

## **Implementation of Microsoft 365 solution in CEE Bankwatch Network z.s. Terms of Reference**

### **Background**

CEE Bankwatch Network z.s. is looking for a company / an expert to provide advice, IT help and finalise the implementation of the Microsoft 365 solution. The organisation already benefits from the non-profit Microsoft 365 solution to a limited extent and only few teams are actively using Microsoft programs. The implementation should include setting the system for the needs of the organisation, moving email boxes and files database, planning data security measures and training all employees.

### **Subject of the proposal**

Below we provide our requirements:

- Analysing the current IT setup, the specific needs of the organisation (data provided by the project team) and structuring Microsoft 365 system for the organisation
- Designing concrete steps and timeline of implementation together with a project team
- Moving email boxes of all employees (around 60 people, users at M365 are already created) with the whole email history
- Planning the structure of file storage with various levels of access and moving all internal documents from current file storage places
- Planning and implementing data security measures
- Providing training to all employees (around 60 people)
- Providing special detailed training for internal system administrators
- Creating manuals and helping to develop organisational guidelines
- Providing follow-up IT support for employees and help with setting up all programs.

Communication will be done mostly in English so English fluency is required. Czech language is a plus.

### **Timeline**

The implementation should be completed till 30 June 2021, training and IT support phase can be extended.

## How to apply

If interested, please send an offer till 11 April 2021 to Gosia Zubowicz-Thull at [gosia.zubowicz@bankwatch.org](mailto:gosia.zubowicz@bankwatch.org)

In order to be in line with our procurement procedures, please structure your offer (in EUR, including VAT), including estimated number of hours and also by indicating your hourly rate (in EUR, including VAT).

In your offer please include:

- Budget prevision (including prices per hours for the specific types of work)
- Timeline
- Scope of services provided
- Relevant experience (experience with cooperation with CSOs can be a plus)

For further questions please contact Gosia Zubowicz-Thull: [gosia.zubowicz@bankwatch.org](mailto:gosia.zubowicz@bankwatch.org)  
+420 608 562 457

## About Bankwatch

CEE Bankwatch Network z.s. is a non-profit and non-government organisation. Its legal form is registered association (“zapsaný spolek”) and we are not a VAT payer. Bankwatch does not perform economic activity, it receives grants and provides subgrants to other organisations.

CEE Bankwatch Network is today the largest network of grassroots environmental groups in countries of Central and Eastern Europe and a leading force in preventing dubious public investments that harm the planet and people’s well-being in this region and beyond. Together with local communities and other NGOs we work to expose their influence and provide a counterbalance to their unchecked power. Bankwatch has 16 member groups in 14 countries in central and eastern Europe, the Caucasus and Russia.

More information: <http://bankwatch.org/>