

## SERVICE ADVERT FOR CONSULTANT IN THE FRAMEWORK OF IMPEL'S "NEW WEBSITE" PROJECT

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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 55 members from 36 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.

In order to achieve its objectives, IMPEL **funds specific projects**. One important project to be continued in 2022 is **"Digital Transformation"**.

This specific project aims to bring IMPEL and its infrastructure up to date, specifically the functionality of the website. Within the project, there is a need to advise and consult IMPEL on the further enhancement of the new IMPEL website, the integration of webtools developed within IMPEL activities and the useful features still to be added. Furthermore, it is necessary to monitor, accompany and evaluate the cooperation with the respective service providers, to act as a liaison for Board questions and to assess project progress on a regular basis.

Consequently IMPEL, for the continuation of the **"Digital Transformation"** project, is looking for a **service provider** to work part time to fulfill the following deliverables:

### **Service specification**

The Service required includes the following key services & deliverables:

1. Support IMPEL in IT related issues from February to December 2022
2. Support IMPEL in the testing and evaluation of the basic "New IMPEL Website 2021", and in the further enhancement and completion of IMPEL's website in 2022; especially:
  - a) identification of further technical needs for the new website in consideration of IMPEL's activities and the communication, information and distribution needs with regard to IMPEL project and activity results,
  - b) assessment and if necessary further research, test and advice on plug-ins and APIs for the new website (e.g. high quality search editor, best available translation

tools for IMPEL's purposes, abstract builder, implementation of databases, social media integration)

- c) further advice on the finalization of the transfer of the IMPEL domain
- d) further advice on the high-quality data security standards
- e) assessment of the appropriateness of cost estimates of service providers
- f) identification and description of services and properties necessary for further enhancement and completion of IMPEL's website;
- g) consultation with service provider to control and monitor the enhancement of the new website and the integration of existing webtools,
- h) accompanying further testing of the new website,
- i) overseeing the service quality for the new website.

### **Essential Requirements & Skills**

1. Master's Degree or Bachelor with relevant working experience in multiple IT projects,
2. High level of technical knowledge on websites and databases,
3. Experienced in project management, including agile project management,
4. Deep knowledge of the current resources available on the market related to IT products,
5. Experienced user of software tools for website management,
6. Ability to operate self-organized and effectively, both independently and as a part of a team of service providers and IMPEL members, prioritize workload, and manage competing demands to ensure tasks are completed on time and to a high standard,
7. Building effective working relationships with the network and the successful applicant,
8. Excellent organisational skills & high attention to detail,
9. Excellent and demonstrable communication, reporting and presentation skills, including very good level of English, (written and oral).

### **Conditions**

The consultant's service shall be provided from 01.02.2022 to 31.12.2022. A minimum requirement of 25 working days, assuming that a working day covers 8 hours, is estimated in this time, for the total of 7.500,- €.

If more working days are necessary to satisfy the needs of the network, the service provider must be ready to offer additional working days for the same price on authorized request of the network until the maximum amount of 50 working days until the end of the contract.

The services should be provided remotely from the provider's own place of work, liaising with IMPEL's Secretariat and Board, the project team and other project participants, as well as all relevant service providers.

The consultant is solely and exclusively responsible for all social security and tax obligations, including V.A.T. liabilities, at his place of work, related to the fees and any other compensation paid under this service contract and for the social security and tax obligations relating to its employees and representatives. IMPEL will provide the necessary information and proof on European VAT liabilities eventually covered at its legal seat.

The service provider will be bound by IMPEL's confidentiality and conflict of interest agreement which should be signed along with the acceptance of the contract.

Communication will be carried out in English. Changes will be communicated beforehand with the IMPEL project leaders and implemented only after written approval.

The service provider will report to the IMPEL Project Leaders.

The service provider, upon request of the Expert Team & Project Leaders, will take part to IMPEL meetings and workshops regarding this project. In this case, travelling expenses such as hotel, necessary meals and flight are paid by IMPEL. Reimbursement of costs will be in line with IMPEL rules and procedures.

Earlier termination of the service contract may be initiated by IMPEL if:

1. the financial contributions foreseen for the project are not paid to IMPEL or
2. the quality and quantity of services rendered is not sufficient.

Adequate warning and consultation will be provided prior to the contract being terminated.

## Application

The consultant (i.e. individual specialists, team or company) should apply for this service, with a service proposal that includes the **cv** of the specialist involved and a **short letter of motivation** (maximum two pages) explaining their experience and suitability for the service (and availability to interview), to:

- [info@impel.eu](mailto:info@impel.eu);

The deadline for applications is by 12:00 CET on 26<sup>th</sup> of January 2022

Shortlisted service providers will be informed in the evening on the 26<sup>th</sup> of January and should be available for an interview on the 27<sup>th</sup> or 28<sup>th</sup> of January 2022. Results will be communicated and a draft contract will be submitted on the 31<sup>st</sup> of January 2022 at the very latest.

Interviews with those shortlisted will be conducted on the 27<sup>th</sup> or the 28<sup>th</sup> of January 2022 as teleconferences (ms teams).