

Request for Proposals

Development of a website for the Asia AI4D Observatory: A Policy and Innovation Network on Responsible Artificial Intelligence

18 September 2026



9A 1/1, Balcombe Place, Colombo 00800, Sri Lanka
+ 94 (74) 389 2323
www.lirneasia.net

Request for proposals: Development of a website for the Asia AI4D Observatory: A Policy and Innovation Network on Responsible Artificial Intelligence

LIRNEasia (hereafter referred to as “Client”) is a regional, non-profit digital policy and regulation think tank. Its mission is “Catalysing policy change and solutions through research to improve the lives of people in the Asia and Pacific using knowledge, information and technology.”

This Request for Proposal (RFP) invites qualified web development firms, service providers and consortia of individual professionals to submit technical and financial proposals for the design, development, deployment, documentation, training, post-launch support and maintenance of a public-facing website for the Asia AI4D Observatory. The website will function as a searchable, interactive regional knowledge repository and engagement platform.

Bidders are also required to provide a URL to a prototype demonstrating the proposed visual direction, information architecture and key user journeys. The prototype need not contain final content or full functionality unless otherwise stated in the bidder’s proposal

Proposals must be received by LIRNEasia no later than **1700 hrs Sri Lanka time on 29 September 2026**. Proposals must be emailed to info@lirneasia.net with the subject header “<FIRM NAME> - Development of a website for the Asia AI4D Observatory”

Submissions must include:

- Technical proposal;
- Financial proposal;
- PDF and edit-enabled versions of the complete proposal; and
- URL to the bidder’s prototype site

In the event of any discrepancy between the PDF and editable versions, the PDF shall govern.

Selected bidder will be notified by **09 October 2026**.

Proposals received by LIRNEasia after the deadline may be rejected. LIRNEasia reserves the right to accept or reject any or all proposals without assigning any reason whatsoever. LIRNEasia will evaluate the proposals, and our decision shall be final and will not be subject to any form of appeal.

This RFP contains the following sections and annexes:

Section 1	Instructions to Bidders
Section 2	Project Description and Scope
Section 3	Scope of Work
Annex 1	Technical Proposal Template

Annex 2	Financial Proposal Template
----------------	-----------------------------

Section 1: INSTRUCTIONS TO BIDDERS

1.1. INTRODUCTION

1.1.1 Definition of Terms

Unless otherwise specified, the following terms used in this document have the following meanings:

- *Authorized Entity or Consultant* means the firm that is signatory to the contract in event of successfully winning the evaluation process. The Client will entertain invoices from and make payments to the Authorized Entity. The Authorized Entity or Consultant will be the primary point of contact for the Client.
- *Consortium* means two or more individual professionals who jointly submit a Proposal for the purpose of carrying out the Work. A Consortium shall identify one member as the Lead Member and primary point of contact for the Client and shall submit the signed Consortium agreement required under this RFP.
- *Bidder* means a firm, service provider, or Consortium that submits a Proposal in response to this RFP. In the case of a Consortium, the Lead Member shall act as the primary point of contact with the Client during the RFP process and subsequent negotiations leading to contracting, should the Proposal be successful.
- *Collaborating Entity* means any firm or organization that enters into a collaboration with the Bidder for the purpose of carrying out the Work.
- *Consortium Member* means an individual professional participating as a member of a Consortium submitting a Proposal under this RFP.
- *Proposal* means the Technical proposal and associated Financial proposal submitted in response to this RFP.
- *RFP* means Request for Proposals.
- *The Project or the Work* refers to the work that is the subject of this call for proposals: Development of a website for the Asia AI4D Observatory: A Policy and Innovation Network on Responsible Artificial Intelligence.
- *Prototype* means a mock-up or demo of what a website will look like when it goes live.

1.1.2 Scope of Work

The Client has issued this call to invite proposals from consultants to design, develop, test, deploy and maintain the Asia AI4D Observatory website, as described in Sections 2 and 3. The selected bidder will be responsible for end-to-end delivery, including refinement of requirements, information architecture, UI/UX design, website development, content-management functionality, search and filtering, interactive data components, testing, deployment, documentation, training, post-launch support and maintenance for the period specified in this RFP.

1.1.3 Cost of Preparation of Bids and Liability

The Bidder shall bear all costs associated with preparation and submission of the bid as specified in this RFP, regardless of the conduct or outcome of the proposal evaluation. The Client shall have no obligation to any Bidder to reimburse any costs incurred in preparing the proposals, whatever the result. Submission of a proposal in response to this RFP by a bidder will be interpreted by the Client as the Bidder's acceptance of this condition.

1.1.4 Clarifications

Requests for clarifications of specific items of this RFP shall be directed by e-mail to info@lirneasia.net, with the subject header "<FIRM NAME> - Clarification: Asia AI4D Observatory", on or before 1200 hrs on 18 September

2026. The Client will acknowledge to all such requests by email. Both the clarification/questions and responses will be sent by email to all bidders and kept for records.

At any time prior to the deadline for the submission of applications, the Client may amend the RFP for any reason and the latest version of the RFP will be published on the Client's website. The Client will assume that the information contained in any amendment is taken into account in the Bidder Proposal.

1.2 PREPARATION OF THE PROPOSAL

1.2.1 General

Bidders are advised to examine all terms and instructions included in the RFP while preparing their Proposals. Failure to provide all the requested information will be at the Bidder's own risk and may result in the rejection of its Proposal.

Each Proposal shall consist of 2 components: 1) The Technical Proposal; and 2) The Financial Proposal.

1.2.2 Technical Proposal

The Bidder's Technical Proposal shall be submitted in the Technical Proposal Template provided with this RFP (Annex 1). Page limits indicated in the template must be strictly adhered to, as the evaluation committee will be instructed to stop reading below the indicated page or paragraph limit.

As part of the Technical Proposal Template, the Bidder must submit a scanned copy of the current (valid) Business Registration Certificate of the Authorized Entity in Sri Lanka or any other country of registration, as well as that of the Collaborating Entity/entities (if any). This requirement shall not apply to individual professionals participating as members of a Consortium.

Where a Proposal is submitted by a Consortium of individual professionals, the Technical Proposal must include a written agreement signed by all Consortium members and referring specifically to this RFP. The agreement shall confirm the members' intention to work together in delivering the Project if awarded, identify the Lead Member and primary point of contact, and specify the proposed role and responsibilities of each Consortium member.

Any assumptions made by the Bidder in the formulation of its Technical Proposal should be clearly stated.

The Technical Proposal must be valid for a period no less than 12 weeks.

1.2.3 Financial Proposal

Bidders are expected to submit one Financial Proposal covering the full scope of work and all deliverables described in this RFP.

The Financial Proposal should provide a clear breakdown of all costs associated with the design, development, testing, deployment, documentation, training, post-launch support, and maintenance of the website, in accordance with the Financial Proposal Template provided in Annex 2. Bidders must ensure that all costs required to complete the Project, including any third-party or external charges, remain within their proposed budget.

The Financial Proposal shall consist of the following documents:

1. A covering letter signed by the Bidder, clearly indicating the validity of the Proposal for a minimum of 12 weeks from submission; and
2. Cost for the project as per the Financial Proposal Template provided in Annex 2.

All costs should be provided in US dollars (USD) and shall be inclusive of all taxes, duties, fees and other impositions as may be levied under the prevalent laws of the respective country where the Authorized Entity is registered. For organizations operating in Sri Lanka, if selected, payments shall be made in Sri Lankan Rupees (LKR), according to the Sri Lanka Rupee-US dollar (LKR-USD) exchange rate on the date of the Client's approval of the invoice submitted by the Consultant (Applicable rate will be the Central Bank of Sri Lanka, middle rate published on this date). The Client shall not be responsible for any currency fluctuations in the Consultant's foreign currency denominated costs during the project. Any assumptions made by the Bidder in the formulation of its Financial Proposal should be clearly stated.

The Client will strictly not entertain any price revisions during evaluation.

1.2.4 Format and Submission of Proposal

Bidders should prepare their bids in the format provided in this RFP. Bidders should electronically submit the proposal including both the Technical and Financial Proposals in PDF [portable document format] and an edit-enabled (e.g., in Microsoft Word) version. In the event of any discrepancy between the PDFs and the editable version, the PDFs shall prevail.

1.2.5 Validity of Proposal

The Proposal (both Technical and Financial) must be valid for a minimum period of 12 weeks from the date of submission of the proposal. The Client will make every effort to complete negotiations within this period.

1.2.6 Confidentiality of Proposal

If a Bidder believes that any portion of the Proposal is to be treated in confidence, it shall identify such information clearly in the Proposal. The Client will make every effort to treat such documents in confidence to the extent possible and necessary, consistent with an open and transparent evaluation process.

1.3 EVALUATION OF PROPOSALS

Evaluation of proposals and selection of the winning proposal will be based on the Client's assessment of the submitted Technical Proposal. The bidder's ability to meet the minimum expectations at the given budget and what the bidder can provide additionally will be considered in the evaluation.

The following table provides an indicative marking scheme for the evaluation of the Bidder's proposals.

Table 1. Indicative marking scheme – technical proposal

Evaluation Criterion	Marking scheme
1. Profile of Bidder and Collaborating Entities, including legal standing and organizational capability	10
2. Relevant experience developing high-quality websites, digital knowledge repositories, public-interest digital products; quality and relevance of portfolio samples	15
3. Team composition and expertise, including UI/UX, web development, information architecture, project management and relevant data visualization expertise	20
4. Quality, creativity and suitability of the proposed design approach and prototype, including usability, information architecture, responsive design and accessibility	20

5. Clarity, feasibility and maintainability of the proposed technical approach and work plan, including content management system (CMS), search/filtering, interactive/data features, performance, security, testing and deployment	20
6. Proposed post-launch support, documentation, training and maintenance arrangements	15
Total	100

After shortlisting the bidders based on the technical proposal, the financial proposal will be evaluated to ensure that:

- there is transparency and clarity in the cost breakdown and;
- the pricing is realistic and justified relative to the scope.

Each workstream will be evaluated separately. The Client's decision will not be subject to appeal.

1.4 NEGOTIATIONS

Prior to the expiration period of Proposal validity, the Client will invite the selected Bidder for final negotiations. The aim of the negotiation shall be to reach agreement on all points, and initialize a draft contract to be finalized by the conclusion of negotiations. Changes agreed upon will then be reflected in the Technical Proposal and the Financial Proposal. The Client will consider all reasonable requests. However, if significant variations to the standard contract are requested by a Bidder, the Client reserves the right to consider the Bidder's proposal non-compliant to the RFP. If a successful negotiation is not possible with the selected Bidder, the next evaluated Bidder will be invited for negotiation, and so on.

1.5 AWARD OF CONTRACT

Based on the Financial Proposal and subsequent negotiations, the final contract will be agreed upon as a lump sum contract in US Dollars (USD) with intermediate payments tied to the Client's acceptance of specific deliverables.

Section 2: PROJECT DESCRIPTION

The Client is a regional, non-profit digital policy and regulation think tank. Over the past twenty years, it has conducted several demand-side studies of information, knowledge and communication technology needs and habits of households, individuals, and businesses in South and Southeast Asia.¹

The Asia AI4D Observatory has been established to strengthen Asia's capacity to design, govern and scale safe, rights-based, sustainable, inclusive and context-appropriate AI. The Observatory is intended to create an enabling environment for responsible AI innovations in South and Southeast Asia by generating actionable evidence, fostering regional learning, informing policy and regulation, building institutional and community capacity, and supporting dialogue among governments, researchers, civil society, innovators, private-sector actors and international agencies.

The Observatory's approach combines knowledge generation, synthesis and mapping with knowledge translation and policy influence. A central part of this work is an online knowledge repository that will make the Observatory's evidence and resources easy to discover, use and share.

The website is therefore intended to be more than a conventional project website. It should serve as a searchable, interactive regional knowledge base and engagement platform, capable of growing over the life of the Observatory and of supporting different audiences, content types and data-driven outputs.

¹ See also www.lirneasia.net

2.1 OBJECTIVES OF THE WEBSITE

The website should:

- Provide a credible and accessible public homepage for the Asia AI4D Observatory and its work;
- Provide a searchable repository through which the Observatory's evidence, research and other knowledge resources on responsible AI can be easily discovered, assessed, used and shared;
- Support the publication and interlinking of use cases, research and mapping studies, reports, policy and research briefs, commentary, toolkits, datasets and other knowledge products provided by the Client;
- Provide interactive regional-level views of the AI ecosystem and relevant indicators/data, where applicable;
- Showcase people, organizations, partners, experts and responsible AI initiatives across the region;
- Promote events, learning opportunities, external opportunities and other community activities;
- Support quarterly newsletters and mailing-list subscriptions and other relevant sign-up functionality;
- Make content easy to find by country, topic, content type, stakeholder/organization type and other relevant metadata;
- Enable Client staff to independently create, edit, publish, unpublish and archive content through an easy-to-use CMS and administrative dashboard;
- Enable client staff to independently monitor key website analytics, including traffic, visits, page views, downloads, newsletter subscriptions, event registrations or other sign-ups, where applicable;
- Enable relevant sign-up, registration and engagement data collected through the website to be viewed and exported in a structured format, such as CSV or XLSX, subject to applicable privacy and data-protection requirements;
- Be designed for long-term maintainability, accessibility, performance, security and future expansion.

2.2 PRIMARY AUDIENCES

Primary audiences are expected to include policymakers and regulators; researchers and academics; civil society organizations; AI innovators and private-sector actors; investors, funders and development partners; international and regional organizations; media; and interested members of the public.

2.3 INDICATIVE CONTENT AND OUTPUTS

The website will need to accommodate a growing set of outputs and activities produced by researchers and experts across the observatory, including annual progress reports, mapping studies corresponding to the responsible AI ecosystem enablers, a rolling repository of responsible AI use cases, interactive regional maps, quarterly innovation briefs/newsletters, commentary on responsible AI frameworks, evaluation/practitioner toolkits, blogs, op-eds, videos, events and learning resources.

SECTION 3: SCOPE OF WORK

The selected firm will be responsible for the end-to-end design, development, deployment and maintenance of the Asia AI4D Observatory website. The client will provide the substantive content, including core website copy and knowledge resources, for publication on the website. The final solution should combine a clear public-facing experience with a robust, easy-to-maintain content and data architecture. The specific requirements below are minimum expectations; bidders may recommend improvements where these add clear value without creating unnecessary complexity or recurring cost.

3.1 WEBSITE DEVELOPMENT AND REQUIREMENTS FOR IMPLEMENTATION

3.1.1 Website Concept, User Experience, and Information Architecture

- a) Conduct an initial requirements refinement process with the Client to confirm priority audiences, user journeys, content types, taxonomy and data needs.
- b) Develop an intuitive sitemap and information architecture that supports both browsing and targeted search.
- c) Produce wireframes and responsive UI designs for key page types before development.
- d) Create a coherent visual language for the Observatory that works with Client and project-partner branding while giving the Observatory a distinct identity.
- e) Ensure a fully responsive interface optimized for desktop, tablet and mobile devices, while maintaining usability across variable bandwidth conditions.
- f) Incorporate inclusive and accessible design principles into the website's information architecture, navigation and user experience, taking into account users with different abilities, devices, and levels of digital connectivity.
- g) Prioritize clear navigation, readability and content discoverability.

3.1.2 Website Content and Functional Components

The proposed architecture should accommodate, at minimum, the following modules:

Component	Minimum requirement
Home / About	Clear explanation of the Observatory, latest/featured content, key calls to action and links to major repository areas.
Responsible AI use-case / innovation repository	Structured profiles of responsible AI innovations, updated on a rolling basis, with searchable/filterable metadata such as country, sector, responsible-AI dimensions and relevant ecosystem enablers.
Interactive maps and data	Regional maps or visualizations showing AI ecosystem information or performance indicators, with explanatory text, accessible alternatives and links to underlying data where appropriate.
Reports and mapping studies	Landing pages for reports, annual progress updates and mapping studies, including downloadable PDFs and related datasets/files where applicable.

Research briefs / policy briefs / innovation briefs	Dedicated content types or templates for concise knowledge products, including one-page/PDF resources where applicable.
Blogs and commentary	Web-native articles by the Observatory and relevant contributors.
Op-eds / external publications	Short summary and metadata with a link to the original external publication.
Datasets	Dataset landing pages containing description, metadata, source/method notes, access/download/view links and related content.
People and organizations	Profiles/directories for people, partners, experts and organizations part of the Observatory; ability to categorize organizations such as government, private sector, civil society/NGOs, universities/research institutions and regional/international bodies.
Events	Upcoming and past events with details, dates, venues/online links and registration links or form integration where required.
News	News and Observatory updates.
Learning Resources	Curated repository of learning and capacity-building resources, including courses, videos, toolkits, guides and other relevant materials, with brief descriptions, links or downloadable files, and relevant categorization/filtering where appropriate.
Newsletter	Newsletter archive with web and/or downloadable versions, together with mailing-list subscription functionality and integration with the Client's selected email/newsletter service.
Opportunities	Listings of relevant external opportunities, including fellowships, programmes, calls, events and other opportunities of interest to the responsible AI community, with key details, deadlines where applicable, and links to external application or information pages.

Where specified by the Client, downloadable resources should support an email-gated download process, requiring users to provide an email address before accessing the file. The system should enable authorized Client staff to view or export relevant download records for monitoring and reporting purposes.

3.1.3 Content Management and Administration

- Provide a secure, user-friendly content management system (CMS) with an administrative dashboard through which authorized Client staff can create, edit, publish, unpublish and archive content, manage relevant website information, and carry out routine website administration without requiring coding or routine developer support.
- Provide reusable templates and structured content types for all agreed website modules, using appropriate fields and metadata rather than relying primarily on free-form pages.
- Support role-based administrator and editor permissions, as appropriate to the proposed CMS.

- d) Support the upload and management of PDFs, images, downloadable files, video embeds and other commonly used media.
- e) Enable authorized Client staff to add and manage taxonomies, tags, categories, people and organization profiles, event listings, repository entries and similar content without developer intervention.
- f) Provide content revision history and the ability to restore previous versions, where supported by the proposed CMS, and clearly explain the proposed content publishing workflow.

3.1.4 Search, Filtering, Content Relationships and Data Features

- a) Implement effective site-wide search across relevant website content, including publications, use cases, datasets, events, learning resources and other indexed content types.
- b) Enable users to filter and browse content by relevant metadata, including, as applicable, country, content type, sector/topic, responsible AI ecosystem enabler, organization/stakeholder type and other fields agreed with the Client.
- c) Enable related-content relationships between use cases, countries, people/organizations, publications, datasets, events and learning resources where useful.
- d) Design interactive and data-driven features so that the underlying content and data can be updated through the CMS or other agreed administrative process without requiring redevelopment of the website.
- e) Where data visualizations are used, provide appropriate accompanying text, tables or other alternative representations to support accessibility, interpretation and searchability.

3.1.5 Technical Requirements

- a) The website shall function smoothly on current major browsers and operating systems and be fully responsive across desktop, tablet and mobile devices.
- b) The selected firm shall propose an appropriate, modern and maintainable technical architecture and CMS and explain why the proposed solution is suitable for a growing research and knowledge platform.
- c) The website shall be optimized for performance and lower-bandwidth access, including appropriate image and file optimization, caching and efficient loading of website assets.
- d) The technical architecture shall support future expansion, including the addition of new content types, filters, datasets, maps, countries and other features without requiring major redevelopment of the platform.
- e) The selected firm shall identify all third-party services, APIs, plugins, licences, subscriptions and other technical resources required for the proposed solution, including any associated one-time or recurring costs, usage limitations and potential vendor lock-in implications. Unless otherwise agreed with the Client, the selected firm shall be responsible for procuring and providing any such resources required for the development, deployment and maintenance of the website, subject to the Client's prior approval. Where practicable, third-party accounts, licences or subscriptions required for the continued operation of the website should be established in the Client's name or be fully transferable to the Client at handover.
- f) The website architecture should support future multilingual functionality if required. Translation and localization of website content are not included within the minimum scope of this assignment unless separately agreed with the Client.

3.1.6 Accessibility, Privacy, Security and Analytics

- a) The website should target WCAG 2.2 AA accessibility principles where practicable, including semantic structure, keyboard navigation, contrast, alt-text support, accessible forms and accessible handling of interactive elements.

- b) The system must follow secure development and deployment practices, use HTTPS, implement appropriate access controls, protect administrative interfaces and keep dependencies/plugins updated.
- c) Where email addresses or other personal information are collected through downloads, newsletter subscriptions, event registrations or other forms, the website shall clearly communicate the purpose of collection and handle such information in accordance with applicable privacy and data-protection requirements identified by the Client.
- d) Implement a robust analytics and website measurement system that enables the Client to independently access, monitor and analyse website performance, including website visits, page views, downloads, traffic sources and referrals, geographic and device-level information where appropriate, user engagement and other relevant interactions, without requiring ongoing support from the selected firm.
- e) Implement basic technical SEO, including metadata, XML sitemap(s), social-sharing metadata and clean URLs, while enabling the Client to manage relevant content-level SEO fields through the CMS.

3.1.7 Deployment and Hosting Infrastructure

- a) The Client will provide and retain ownership and administrative control of the hosting infrastructure for the website. The selected firm will be provided with the necessary administrative access and will be responsible for configuring, deploying and technically managing the hosting infrastructure, unless otherwise agreed.
- b) The selected firm shall specify, as part of its Technical Proposal, the minimum technical requirements and configurations required for the proposed website, including relevant server, database, storage, and other infrastructure requirements.
- c) The selected firm shall work with the Client to configure and deploy the approved website to the hosting infrastructure agreed upon and procured by the Client. The selected firm will not be responsible for procuring hosting services unless otherwise agreed.
- d) The selected firm shall configure the website for production use, including, as applicable, domain/DNS configuration, HTTPS/SSL, database configuration, backups and other required deployment settings.
- e) A staging or testing environment should be used during development and prior to production deployment. The Bidder should indicate any technical requirements for such an environment.
- f) The selected firm shall provide the Client with sufficient deployment documentation to enable the website to be redeployed, migrated or maintained by another competent developer if required.
- g) The Client will retain ownership and administrative control of the website domain. The selected firm shall provide clear technical instructions on the DNS records and configuration required to connect the Client-managed domain to the deployed website and shall provide reasonable technical assistance during this process.

3.1.8 Ownership, Intellectual Property and Handover

- a) All project-specific source code, configurations, custom design assets, templates, documentation and other materials developed specifically under the contract shall be handed over to the Client upon completion of the Project.
- b) The Bidder shall clearly disclose in its Proposal any proprietary software, frameworks, plugins, themes, libraries, APIs, licences, subscriptions or other third-party components proposed for use on the website, together with any associated ownership restrictions, recurring fees or licence conditions. If additional third-party components are proposed or become necessary during the Project, the selected firm shall inform the Client in advance and obtain the Client's approval before their use or procurement.
- c) The final handover shall include, as applicable, the complete source code; website and database backups/exports; configuration files; editable design/source files; administrator credentials; technical

documentation; third-party service details; and other materials reasonably required to enable the Client or another competent developer to operate, maintain and further develop the website.

- d) The website shall not be designed or implemented in a manner that creates avoidable dependency on the selected Bidder. The Client must be able to transfer the website, source code, content and relevant services to another service provider without unreasonable technical or contractual restrictions.
- e) Any third-party or open-source components shall remain subject to their respective licence terms. The Bidder shall be responsible for ensuring that its proposed use of such components is compatible with the Client's intended use of the website.

3.1.9 Post-Launch Support and Maintenance

- a) The selected firm shall provide post-launch technical support for a period from 01 January 2027 up until 01 January 2029, following the production launch and acceptance of the website.
- b) During this period, the selected firm shall address bugs, broken functionality, configuration issues, compatibility problems, security vulnerabilities and other technical defects relating to the website, CMS, web analytics, integrations and other functionality developed or configured as part of the Project.
- c) The selected firm shall carry out routine maintenance of the website and repository, including applying software, CMS and plugin updates, maintaining website security, monitoring system performance and addressing technical issues that may affect the availability or functionality of the website.
- d) The selected firm shall maintain regular backups of the website, database and relevant website data, with the backup frequency and retention requirements agreed with the Client. The selected firm shall also ensure that backups can be restored when required.
- e) The selected firm shall address security vulnerabilities or critical software issues relating to components implemented under the Project during the support period.
- f) Post-launch support shall include reasonable performance optimization and correction of issues identified following deployment.
- g) Post-launch support shall also include reasonable enhancements requested by the Client, including new features, design changes, modifications to existing functionality, content-related changes and other improvements identified following launch. Such changes shall be implemented within the agreed post-launch support period and subject to the scope, level of effort and prioritization agreed between the Client and the selected firm.

3.1.10 CMS Training and Knowledge Transfer

- a) The selected firm shall provide practical training to designated Client communications and administrative staff on the day-to-day use and management of the website CMS.
- b) Training should cover, at minimum, creating and editing content; publishing and unpublishing content; managing images, documents and other media; managing categories, tags and other relevant metadata; adding and updating people/organization profiles, events, publications, repository entries and other agreed content types; and using any relevant search, filtering or administrative features.
- c) The selected firm shall also provide guidance on appropriate content-management practices, including maintaining consistency in formatting, metadata and accessibility requirements.
- d) The selected firm shall provide practical training to designated Client staff on accessing, understanding and using the web analytics tools and dashboards, including how to view and interpret, and download key website performance indicators.
- e) Training shall include the use of administrator/editor roles and permissions, where applicable.
- f) The selected firm shall provide concise user documentation or an administrative guide covering the principal CMS functions required for routine website management, including basic guidance on accessing website analytics.

- g) Reasonable follow-up support shall be provided during the agreed post-launch support period to address CMS and analytics-related questions arising from the Client's use of the system.
- h) The selected firm shall maintain sufficient documentation and internal knowledge transfer arrangements to support continuity of website administration and maintenance in the event of personnel changes on either the Client's or the selected firm's side. Where reasonably required during the post-launch support period, the selected firm shall provide handover or refresher guidance to designated replacement personnel.

3.2 DELIVERABLES

Deliverable	Minimum content
Finalized Website Design and Structure	Refinement of the prototype submitted with the Technical Proposal based on Client feedback, including finalization of the website structure, navigation, page templates, content types and key user journeys prior to full development.
Functional Beta Website	Responsive staging website implementing the agreed design and page templates, repository structure, CMS, search and filtering functionality, and priority interactive/data features for Client review and user testing, with relevant analytics and tracking configured for testing where applicable.
Final Website	Production-ready website incorporating agreed feedback from the beta stage; tested across agreed browsers and devices; agreed initial content migrated/uploaded; and relevant analytics, forms, integrations, accessibility features and technical SEO configured. The final website shall be deployed to the Client-provided hosting infrastructure.
Documentation Package	CMS/editor guide, web analytics and tracking guidance, technical documentation, deployment and backup/recovery instructions, publishing workflow guidance, third-party service/licence register, and maintenance guidance sufficient for ongoing administration of the website.
Source Code and Design Assets	Complete project-specific source code and configurations; database/content exports, where applicable; editable design assets; and all relevant access, configuration and technical materials required for continued operation, maintenance and future development of the website.
CMS and Web Analytics Training and Knowledge Transfer	Practical training for designated Client communications and administrative staff on managing content, users, media, metadata, repository entries and routine website updates, as well as accessing and using the website analytics platform. Training shall be

	supported by appropriate user documentation and knowledge-transfer arrangements.
Post-Launch Support and Maintenance	Bug fixing; resolution of technical, compatibility and configuration issues; software, CMS and plugin updates; website security maintenance and security-related updates; regular backups and recovery support; performance optimisation; notification of significant or imminent technical or security concerns; and reasonable enhancements requested by the Client, including agreed new features, design changes, modifications to existing functionality and other improvements during the agreed support period.

3.3 TIMELINE AND PAYMENT SCHEDULE

Deliverables / milestone	<u>Ideal</u> completion date based on current knowledge	Payment amount
a) Finalized Website Design and Structure	30 October 2026	15% of total pre-launch cost
b) Functional Beta Website	13 November 2026	30% of total pre-launch cost
c) Final Website	30 November 2026	30% of total pre-launch cost
d) Documentation, Source Code, Training and Handover	30 November 2026	25% of total pre-launch cost
e) Post-Launch Support and Maintenance	Monthly during the agreed post-launch support period	Proposed amount payable monthly

**Any third-party licences, plugins, APIs, subscriptions, web services or other services requiring one-time or recurring payments for ownership, administrative control, ongoing operation, maintenance or continued functionality shall be identified separately by the Bidder, including applicable renewal or usage-based costs. Such costs shall be subject to the Client's prior agreement and, where agreed, paid directly by the Client.*

All payments are subject to the deliverables being approved for quality and content and may thus altered or withheld accordingly.

The consultant shall raise an invoice only upon the Client approving a given deliverable(s).

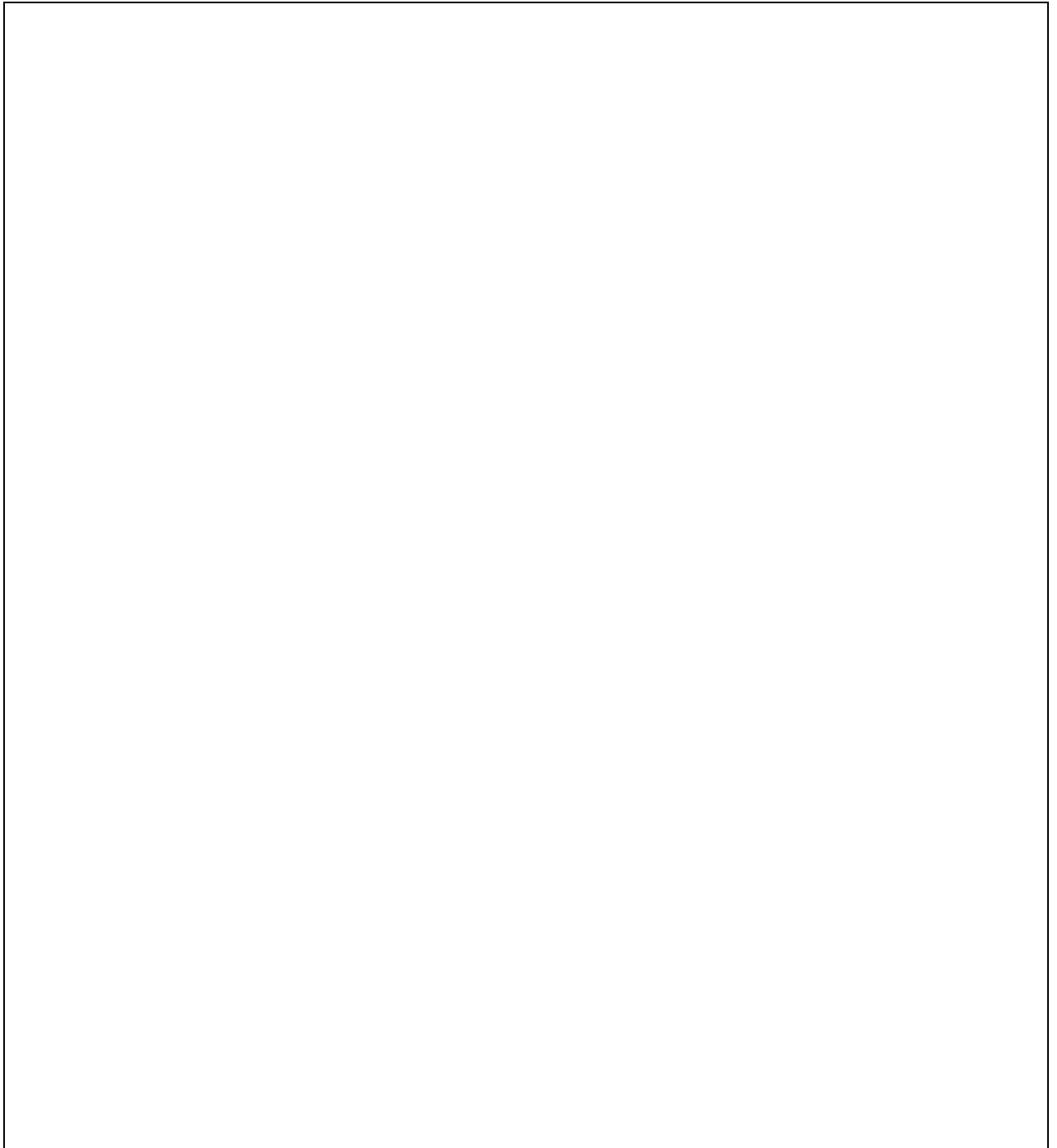
The Client shall make payments no later than 14 days of receiving an invoice from the Consultant.

ANNEX 1: TECHNICAL PROPOSAL TEMPLATE

LIRNEasia RFP: Development of a website for the Asia AI4D Observatory: A Policy and Innovation Network on Responsible Artificial Intelligence Technical Proposal – Summary details	
Bidder (Authorized Entity) information	
Company name	
Registered address	
Contact person	
Email	
Mobile number	
Collaborating Entity 1 information	
Company name	
Registered address	
Contact details	

1) The Consultant's Profile

1a) Brief profile about the firm, service provider or individual professional leading the bid (Authorized Entity). No more than 1 page. Please attach scanned copies of Bidder's valid and current business registrations and independently audited financial accounts for at least two years. Where the Bidder is a Consortium of individual professionals, provide a brief professional profile of the Lead Member, including relevant qualifications, expertise and experience as well as scanned copy of government issued identification such as national ID card, passport, driving licence etc.



1b) Brief profile of the first Collaborating Entity or Consortium Members. Any prior collaboration with Authorized Entity (if applicable) to be included. No more than ½ a page. Where the Proposal is submitted by a Consortium of individual professionals, provide a brief professional profile of each Consortium Member, including relevant qualifications, expertise and experience, and any prior collaboration with the Lead Member or other Consortium Members, where applicable.

(Duplicate for each Collaborating Entity. Maximum of 3 Firms, including Authorized Entity allowed)

1c) For Collaborations only: Exact role and tasks to be performed by each Entity or Consortium Member included in this Bid. For a Consortium of individual professionals, the Proposal must also include the signed Consortium agreement required under Section 1.2.2 of this RFP, identifying the Lead Member and confirming the members' intention to work together on the Project if awarded.	
	Tasks
Authorized Entity: <Insert Firm Name>	1. ...
Collaborating Entity 1: <Insert Firm Name>	1. ...
Collaborating Entity 2: <Insert Firm Name>	1. ...

2) Applicant's experience and capabilities

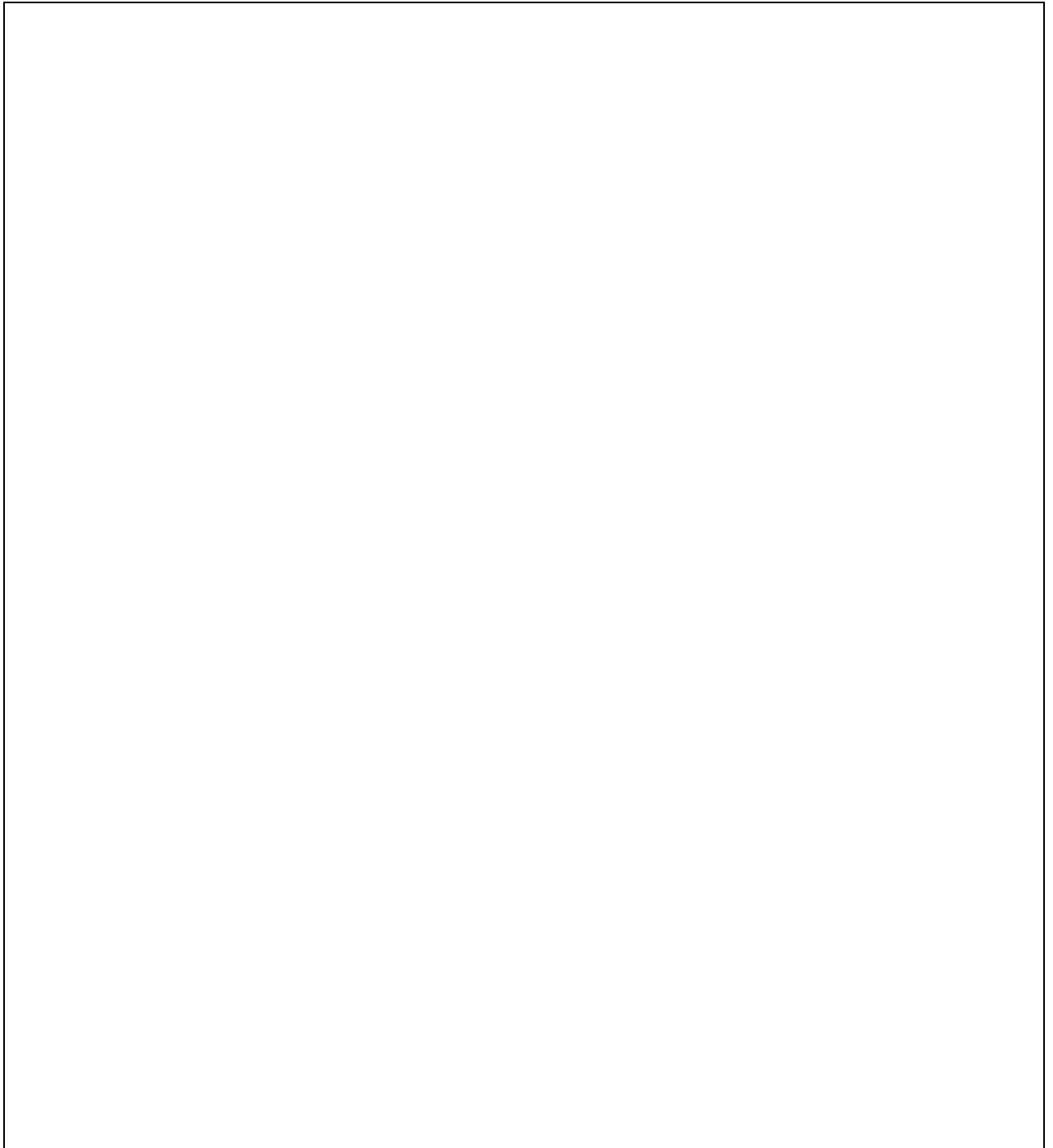
Details of previous relevant experience in developing public-facing websites, research/knowledge repositories, policy platforms, data-rich websites, interactive maps or comparable digital products. For each example, provide a brief description of the assignment, the role performed by the Bidder or relevant team member, the approximate period of implementation, and the name and contact details of a reference person who can verify the work, where available. No more than 10 examples from within the past five years; no more than half a page each.

3) Proposed team

Proposed key team members profiles, highlighting qualifications, skills and relevant experience that demonstrate competency in carrying out specific/assigned tasks, as well as indicating proposed role in the project team. No more than half a page per team member. For proposals with more than one firm, clearly indicate which firm each team members belongs to.

4) Proposed approach to website design and detailed work plan

Provide a clear description of the proposed approach and work plan for delivering the website. Explain how the bidder will undertake requirements refinement, information architecture, UX/UI design, development, content setup, testing, review and approval, deployment, training and handover. Include the proposed development methodology, key stages and milestones, Client consultation and feedback processes, user testing, quality assurance, accessibility and security testing, and arrangements for initial content population. Use up to five pages and annex any proposed artwork, etc.



5) *Prototype*

Provide a URL to a prototype demonstrating the proposed visual direction, information architecture and key user journeys. At minimum, the prototype should illustrate a home/landing page, a repository/search or listing view, and at least one representative content-detail page. Bidders may provide additional prototype views where useful. Clearly identify which elements are illustrative and which are proposed as functional components in the final solution.

6) Proposed technical architecture and deployment requirements

Describe the proposed technical solution, including the CMS, programming framework/platform, database, search functionality, map/data-visualization tools, analytics, security controls and relevant third-party services. Explain how the proposed architecture will support maintainability, performance, accessibility, security and future expansion. Clearly specify the technical requirements for deployment within the Client-provided hosting environment, including relevant server/runtime, database, storage, software and configuration requirements. Identify any proprietary dependencies, licences, subscriptions, recurring costs, usage limitations or potential vendor lock-in.

7) *Proposed plan for maintenance after deployment*

Clearly indicate the proposed post-launch support and maintenance mechanism, including the included warranty/support period, response times, security/dependency updates, backups, bug fixing, performance support and escalation process.

ANNEX 2: FINANCIAL PROPOSAL TEMPLATE

LIRNEasia RFP: Development of a website for the Asia AI4D Observatory: A Policy and Innovation Network on Responsible Artificial Intelligence Financial Proposal – Summary details	
Bidder (Authorized Entity) information	
Company or individual name	
Registered address	
Contact person	
Email	
Mobile number	
Collaborating Entity 1 information	
Company or individual name	
Registered address	
Contact details	

Pre-launch	Total Cost in USD (inclusive of all taxes)
1. Development of the website	
2. Accessibility, QA, browser/device and security testing	
3. Content migration / initial content setup	
4. Deployment and production configuration	
5. Documentation and staff training	
6. Project management and coordination	
7. Other costs (specify)	
TOTAL COST	

* Any **third-party components purchased or licensed on a one-time basis for the development and delivery of the website**, such as plugins, themes, libraries, frameworks or other development resources, shall be included in the proposed pre-launch cost, provided that these do not create ongoing ownership, licensing or maintenance costs for the Client beyond the agreed contract period.

Post-launch	Total Cost in USD (inclusive of all taxes)
1. Post-launch maintenance / warranty	
2. Other costs (specify)	
TOTAL COST	

Third-party licences, plugins, APIs or subscriptions	Total Cost in USD (inclusive of all taxes)
Other costs (specify)	
TOTAL COST	

* Any **third-party licences, plugins, APIs, subscriptions, web services or other services that require one-time or recurring payments for ownership, administrative control, ongoing operation, maintenance or continued functionality of the website** shall be identified separately by the Bidder.