

TERMS OF REFERENCE

Rebuild of Caribbean Export Websites

1. Background

The Caribbean Export Development Agency (Caribbean Export) requires a rebuild of its decoupled web infrastructure, which currently supports both www.carib-export.com and www.caribbeaninvestmentforum.com. The existing Gatsby-based front end has become unstable due to dependency conflicts and build failures, necessitating a transition to a modern, sustainable architecture built on Next.js (or similar) with a single WordPress backend.

2. Objectives

The primary objective is to deliver a resilient, high-performance, accessible, and secure web platform managed through a single headless WordPress instance that powers both websites.

3. Scope of Work

- Conduct discovery: audit current content, architecture, SEO, and accessibility.
- Reconfigure WordPress for headless use with WPGraphQL and modern APIs.
- Develop two Next.js front ends (one per website) using a shared component library.
- Implement content migration, redirects, and SEO enhancements.
- Integrate analytics, search, forms, and CRM connections as needed.
- Ensure WCAG 2.2 AA accessibility and Core Web Vitals compliance.
- Deploy CI/CD pipelines and establish secure hosting and monitoring.
- Provide documentation, staff training, and 30-day hypercare support.

4. Deliverables

- Architecture documentation and project plan
- GraphQL schema and API documentation
- Deployed Next.js front ends for both domains
- Migration scripts and SEO/redirect mapping
- Accessibility and performance reports
- Editor and technical training materials
- Operations and maintenance handbook

5. Technical Requirements

- WordPress ≥6.x (PHP ≥8.2) configured as a headless CMS.
- Next.js ≥14 with Incremental Static Regeneration (ISR) and SSR.
- WPGraphQL and WPGraphQL for ACF for data delivery.
- Security hardening (HTTPS, WAF, regular backups, vulnerability scans).
- Core Web Vitals targets met across major templates.
- WCAG 2.2 AA compliance.
- CI/CD setup using GitHub Actions and Vercel/Netlify.
- Documentation, ADRs, and runbooks provided at handover.

6. Vendor Qualifications and Experience

- Minimum 3 years' experience delivering headless WordPress solutions using GraphQL.
- Minimum 3 production Next.js deployments within the past 24 months.
- Proven expertise with CI/CD (Vercel, Netlify, GitHub Actions).
- Accessibility specialist with WCAG 2.1/2.2 AA audit experience.
- Experience managing SEO migration and structured data.
- Security and DevOps proficiency (OWASP standards, WAF, backups).
- Team comprising: Technical Lead, WordPress Engineer, Front-end Engineers, UX/UI Designer, Accessibility Lead, DevOps Engineer, QA Lead, SEO Specialist, and Project Manager.

7. Proposal Submission Requirements

- Detailed understanding of project scope and approach.
- Proposed methodology and timeline with milestones.
- Technical stack and hosting recommendations with cost estimates.
- Accessibility, SEO, and security plans.
- Team bios, CVs, and relevant case studies.
- Fixed-price quotation in USD with phase breakdown.
- Assumptions and risk register.

8. Project Timeline

The anticipated duration is 12–22 weeks, inclusive of discovery, build, migration, and stabilization. Bidders should provide a detailed schedule with phase durations.

9. Evaluation

Proposals will be evaluated based on relevant experience, technical approach, team capability, methodology, and value for money.



10. Support and Maintenance

The vendor will provide 30-day hypercare post-launch followed by an optional maintenance contract, including monthly reporting, uptime monitoring, and quarterly accessibility/performance reviews.

11. Submissions

Interested parties are kindly asked to submit proposals that include a quote for services, and a portfolio of websites designed, developed and/or maintained within the last 5 years. Submission should be sent to JoEllen Laryea – Lead, Partnerships, Advocacy and Reporting at jlaryea@carib-export.com no later than 5pm (AST) February 2, 2026.