline
Initial Design	Conceptual design, layout draft, feedback loops	March 20, 2026
Development Phase I	Front-end and back-end development	April 20, 2026
Development Phase II	Content integration, testing, accessibility and search engine optimization (SEO) validation	April 20, 2026
Training & Documentation	WP6 team training or maintenance procedure setup	April 20, 2026
Final Launch	Public launch and delivery of credentials and documents	May 10, 2026

By the end of the website's lifetime, all content and credentials shall be formally handed over to LOGOS University College (Project Coordinating Institution), AND University of Priština (WP6 Leading Institution).

6. 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.

7. 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 University of Sarajevo.

Failure to meet quality standards may lead to rejection of deliverables, delayed payments, or termination of contract.

8. Submission Instructions: Send your complete bid by January 20, 2026, via email to: naser.zabeli@uni-pr.edu, emuhaxheri@auk.org, valbona.nathanaili@kulogos.edu.al; berina.smajlovic-doljancic@unsa.ba, info@kulogos.edu.al / **Subject line:** Bid – APEL WB WEB SITE