



Humane World for Animals™

Consultant, Web Administration: Request for Proposals (RFP)

Global Research & Testing Centre of Expertise

Publication of RFP: 1 September 2026

Deadline for bids: 15 September 2026 (midnight PST)

Review period: 16 September-23 September

Selection notification: 25 September

Project start date: 14 October

Contract term: 3 months with option to renew

Summary

Humane World for Animals is seeking a qualified web administrator consultant to provide ongoing website management, development, technical support, content implementation, analytics, testing, documentation, and project management services for the Global Research & Testing Center of Expertise (COE), with primary responsibility for afsacollaboration.org and Biomed21.org. The consultant will serve as the technical lead for updates, maintenance, and website revitalization efforts, while also supporting event pages, visual assets, reporting, training materials, internal knowledge management resources, and COE special projects such as the Global Research & Testing Hub and department SharePoint folders. The selected consultant should be able to work collaboratively with program, education, communications, digital, and technical staff to ensure that COE digital platforms are accurate, current, accessible, user-friendly, and aligned with organizational priorities.

The Animal-Free Safety Assessment (AFSA) and the Biomedical Research for the 21st Century (BioMed21) Collaborations are unique multi-sector partnerships between non-profit, corporate, and philanthropic leaders working to advance acceptance and use of animal-free science as a gold standard

across regulatory testing and biomedical research frameworks worldwide. This RFP is directly related to both the AFSA and Biomed21 Collaborations.

1. Introduction

Humane World for Animals seeks proposals from qualified consultants or consulting firms to provide web management, development, technical support, and digital project management services for the Global Research & Testing Center of Expertise (COE), with primary support for afsacollaboration.org and Biomed21.org.

The selected consultant will serve as the technical lead for day-to-day website maintenance, updates, content implementation, troubleshooting, analytics, testing, documentation, and website revitalization projects. The consultant will work closely with internal Research & Testing, Education, Communications, Digital, and program staff to ensure that AFSA and Biomed digital platforms remain accurate, accessible, current, user-friendly, and aligned with programmatic priorities.

2. Background

The Animal-Free Safety Assessment (AFSA) Collaboration is a multi-sector initiative working to advance the acceptance and use of animal-free safety science across regulatory frameworks worldwide. AFSA supports global efforts to accelerate the phase-in of validated and scientifically accepted non-animal methods and the corresponding phase-out of traditional in vivo methods.

Biomed21 is a related initiative focused on advancing human-relevant, non-animal approaches in biomedical research and testing. Together, afsacollaboration.org and Biomed21.org serve as public-facing platforms for sharing resources, events, project updates, scientific materials, stakeholder engagement opportunities, and educational content.

The Global Research & Testing COE requires ongoing consultant support to maintain and improve these websites, manage content and digital workflows, support events and campaigns, assist with special projects, and ensure that web assets and systems support the broader strategic goals of the department.

3. Purpose of the RFP

The purpose of this RFP is to identify a consultant with strong web development, content management, technical support, project management, analytics, testing, and documentation capabilities. The consultant will manage the development and maintenance of afsacollaboration.org and Biomed21.org and provide related support for COE digital infrastructure and special projects.

The selected consultant should be able to operate both strategically and tactically: advising on improvements, managing web-related workflows, implementing content updates, troubleshooting technical issues, supporting website revitalization, coordinating with internal stakeholders, and documenting processes for long-term sustainability.

4. Scope of Work

The selected consultant will provide comprehensive website management and technical support services for afsacollaboration.org, Biomed21.org, and related COE digital projects. The scope of work includes, but is not limited to, the following areas.

- 4.1 Website Maintenance and Updates
- 4.2 Web Development and Component Enhancements
- 4.3 Technical Support
- 4.4 Project Management for Website Revitalization
- 4.5 Content Development, Asset Creation, and Workflow Management
- 4.6 Event Web Support and Rolling Event Workstream
- 4.7 Graphic and Visual Asset Support
- 4.8 Reporting, Analytics, and Testing
- 4.9 Training and Documentation
- 4.10 COE Special Projects and Digital Infrastructure

5. Deliverables

Project Stage	Interim Deliverables	Key Deliverables
Website maintenance	Onboarding; access confirmation; review of existing afsacollaboration.org and Biomed21.org content, workflows, analytics, digital assets, event-related web needs, and technical requirements; initial task tracker and work plan.	Routine website maintenance and content updates; technical troubleshooting; prioritized website improvement plan; initial status updates; setup of shared web request and event support trackers.
Web updates	Implementation of approved content updates, page improvements, resource postings, event pages, visual asset updates, event support workflows, and initial web component or layout enhancements.	Updated, accurate, and accessible web pages and resources; event support materials; event page updates; analytics summaries; testing findings; refreshed visuals and web-ready assets; updated project and event trackers.
Ongoing support	Ongoing website updates and support, event support close-out activities, testing cycles, analytics review, documentation refinement, and transition or renewal planning.	Performance report and recommendations; completed documentation package; updated training materials; sustained maintenance plan; event support summary and lessons learned; other related deliverables as mutually agreed upon. Asset support -

6. Consultant Requirements and Competencies

6.1 Required Qualifications

- Proven experience managing, maintaining, and improving websites for nonprofit, scientific, educational, advocacy, or mission-driven organizations.
- Strong technical knowledge of website content management systems, web publishing workflows, and web development best practices.
- Experience with content updates, web page development, quality assurance, troubleshooting, and technical support.
- Demonstrated ability to manage complex web projects involving multiple stakeholders, deadlines, approvals, and competing priorities.
- Experience supporting website redesign, revitalization, content migration, navigation improvements, or digital optimization projects.
- Familiarity with web accessibility standards, responsive design, usability, SEO basics, analytics, and digital performance reporting.
- Ability to work collaboratively with program, communications, education, digital, and technical teams.
- Strong written communication, documentation, organization, and project management skills.
- Ability to translate programmatic needs into practical web solutions.

6.2 Preferred Qualifications

- Experience with SharePoint, Microsoft 365 collaboration tools, digital asset management, or internal knowledge management systems.
- Experience supporting events, webinars, workshops, resource libraries, or stakeholder engagement activities through web and digital platforms.
- Experience maintaining event pages, registration information, speaker materials, recordings, slides, reports, and post-event resources.
- Experience developing templates, trackers, process documentation, training materials, or internal workflow guidance.
- Familiarity with animal-free safety assessment, non-animal methods, biomedical research reform, regulatory science, nonprofit advocacy, or related fields.

6.3 Core Competencies

- Highly organized and detail-oriented, with the ability to manage multiple concurrent workstreams.
- Strong judgment in prioritizing requests, flagging risks, and escalating issues when needed.
- Clear, responsive, and professional communication with internal stakeholders.
- Ability to work independently while remaining collaborative and transparent about progress, timelines, and dependencies.
- Comfort managing overlapping event timelines, web requests, approvals, and publication deadlines.
- Commitment to accuracy, accessibility, consistency, and user-friendly digital experiences.
- Ability to document repeatable processes so that web workflows are sustainable over time.

7. Proposal Structure and Content

7.1 Executive Summary

Provide a brief overview of the consultant's qualifications, relevant experience, and proposed approach to supporting the Global Research & Testing COE's web management and digital project needs.

7.2 Technical Proposal

Describe the consultant's approach to delivering the scope of work, including website maintenance, web development, technical support, website revitalization, content workflow management, event support, visual asset support, analytics, testing, training, documentation, and COE digital infrastructure support.

7.3 Relevant Experience

Provide examples of similar projects, clients, websites, or digital programs the consultant has supported. Include links, case studies, references, or work samples where appropriate.

7.4 Staffing and Availability

Identify the individual who would perform the work, including roles, qualifications, anticipated availability, and any subcontractors or partner organizations.

7.5 Work Plan and Timeline

Provide a proposed work plan, including onboarding, ongoing support structure, communication cadence, expected turnaround times, approach to managing priorities, and proposed process for supporting multiple concurrent events, web requests, approvals, and publication timelines.

7.6 Financial Proposal

Provide a detailed budget or pricing structure, including hourly rates, monthly retainer options, estimated level of effort, project-based fees, and any anticipated additional costs.

7.7 Assumptions and Dependencies

Identify any assumptions, dependencies, access needs, software requirements, internal approvals, organizational inputs, event timelines, speaker or resource materials, analytics access, platform permissions, or other requirements needed to complete the work successfully.

8. Eligibility Criteria

- Demonstrated experience with website management, development, maintenance, and technical support.
- Strength and practicality of the proposed approach.
- Experience managing web projects with multiple stakeholders and deadlines.
- Ability to support both routine updates and larger website revitalization efforts.
- Experience with analytics, testing, accessibility, documentation, and training.
- Quality of relevant work samples, case studies, or references.
- Understanding of nonprofit, advocacy, scientific, educational, or mission-driven communications.
- Availability, responsiveness, and ability to work collaboratively with internal teams.

- Cost effectiveness and clarity of proposed pricing.
- Overall fit with Global Research & Testing COE needs.

9. Supplier Qualifications and Experience

Respondents should provide evidence supporting the qualifications and competencies described in Section 5, including examples of comparable work, relevant platform or technology experience, staff or consultant qualifications, references, testimonials, and work samples that demonstrate their ability to deliver the services outlined in this RFP.

10. Proposal Submission Guidelines

Proposals and questions should be submitted by email to Aviva Vetter, Managing Director, Campaigns (avetter@humaneworld.org)

Proposals should be submitted electronically in Microsoft Word or PDF format. Please include “Web Administration Consultant RFP – Global Research & Testing COE” in the subject line.

11. Confidentiality and Non-Disclosure

All information provided in connection with this RFP should be treated as confidential unless otherwise indicated. The selected consultant may be required to sign a confidentiality or non-disclosure agreement before beginning work.

12. Rights Reserved

Humane World for Animals reserves the right to accept or reject any proposal, request clarification or additional information from any respondent, negotiate with one or more respondents, modify the scope of work, or cancel this RFP at any time. Issuance of this RFP does not obligate Humane World for Animals to award a contract or pay any costs incurred in preparing a proposal.

13. Contact Information

Primary contact: Aviva Vetter

Title: Managing Director, Campaigns, Global Research & Testing COE

Email: avetter@humaneworld.org

Phone: 1-438-873-5813

Availability: 8-6pm EST

14. Acknowledgment of Receipt

Please sign below to acknowledge receipt of this RFP and indicate your intent to submit a proposal.

Company or consultant name: _____

Representative name: _____

Title: _____

Signature: _____

Date: _____

Intent to submit proposal: Yes / No