



## REQUEST FOR QUOTES

### Ongoing Technical Support for Website

**About** - Justice Rapid Response (JRR) provides specialized expertise to assist national, regional and international accountability mechanisms with the jurisdiction or mandate to investigate, fact-find or carry out inquiries wherever mass atrocities may have occurred. JRR manages the rapid deployment of criminal justice and related professionals from a stand-by roster. Expertise can be requested by the international community to investigate, analyze and report on situations where serious human rights and international criminal violations have been reported.

**Project Description** - Justice Rapid Response (JRR) seeks to contract the services of a web developer/web IT company to provide technical support for JRR's corporate website, based on the WordPress platform. Service will require the implementation of immediate updates to the website, in addition to ongoing support and troubleshooting. Content for the site is managed by JRR's Communications Officer.

#### Duties and Responsibilities

- Work in close coordination with JRR Communications Officer to identify technical needs and prioritize work, including but not limited to:
  - o SSL/Security Certificate – migrate website to secure HTTPs;
  - o Work with JRR Salesforce administrators to set up back-end/newsletter subscription;
  - o Ensure compliance with General Data Protection Regulations (GDPR).
- Take responsibility for front-end and back-end administration of WordPress platform;
- Monitor technical needs, UX and security of JRR website and proactively propose steps to be taken;
- Provide concise reports of work completed on a monthly basis.

#### Requirements

- Fluency with digital best practices;
- Demonstrated ability to troubleshoot technical issues with websites;
- Demonstrated ability to provide ongoing support on an as-needed basis for small company/organization;
- Utmost professionalism with regards to work that is politically sensitive.
- Availability for coordination with colleagues in Eastern Time Zone (EDT/EST)

**Project Duration** – Ongoing, beginning as soon as possible

#### Send Quotes to:

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