CORDEX
Coordinated Regional Climate Downscaling Experiment

CORDEX WEBSITE REDESIGN

STATEMENT OF WORK

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Coordinated Regional Climate Downscaling Experiment (CORDEX)
World Climate Research Programme (WCRP)

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Document purpose

This Statement of Work (SoW) invites proposals from suitably qualified website design and development contractors to redesign, develop, migrate, launch and support the CORDEX website. It defines the objectives, requirements, activities, deliverables, milestones and governance arrangements expected for the commission.

1 Introduction

1.1 Scope of the document

The Coordinated Regional Downscaling Experiment International Project Office (CORDEX IPO) an HE Space Operations Ltd service under contract to the host organisation European Space Agency, is seeking tenders for a contractor to redesign and redevelop the CORDEX website, migrate content, establish appropriate hosting and operational arrangements, and provide post-launch warranty, maintenance and support in accordance with this SoW.

This SoW shall serve as an applicable document throughout execution of the work. The Contractor shall comply with the requirements set out here and with any agreed clarifications recorded during contract negotiation and project delivery.

1.2 Background

CORDEX is a core activity of the World Climate Research Programme (WCRP). It provides a global framework for coordinating regional climate downscaling, advancing regional climate modelling and supporting the production and use of regional climate information.

The CORDEX community is international and distributed, including regional modelling centres, scientists, climate information users, WCRP partners, funders, policy and practitioner communities, and members of the public. The website is a primary channel through which CORDEX communicates its purpose, governance, scientific activities, regional domains, outputs, news, events and opportunities to participate.

The current website requires redesign and redevelopment to improve usability, accessibility, maintainability, navigation, visual consistency, content governance and the presentation of CORDEX activities and resources. The new site should be based on a stable, supported WordPress that can evolve without requiring frequent wholesale redesign.

1.3 Project objectives

1. Maximise awareness and understanding of CORDEX and its contribution to regional climate science and information.
2. Provide a clear, authoritative and engaging central website for the international CORDEX community.
3. Make CORDEX activities, governance, regional domains, news, events, publications, resources and participation routes easy to find.
4. Present complex scientific information accessibly for specialist and non-specialist audiences.
5. Improve accessibility, performance, responsiveness, search, content governance and editorial efficiency.

6. Create a secure, sustainable and portable website using standard WordPress themes, templates, custom post types, fields and taxonomies, avoiding vendor lock-in.
7. Enable CORDEX IPO staff to manage and update content confidently without needing to edit HTML, CSS, PHP, Javascript, or needing routine contractor intervention.
8. Preserve existing priority content and URLs as identified by the user community, and minimise disruption to users, search rankings and external links during migration.

1.4 Website users

- Regional and global climate modelling researchers and modelling centres.
- Climate scientists, impacts researchers, climate service providers and users of regional climate information.
- CORDEX regional domain communities, task teams, governance bodies and partner organisations.
- Policy makers, funding bodies, international organisations, public and third-sector users, and relevant commercial users.
- Students, educators, journalists and members of the public seeking reliable information about regional climate modelling.

2 Requirements

Req. 1 - General and user experience

The website shall provide a coherent, user-centred and authoritative digital presence for CORDEX. Navigation and page layouts shall support users who arrive with different levels of prior knowledge and different goals.

The CMS shall enable CORDEX IPO staff of varying technical ability to create, edit, schedule, review and publish content without coding.

- Clear information architecture and consistent navigation across all pages.
- Effective site search, filtering and cross-linking between related content.
- Responsive layouts for desktop, tablet and mobile.
- Clear calls to action and routes for joining, contacting or contributing to CORDEX.
- Editorial workflows and role-based permissions appropriate to a small international project office.

Req. 2 - Discovery and stakeholder engagement

The Contractor shall run a proportionate discovery process to validate user needs, content priorities and technical constraints. The process shall include engagement with the CORDEX IPO and a representative group of stakeholders identified by the IPO. This process will include:

- Kick-off and requirements workshops.
- Review of available analytics, current content, information architecture, user feedback and comparable scientific websites.
- Lightweight user research, such as interviews, surveys or task-based testing, with a proposed sample agreed at inception.
- Prioritised user needs, user journeys and acceptance criteria.

- A content audit identifying content to retain, revise, merge, archive, redirect or remove.

Req. 3 - Sustainability, longevity and portability

The website shall be designed for a minimum operational lifetime of five years, with iterative improvement rather than frequent full redesign. The Contractor shall explain how the proposed solution reduces environmental impact and long-term ownership risk. For this purpose, the following requirements must be met:

- Use of mature, maintained, open-source technologies following current WordPress Coding Standards.
- Any use of proprietary or paid-for tools will be avoided, with any exceptions needing approval by the CORDEX IPO.
- Optimise page weight, images, fonts, scripts, caching and code to reduce bandwidth and energy use.
- Provide documented source code, configuration, deployment procedures, data exports and database backups.
- Use version control and a repeatable deployment process, with environments for development/staging and production.
- Ensure the site can be transferred to another competent contractor without unreasonable cost or disruption.

Req. 4 - Compatibility, performance and resilience

The website shall support current maintained versions, at delivery, of Microsoft Edge, Google Chrome, Apple Safari and Mozilla Firefox. It shall remain readable and usable with JavaScript unavailable wherever reasonably possible.

- Mobile-first responsive behaviour and testing across representative devices and screen sizes.
- Performance targets agreed during technical specification, using Core Web Vitals and page-weight measures where appropriate.
- Low-bandwidth usability for users with slow or unreliable connections.
- Scalable infrastructure, monitoring and graceful handling of traffic peaks.
- An agreed backup, recovery and business-continuity approach.

Req. 5 - Accessibility, standards and compliance

The delivered website shall meet WCAG 2.2 Level AA and conform to applicable W3C standards. The Contractor shall provide evidence of automated and manual accessibility testing and support the IPO in preparing an accessibility statement.

Custom development shall be limited to justified requirements that cannot reasonably be met using WordPress core or approved, well-supported components. Every custom theme, plugin, block or integration shall include source code, purpose, data model, dependencies, installation, configuration, removal, maintenance, security, testing and rollback documentation. Business-critical functionality shall not depend on a single undocumented custom plugin or contractor-controlled service.

All plugins, libraries, services, fonts and other dependencies shall be approved before deployment and recorded in a dependency register containing product, contractor, purpose, version, licence holder, costs, support status, data-processing implications, hosting needs, exit approach and responsible owner.

Plugins shall be actively maintained, compatible, necessary and sourced from a reputable contractor or repository. Duplicate functionality shall be avoided. Paid licences required after handover shall be transferred to, or purchased in the name of, the organisation designated by CORDEX IPO.

- Keyboard navigation, visible focus, logical heading structures and meaningful link text.
- Sufficient colour contrast and layouts that work with zoom and text resizing.
- Accessible forms, tables, multimedia, documents and error messages.
- Alternative text and accessible names for meaningful images and controls.
- Compliance with applicable UK data-protection law, including the UK GDPR and Data Protection Act 2018.
- Secure HTTPS connections and appropriate cookie and consent arrangements.
- Follow current WordPress Coding Standards for PHP, HTML, CSS and Script, follow applicable W3C standards and use semantic HTML5.
- Use responsive, progressively enhanced and standards-based techniques.
- Use supported APIs rather than modifying third-party code directly.
- Use existing tools or maintainable custom options as far as possible rather than third party plugins, any deviations to be agreed.
- Sanitise input, escape output and use WordPress nonces and capability checks where relevant.
- Maintain readable, organised and documented source code.
- Store source code and configuration in a CORDEX-accessible Git repository.
- Add separate Wiki or documentation pages (user and developer) alongside Github repository.
- Use a documented branching, review and release process with meaningful commit history and release tags.
- Disclose all external libraries and dependencies.

Req. 6 - Security and data protection

The Contractor shall adopt secure-by-design practices and document the security model. Personal data collection shall be minimised and agreed with CORDEX IPO before implementation. The following requirements must be met:

- Role-based access, multifactor authentication where supported, strong password controls and least-privilege administration.
- Supported software components, security patching and vulnerability management.
- Protection against common web vulnerabilities, spam and misuse of public forms.
- Logging, monitoring, incident notification and recovery procedures.
- A data-processing schedule identifying hosting locations, subprocessors, retention periods and international transfers.
- Privacy-respecting analytics, with a preference for configurations that minimise reliance on tracking cookies.
- HTTPS throughout the website.
- Secure authentication and password controls.
- All standards used to be explicitly stated and explained in the documentation
- Least-privilege role-based access.
- Protection against common web vulnerabilities.
- Secure input handling and output encoding.
- Proportionate brute-force, spam and bot protection.
- Secure headers and cookie configuration where supported.
- Removal or disabling of unused accounts, themes, plugins and services.
- Relevant administrative and security logging.
- Documented patching and update procedures.

- Secure backup and restoration arrangements.
- Protection of secrets, keys and credentials outside source control.

The contractor shall conduct security testing and provide a remediation report. No known critical or high-severity security vulnerability shall remain open at launch.

Req. 7 - Information architecture and navigation

The Contractor shall review and refine the proposed content structure with CORDEX IPO. The final architecture shall be based on validated user needs rather than replicating the existing website structure unchanged.

- Homepage and clear top-level navigation.
- About CORDEX, scientific purpose and accessible explanations.
- Governance, people, regional domains, task teams and participation.
- Science and activities, including regional downscaling and relevant modelling initiatives.
- Data, guidance, publications, reports and other resources, including links to authoritative external services.
- News, events, opportunities, community updates and contact information.
- Footer content including accessibility, privacy, cookies, copyright and other required notices.
- A redirect schedule covering changed or retired URLs and preservation of priority URLs.

Req. 8 - Visual design and brand application

The visual design shall be contemporary, credible, inclusive and appropriate for an international science programme. It shall apply the approved WCRP CORDEX, WCRP and ESA branding and attribution requirements, subject to brand-owner approval, without compromising usability or accessibility. The contractor stall provide:

- At least two initial design directions, with rationale.
- Responsive wireframes and visual designs for priority templates.
- A reusable design system covering typography, colour, spacing, components and interaction states.
- Guidance for selecting and preparing imagery, diagrams and multimedia.
- Accessible presentation of multiple organisational identities and logos.

Req. 9 - Content types, templates and functionality

The Contractor shall recommend a maintainable set of structured content types and templates. At minimum, the solution should accommodate the following, subject to confirmation during discovery:

- Standard content pages and landing pages with flexible approved components.
- News, announcements, statements, opportunities and blog-style articles.
- Events with upcoming and past views, registration links, related resources and automatic archiving by date.
- Publications and resource-library entries with metadata, filters, downloads and external repository links.
- People, governance bodies, task teams, regional domains and project/activity profiles.
- Multimedia content, including embedded video and audio with accessible alternatives.
- Forms for contact or expressions of interest, with anti-spam controls and agreed data handling.
- Tags, categories, related-content listings and reusable calls to action.

- Search-engine optimisation fields, social sharing metadata, XML sitemap and human-readable URLs.
- Integration or embedding of agreed third-party services, repositories and dashboards where technically appropriate.

Req. 10 - CMS and administration

The website shall use a supported CMS suitable for non-technical editors. Contractors shall justify their recommended CMS and hosting model against usability, security, sustainability, portability and whole-life cost. Authorised users shall be able to create, edit, preview, publish, schedule, unpublish and archive content; manage media and metadata; manage menus and reusable content; maintain news, events, publications, resources, regional-domain and task-team content; assign classifications; manage redirects; update search and social metadata; manage forms within agreed permissions; and restore prior revisions without coding knowledge.

The contractor shall configure least-privilege roles for system administrators, CORDEX IPO administrators, editors, authors or contributors, and regional or task-team contributors where approved. Contributors shall be able to prepare content for review and authorised editors shall be able to approve and publish it. Scoped contributors shall not access administration or content outside their authorised area.

Additionally, the following requirements must be met:

- Ability for editors to create, preview, schedule, edit, unpublish and archive content.
- Role-based user management and editorial permissions.
- Media-library management that encourages accessible and optimised assets.
- Content revision history and recovery of previous versions.
- Configurable menus, redirects, taxonomy and reusable components.
- Clear separation between content and presentation.
- Administrative documentation and training tailored to CORDEX IPO workflows.

Req. 11 - Content migration and quality assurance

The Contractor shall work with the IPO to migrate agreed content from the existing CORDEX website and other agreed sources. CORDEX IPO will remain responsible for scientific accuracy and final content approval; the Contractor shall be responsible for migration quality, formatting and agreed technical remediation.

- Content inventory and migration plan, including roles and dependencies.
- Automated migration where proportionate, with manual migration for priority or complex content.
- Identification of duplicate, obsolete, inaccessible or low-quality content.
- Preservation of metadata, dates and authorship where agreed.
- Link checking, redirect implementation and post-migration quality checks.
- Migration reports showing completed, excluded and unresolved items.

Req. 12 - Analytics and measurement

The Contractor shall implement a privacy-respecting analytics solution and a measurement plan aligned with the website objectives.

- Baseline measures where available and recommended key performance indicators.

- Analytics configuration, event tracking and dashboard/reporting guidance.
- Exclusion of unnecessary personal data and clear documentation of cookies or similar technologies.
- A post-launch review using available performance, search and user-behaviour evidence.

Req. 13 - Hosting, domains and email

The Contractor shall assess the current arrangements and recommend a secure, supportable and environmentally responsible hosting solution. The existing public domain and priority URLs shall be retained unless an alternative is expressly agreed by CORDEX IPO.

- Ownership of domains, hosting accounts and key service accounts shall remain with, or be transferable to, the commissioning organisation.
- DNS, SSL/TLS certificates, staging and production environments shall be documented.
- Contractor proposals shall identify hosting location, availability commitments, backup frequency, recovery objectives and recurring charges.
- Any website-generated email shall use appropriately authenticated and monitored services.

3 Work to be performed

Task 0 - Project management

The Contractor shall nominate a project manager as the principal point of contact. The Contractor shall maintain the integrated plan, organise meetings, report progress, manage risks and dependencies, and control scope and change throughout delivery.

Deliverables:

D0.1 Project management plan, responsibility matrix and detailed delivery schedule.
D0.2 Fortnightly progress reports and updated milestone plan.
D0.3 Risk, assumption, issue, dependency, decision and change logs.
D0.4 Meeting agendas, action notes and decision records.
D0.5 End-of-project report and lessons learned.

Task 1 - Discovery, audit and requirements definition

The Contractor shall confirm the project scope, stakeholders, user needs, content estate, technical constraints and success measures. The work shall culminate in an agreed requirements baseline and prioritised delivery plan.

Deliverables:

D1.1 Discovery plan and stakeholder engagement plan.
D1.2 Current-state review, content audit and analytics review.
D1.3 User needs, priority journeys and acceptance criteria.
D1.4 Requirements catalogue and scope baseline.
D1.5 Risk, assumption, issue and dependency log.

Task 2 - Technical specification and solution architecture

The Contractor shall prepare a complete technical specification explaining how every agreed requirement will be met. It shall cover the CMS, hosting, environments, integrations, security, privacy, performance, analytics, deployment, migration, backup, monitoring and support arrangements.

Deliverables:

D2.1 Technical specification and architecture diagrams.
D2.2 Security and data-protection plan.
D2.3 Hosting and deployment strategy.
D2.4 Backup, recovery and monitoring design.
D2.5 Licensing, recurring-cost and technology-lock-in register.

Task 3 - Information architecture, wireframes and content model

The Contractor shall produce and validate the site structure, navigation, taxonomy, content model and wireframes. Prototype testing shall be used to identify and resolve important usability issues before visual design is finalised. The outputs of Task 3 shall form the agreed structural basis for development of the skeleton website under Task 5.

Deliverables:

D3.1 Sitemap and navigation model.
D3.2 Content types, metadata and taxonomy specification.
D3.3 Wireframes or interactive prototype for priority user journeys and templates.
D3.4 Usability findings and decisions log.
D3.5 URL and redirect strategy.

Task 4 - Visual design and design system

The Contractor shall produce two initial design directions and develop the selected direction through review to approval. Designs shall demonstrate responsive behaviour and accessibility across key templates and components.

Deliverables:

D4.1 Two initial visual design directions with rationale.
D4.2 Approved responsive page designs.
D4.3 Component library/design system and usage guidance.
D4.4 Accessible brand and imagery guidance.

Task 5 - Development and configuration

The Contractor shall build and configure the website, CMS, templates, components, search, analytics, forms, integrations and hosting environments in accordance with the approved technical specification and designs. Delivery shall use version control and controlled releases to a staging environment.

As an initial development milestone, the Contractor shall develop and deploy a skeleton CORDEX website to the staging environment. The skeleton shall provide a functioning implementation of the agreed information architecture

and demonstrate the proposed navigation, page hierarchy, content types, taxonomy, representative templates/components and key user journeys using representative or placeholder content.

The skeleton website shall enable the CORDEX IPO to validate the structure, navigation and content model before full website development and content migration proceeds. Final visual styling, full functionality and complete migrated content shall not be required at this stage.

Following review, the Contractor shall address agreed feedback and obtain CORDEX IPO approval of the skeleton website before proceeding with full development and content migration.

Deliverables:

D5.1 Configured development, staging and production environments.
D5.2 Draft skeleton CORDEX website deployed to staging.
D5.3 Revised and approved skeleton CORDEX website.
D5.4 Functional CMS and approved page templates/components.
D5.5 Implemented search, forms, analytics and agreed integrations.
D5.6 Source code and configuration repository accessible to the commissioning organisation.
D5.7 Change request and release log.

Task 6 - Content migration and population

The Contractor shall migrate and populate agreed content, applying approved structures and templates. The IPO will provide or approve revised scientific and organisational content according to the agreed responsibility matrix.

Deliverables:

D6.1 Content migration plan and tracker.
D6.2 Populated beta website.
D6.3 Migration quality-assurance report.
D6.4 Final legacy URL redirect schedule.

Task 7 - Testing, accessibility and acceptance

The Contractor shall prepare and execute a test plan covering functional, responsive, browser, performance, security, accessibility, migration and user-acceptance testing. Defects shall be tracked to closure or formally accepted as known issues.

Deliverables:

D7.1 Test and acceptance plan.
D7.2 Accessibility audit against WCAG 2.2 AA, including automated and manual testing.
D7.3 Performance and browser/device test results.
D7.4 Defect log with severity, owner and resolution status.
D7.5 User-acceptance testing support and completion report.

Task 8 - Launch and transition

The Contractor shall prepare and execute a controlled launch, including backups, DNS or hosting changes, redirects, final checks, monitoring and a documented rollback plan. The Contractor shall provide enhanced support during the agreed hypercare period.

Deliverables:

D8.1 Launch, rollback and communications checklist.
D8.2 Production website live on the agreed CORDEX domain.
D8.3 Post-launch technical, accessibility, analytics and redirect checks.
D8.4 Hypercare issue log and closure report.

Task 9 - Documentation and training

The Contractor shall provide role-appropriate training and concise documentation enabling CORDEX IPO staff to administer the site, publish accessible content, manage users, review analytics and undertake routine operational tasks.

Deliverables:

D9.1 Administrator and editor user manuals.
D9.2 Technical handover documentation.
D9.3 At least two live online training sessions, recorded where permitted.
D9.4 Training materials and agreed follow-up questions session.

Task 10 - Warranty, maintenance and support

The Contractor shall provide a minimum 90-day defect warranty after launch and shall separately price 12 months of post-launch maintenance and support. Support shall include security and software updates, backups, monitoring, incident response, browser compatibility and minor corrective changes, but exclude substantial new functionality unless agreed through change control.

Deliverables:

D10.1 Service description, support channels and escalation process.
D10.2 Service levels for incident acknowledgement, restoration and resolution.
D10.3 Backup access and tested restoration procedure.
D10.4 Monthly or quarterly service report, as agreed.
D10.5 Separate annual price for ongoing hosting, maintenance and support.

3.2 Schedule and payment

The project shall be delivered in three separate phases with work expected to commence in January 2027. The payment schedule will be at the satisfactory completion of each phase. We are open to alternative payment schedule of the post-project phase but no higher frequency than quarterly.

The scope of the phases shall be as follows:

Phase 1: Definition and skeleton website. Requirements analysis; technical specification; information architecture; wireframes; visual design direction; configuration of the staging environment; development, review and approval of the skeleton CORDEX website.

Phase 2: Full website development and testing. Full WordPress development; content migration; integrations; populated beta website; user testing; accessibility and security testing; revisions; production release.

Phase 3: Training, documentation and handover.

Post Project Phase: Backup and maintenance.

All three phases: Project management. User support.

Each phase will be closed after a validation process and explicit CORDEX IPO approval (in writing via email). If new requirements are required for the following phases this must be discussed and agreed (in writing via email) with the IPO.

The timetable below provides the required delivery framework and a sequence comparable to the reference project. Contractors may propose justified refinements, but bids should clearly identify any impact on the target launch date. The period from 21 December 2026 to 3 January 2027 should be treated as a reduced-availability period for client reviews unless otherwise agreed.

Phase 1

- Inception meeting to discuss and agree requirements for skeleton website Thursday 7th January 2027
- Skeleton website draft submitted by Thursday 14th January 2027.
- Tuesday 19th January 1 hour meeting held between 10:00 and 15:00 GMT to review skeleton website and agree any further changes.
- Skeleton website live by Thursday 28th January 2027.

Phase 2

- Full website architecture review meeting February 4th 2027 1 hour meeting between 10:00 and 15:00 GMT.
- BETA full website submitted for client testing w/c 8th March 2027
- Feedback meeting 22nd March 2 hours between 10:00 and 15:00 GMT.
- BETA website update released to client w/c 29th March 2027.
- April 2027 Structured user testing led by contractor.
- Feedback meeting w/c 3rd May 2027.
- New CORDEX full website goes live – 17th May 2027 (replaces skeleton website).

Phase 3

- Training and documentation delivered by 4th June 2027 (allowing for two revisions to documentation based on IPO team feedback).

Post-project Phase

- Ongoing support until January 2028

The first three phases shall be carried out within six months from the kick-off date. Consequently, the Contractor shall provide a provisional planning for the three phases. The project management and user support shall be proposed as a monthly flat rate. The post-project phase shall be proposed as a yearly flat rate.

Phase controls

- Each phase shall close only after validation and explicit written approval by CORDEX IPO.
- Dependencies on IPO-supplied content, stakeholder availability or third-party services shall be recorded and actively managed.
- Changes to approved scope, cost, deliverables or acceptance criteria shall be managed through written change control.
- No launch shall take place until critical and high-severity defects are resolved or explicitly accepted in writing.
- The Contractor shall maintain an up-to-date detailed delivery plan.

4 Reporting, meetings and deliverable control

4.1 Reporting

A concise progress report shall be delivered at least every two weeks, in advance of the regular progress meeting. It shall include:

- Executive summary of progress (100 – 200 words) and overall RAG status.
- Progress against tasks, milestones, deliverables and budget made during the last 2 calendar weeks on each of the tasks defined in the technical specification and provisional planning, including brief description of progress, difficulties, major events.
- Activities completed and planned for the next reporting period.
- Deliverable status and items requiring IPO review or decision.
- Current risks, assumptions, issues, dependencies and change requests.
- Testing, defect and content-migration status during relevant phases.

4.2 Meetings

Regular progress meetings shall normally be held between the CORDEX IPO and Contractor online every two weeks. Additional workshops and approval meetings shall be scheduled in the detailed plan. The Contractor shall issue agendas in advance and provide action notes recording decisions, actions, owners and due dates within two working days.

4.3 Deliverable review and acceptance

- Deliverables shall be submitted in editable formats as well as final presentation formats where relevant.
- CORDEX IPO will normally provide consolidated review comments within five working days, subject to the agreed plan.
- The Contractor shall address agreed comments and resubmit without additional charge where the deliverable does not meet the agreed requirements.
- Acceptance shall be based on the requirements, approved specifications and acceptance criteria, not solely on completion of an activity.
- Final approval of all deliverables shall rest with CORDEX IPO or its nominated contracting authority.

5 Tender response requirements

Bidders shall structure their proposal under the headings below and clearly identify any assumptions, exclusions or dependencies.

- Executive summary and understanding of CORDEX and the requirement.
- Proposed discovery, design, development, migration, testing, launch and support methodology.
- Response to each requirement, identifying fully compliant, partially compliant or alternative approach.
- Proposed CMS, hosting and technical architecture, including rationale and whole-life implications.
- Delivery programme aligned to the milestone schedule, with resource assumptions and client dependencies.
- Named project team, roles, locations, availability and relevant experience.
- At least three relevant examples, preferably including science, research, environmental, international or community-based websites.
- Approach to accessibility, security, privacy, environmental sustainability, quality assurance and risk management.
- Detailed fixed-price breakdown by phase, day rates for optional work, and all recurring third-party and hosting costs.
- Separate price and service levels for 12 months of post-launch maintenance and support.
- Proposed contract terms, warranty, licences, intellectual-property position and any use of subcontractors.
- Two client references for comparable work.

5.1 Indicative evaluation criteria

Final procurement weightings shall be confirmed in the invitation to tender. The following model is recommended:

Criterion	Indicative weighting	Evidence considered
Understanding and proposed methodology	25%	Quality, practicality and responsiveness to the SoW
Technical solution, accessibility, security and sustainability	20%	Architecture, standards, portability and whole-life approach
Relevant experience and quality of previous work	15%	Comparable projects, references and demonstrated outcomes
Team and project management	15%	Skills, capacity, governance, risk and communication
Delivery programme	10%	Credibility of timeline, dependencies and resourcing
Price and value for money	15%	Total cost, transparency, recurring costs and value

6 Commercial and contractual requirements

- All intellectual property created specifically for the project, including bespoke designs, code, configuration and documentation, shall be assigned or licensed to the commissioning organisation on terms that permit unrestricted operation, modification and transfer, subject to agreed pre-existing and open-source components.
- The Contractor shall disclose all open-source, commercial and third-party components and their licences.
- Domains, production hosting accounts, analytics properties, repositories and administrative credentials shall be controlled by or fully transferable to the commissioning organisation.

- The Contractor shall maintain appropriate professional indemnity, public liability, cyber and employer insurance appropriate to the commission and provide evidence on request.
- Subcontracting and processing of personal data shall require prior disclosure and approval.
- Confidential information and unpublished content shall be handled securely and used only for delivery of the contract.
- The final contract shall include termination assistance and an orderly exit/handover obligation.

7 Client responsibilities and assumptions

- Nominate a project owner and provide timely consolidated decisions and approvals.
- Provide access to existing website systems, analytics, hosting information, brand assets and available documentation.
- Identify stakeholder participants for discovery and testing.
- Provide, commission or approve scientific and organisational content according to the migration plan.
- Confirm applicable contracting, branding, privacy, security and hosting constraints.
- Provide access to authorised domain and DNS administrators for launch activities.
- Review deliverables within the agreed review windows and escalate unresolved decisions promptly.

8 Acronyms and abbreviations

Term	Meaning
CMS	Content Management System
CORDEX	Coordinated Regional Climate Downscaling Experiment
CORDEX IPO	CORDEX International Project Office
GDPR	General Data Protection Regulation
SEO	Search Engine Optimisation
SoW	Statement of Work
UAT	User Acceptance Testing
URL	Uniform Resource Locator
WCAG	Web Content Accessibility Guidelines
WCRP	World Climate Research Programme