

Terms of Reference (TOR) for Website Consultant

1. Background

These Terms of Reference set out the scope, objectives, deliverables and working arrangements for a short-term consultancy supporting ESWA's website update during April and May 2026. The consultancy is intended to ensure that the ESWA website reflects the new Strategic Plan (2026–2030), presents updated information clearly and remains functional, accessible and well-organised.

2. Duration and Modality

The consultancy shall run from 01/04/2026 until 31/05/2026.

Location: remote.

The Service Provider shall organise their working time independently in order to complete the agreed tasks and deliverables within the contract period.

3. Overall Objective

To update and improve the ESWA website so that it reflects ESWA's Strategic Plan (2026–2030), supports clear navigation and public communications, and includes the agreed new content and functionality.

4. Tasks and Deliverables

4.1 Website structure and navigation

Reorganise ESWA website menu items to reflect the new Strategic Plan (2026–2030), including restructuring relevant pages and menus.

Review the existing page hierarchy with ESWA and implement agreed navigation changes within the website platform used by ESWA.

Use the website platform and tools designated by ESWA, including NationBuilder where applicable, to implement the agreed changes.

4.2 Front page and landing page development

Update the ESWA website front page to reflect ESWA's new strategic priorities, current messaging and agreed visual structure.

Create a landing page for the European Coalition of Sex Workers' Rights in line with ESWA's communications needs and branding.

4.3 Content uploads and website functionality

Upload new resources to the resource section of the website, based on materials and instructions provided by ESWA.

Implement a cookie banner and ensure that it functions appropriately within the existing website setup.

4.4 Testing, revisions and handover

Carry out testing, troubleshooting and revisions needed to finalise the updated website and address identified issues.

Provide a short handover or update note summarising the changes made and any recommended follow-up steps for ESWA.

5. Working Arrangements and Reporting

The Service Provider shall work remotely and independently while remaining in close

coordination with the ESWA-designated focal point.

The Service Provider shall remain reasonably responsive by email throughout the contract period.

Specific timelines, check-ins, access needs and feedback rounds for individual outputs shall be agreed directly with ESWA during the contract period.

The Service Provider shall make reasonable revisions to deliverables, where requested by ESWA and where such revisions fall within the agreed scope of work.

6. Payment and Acceptance

Fee: total contract value EUR 1,750.

Payment shall be made following ESWA's confirmation that the agreed services and deliverables have been satisfactorily completed.

Where required by ESWA's procedures, payment may be processed upon receipt of a corresponding invoice from the Service Provider.