



Call for Proposals

Web and Internal Digital System Administrative Support

Issued by: Manarat Association for Community Services

Location: Fredericton, New Brunswick

Application Deadline: August 15, 2026

Opportunity

Manarat Association is inviting qualified individuals or firms to submit proposals to provide website development and ongoing internal digital system administrative support services. The successful consultant will design, develop, launch, and provide technical support for Manarat's digital platforms through December 2027.

Expected Start Date: August/September 2026 **Contract End Date:** December 31, 2027

Scope of Work

Website Design & Development

The consultant will:

- Design and develop a modern, accessible, and mobile-responsive website.
- Recommend and implement an appropriate Content Management System (WordPress preferred unless another platform is justified).
- Optimize website performance and accessibility.
- Configure security features, backups, and SSL certificates.
- Configure the website domain and hosting (if required).
- Create a clean, user-friendly design aligned with Manarat's branding.
- Implement basic Search Engine Optimization (SEO).

Functional Requirements

The website should include functionality such as:

- Volunteer registration forms
- Contact forms
- Social media integration
- Downloadable documents
- Easy content management by Manarat staff
- Event registration
- Newsletter subscription
- Photo and video galleries
- Donation functionality (or integration with a third-party platform)

Digital Internal System Administrative Support Services

The consultant will provide technical support on an as-needed basis through December 2027.

Services may include:

- Website maintenance
- Website security monitoring
- Troubleshooting
- Email setup and account management
- Integration of online forms and registration system
- Other technology-related support required during the project
- Software and plugin update
- Backup management
- Microsoft 365/Google Workspace configuration and administration
- Technical support for digital collaboration tools
- Advice on digital solutions that improve organizational efficiency

Support services will be requested by Manarat as needed and billed according to the agreed hourly rate.

Deliverables

The successful consultant will provide:

- Fully functional website
- Technical documentation
- Warranty period following launch
- Website launch
- Administrator training
- Ongoing technical support through December 2027

Qualifications

Applicants should demonstrate:

- Experience designing and developing professional websites
- Knowledge of responsive web design and accessibility standards
- Ability to work independently
- Experience working with WordPress or comparable CMS platforms
- Strong communication and project management skills
- Experience supporting nonprofit organizations is considered an asset

Proposal Requirements

Interested applicants should submit:

1. Cover Letter
2. Resume or Company Profile
3. Portfolio of previous website projects (if applicable)
4. Brief description of the proposed approach
5. Estimated timeline
6. Professional reference(s)
7. Pricing Proposal

Pricing Proposal

Applicants are requested to provide pricing separately for each component.

Deliverable	Proposed Cost
Website planning and design	\$
Website development	\$
Website testing and launch	\$
Administrator training	\$
Hourly Rate for Ongoing Technical Support	\$/hour
Estimated Monthly Support Hours	—

Applicants may also identify any optional services they recommend.

Evaluation Criteria

Proposals will be evaluated using the following criteria:

Criteria	Weight
Relevant qualifications and experience	30%
Quality of previous work and portfolio	15%
Understanding of the project and proposed approach	25%
Cost and overall value	30%

Manarat Association reserves the right to interview shortlisted applicants before making a final selection.

Submission and Question

Please submit your proposal electronically to:

Email: rawia.mokhtar@manarat.ca

Subject: Proposal – Web and Digital System Administrative Support

Applications will be reviewed on a rolling basis until the position is filled.

We thank all applicants for their interest. Only those selected for an interview will be contacted.