

REQUEST FOR PROPOSALS:

NDC PARTNERSHIP WEBSITE DEVELOPMENT AND ONGOING MAINTENANCE

SUMMARY OF PROCUREMENT

WRI intends to award a Time & Materials type contract for the updating, development, and ongoing maintenance of the [overall NDC Partnership website](#) and its [Knowledge Portal](#) (and its linked databases hosted on [Knack.com](#)).

Deliverables will be completed on a quarterly basis, with some specific projects requiring ongoing work. Work is expected to begin on 1 February 2019, with first deliverables due by 29 March 2019.

About the World Resources Institute

Founded in 1982, The World Resources Institute (WRI) is a global environmental think tank that goes beyond research to put ideas into action. We work with governments, companies, and civil society to build solutions to urgent environmental challenges. WRI's transformative ideas protect the earth and promote development because sustainability is essential to meeting human needs and fulfilling human aspirations in the future.

About the NDC Partnership

The NDC Partnership is a global coalition of countries and institutions working to mobilize support and achieve ambitious climate goals while enhancing sustainable development. Through our Partnership, members leverage their resources and expertise to provide countries with the tools they need to implement their NDCs and combat climate change to build a better future. Hosted by WRI and the UNFCCC Secretariat, the NDC Partnership [has members in all regions of the world](#), with staff in Washington DC and Bonn, Germany (for this project, the vendor would engage directly with the Washington DC office).

The NDC Partnership website serves as a resource for current and prospective members as well as anyone else needing knowledge, tools, and resources on NDC planning and implementation.

The NDC Partnership's website is built in Drupal 7 and can be accessed at <http://ndcpartnership.org>. The website includes a homepage, about sections, news, dynamic country pages and a Knowledge Portal. In last 2018, the website was redesigned to bring it closer in line with the NDC Partnership's branding guidelines.

The Knowledge Portal is one component of the NDC Partnership's overall website, it can be accessed at <http://ndcpartnership.org/knowledge-portal>. It helps countries to accelerate climate action by providing quick and easy access to data, tools, guidance, good practice, and funding opportunities. It draws together the most relevant resources from partners and other leading institutions. The Knowledge Portal includes a number of tools including:

- [Good Practice Database](#): This database provides a searchable repository of good practices and lessons learned from countries that have overcome obstacles and where climate action is being effectively designed and implemented. The database is managed jointly with the IKI Support Cluster, the UNDP NDC Support Programme, the Transparency Partnership and LEDS GP. The database content is hosted on an independent third-party database ([Knack](#)) and the content is pulled in through an API on to the NDC Partnership website and the other database partners'

websites. In addition to managing the Knowledge Portal, the web developer will manage the Knack interface as well.

- [Climate Toolbox](#): The Climate Toolbox draws together tools, guidance, platforms, and advisory support from leading institutions in a searchable database to help countries plan and implement their NDCs. The database content is hosted and managed directly on Drupal.
- [Climate Finance Explorer](#): The Climate Finance Explorer is a searchable database of open climate funds and related support for your mitigation and adaptation activities. The database content is hosted on an independent third-party database ([Knack](#)) and the content is pulled in through an API on to the NDC Partnership website. In addition to managing the Knowledge Portal, the web developer will manage the Knack interface as well.
- Data modules: Four data modules are hosted in the Knowledge Portal. These modules are pulled into the Knowledge Portal through iframes. The original source of the modules is <http://climatewatchdata.org> (these modules are managed by a separate web developer). The chosen web developer will manage the display of these tools on the NDC Partnership website (e.g. through iframes or embed views).
 - [Historical GHG Emissions](#) ([original source here](#))
 - [NDC-SGD Linkages](#) ([original source here](#))
 - [NDC Content](#) ([original source here](#))

The NDC Partnership’s website also includes country pages which automatically pull content tagged by that country from across the website. This includes dynamic links to relevant news stories, links to the Knowledge Portal tools, and country specific data (note the country specific “Climate and NDC Data” is pulled through an API and reflects the data found [here](#).)

SCOPE OF WORK AND OUTPUTS/DELIVERABLES

The below outline of work is based on current anticipated needs of the NDC Partnership. These may change, and the NDC Partnership will rely on its vendor to make recommendations to proposed outputs/deliverables.

<p>NDC Partnership Overall Website</p>	<ul style="list-style-type: none"> • Update overall website to reflect final branding guidelines (a major redesign was carried out in 2018 and this new scope of work will involve small updates to improve the user experience and ensure consistency as opposed to any major reworking of the design). • Conceptualize and develop custom pages such as an Events page • Ensure that the website is easily accessible to a range of users with varying internet bandwidths • Ensure that the website offers a clear and consistent user experience <ul style="list-style-type: none"> ○ E.g. All member flags connect to the corresponding Country Page • Continue to optimize the digital experience for mobile devices • Provide ongoing support to test and fix any bugs
<p>NDC Partnership Knowledge Portal</p>	<ul style="list-style-type: none"> • Provide ongoing updates to all tools on the Knowledge Portal as needed- this includes the Climate Finance Explorer, Climate Toolbox, Good Practice Database, and data modules • Make updates as needed to the Knack database interface (e.g. filter options) • Provide ongoing support to test and fix any bugs

	<ul style="list-style-type: none"> • Make recommendations and updates to the various tool search pages (including search logic, filter UX, etc.) • Adjust inconsistencies in design across the tools (e.g. ensure taxonomy casing, fonts, etc. are consistent) • Provide ongoing maintenance and updates as required and requested
Knowledge Portal Data Modules	<ul style="list-style-type: none"> • Make recommendations on the options to best reflect the data modules on the Knowledge Portal, for instance switching from iframe to embed views. Example embed views have already been build, e.g. <ul style="list-style-type: none"> ○ https://climate-watch.vizzuality.com/embed/countries/isc-code_3/ghg-emissions?isNdcp=true ○ https://climate-watch.vizzuality.com/embed/countries/iso_code_3/ndc-content-overview?isNdcp=true ○ https://climate-watch.vizzuality.com/embed/countries/BRA/ndc-sdg-linkages?isNdcp=true
Country Pages	<ul style="list-style-type: none"> • Edit the country map (landing page) to enable users to clearly see in which countries the NDC Partnership is actively engaged (the map currently shows member countries – engaged countries are a sub-set of these) • Provide updates to the detailed country pages to improve the design and user experience • Reflect the to-be-built events content on the country pages • Provide ongoing maintenance and updates as required and requested
Maintenance, Management and Hosting	<ul style="list-style-type: none"> • Provide ongoing project management, recommendations, and updates as needed to ensure the website remains up-to-date and accessible • Perform monthly security updates and patching • Provide ongoing maintenance and support including security updates (as needed and recommended by developer)
CMS upgrade	<ul style="list-style-type: none"> • Make recommendations on upgrading the website to Drupal 8 and develop an upgrade plan

TIMING

The NDC Partnership will begin work with the new vendor by 1 February 2019. Kick-off in February will entail handing over of all information and materials from the current website vendor, discussions with the NDC Partnership on project priorities and expected timelines, and the beginning of work for the first deadline of 29 March 2019.

Below is a proposed timeline for the first quarter of 2019. The remaining deliverables and timelines will be agreed upon after consultations with and recommendations from the developer.

December 2018 – January 2019	Release RFP, gather responses and issue contract. Remote Q&A sessions to be held 9 January. Proposals due 11 January.
February 2019	Handover, initial consultations with new vendor and start of work
February – 29 March 2019	Updating and finalization of the website brand, templates, and custom content pages
February – 29 March 2019	Initial consultations, planning and prioritization for updates to be made and bugs to fix on the NDC Partnership Knowledge Portal (including data modules), the Country Pages and the Country Engagement Online Tool.

BUDGET

The budget for this project is not to exceed \$275,500. WRI will handle arrangements for hosting of the NDC Partnership website. Indicative budget ranges are as follows:

NDC Partnership Overall Website (update/finalize overall branding, improve usability, develop custom pages)	\$75,000 - \$105,000
NDC Partnership Knowledge Portal (finalize and maintain all website tools)	\$75,000 - \$100,000
Maintenance and management until 31 December 2019 (ongoing security updates, availability to troubleshoot and address requests on an ad hoc basis)	\$30,000 - \$50,000
Update website to Drupal 8	\$20,000
Total (not-to-exceed)	\$275,500

GUIDELINES FOR PROPOSAL SUBMISSION

Requirements

The selected vendor will be able to demonstrate capacity in similar work, particularly:

- Development and management of website with custom learning tools and databases
- Project management experience and client recommendations
- A not-to-exceed cost estimate, including a breakdown of:
 - Monthly maintenance and management costs
 - Hourly rate for all development

Proposal content

Prospective vendors should submit:

- A statement of interest describing the proposed team and how it meets the above requirements;
- CVs of team members;
- Examples of and references for similar previous work (with URLs and contact details);

- A brief (1-2 page) recommendation of changes to the branding and user experience of the website;
- An outline of the proposed methodology and workplan (including any relevant ticketing system);
- An account of how the work and/or organization is sustainable;
- A proposed budget with a breakdown of costs sufficient to assess reasonableness and compliance with our funder requirements;

Expression of Interest, Deadline for Questions, and Proposal

All expressions of interest about this RFP must be received via email to the contacts below by **5:00pm EST on 4 January 2019**. Remote 60-minute Q&A sessions will be scheduled with interested vendors for 9 January 2019.

Amanda McKee
Head of Knowledge Management
amanda.mckee@ndcpartnership.org

Taylor Robb-McCord
Communications Specialist
Taylor.robbs-mccord@ndcpartnership.org

All proposals must be sent by **5:00pm EST 11 January** in electronic format to the same contacts listed above.

EVALUATION AND SELECTION

Evaluation Criteria

The following elements will be the primary considerations in evaluating all proposals submitted in response to this RFP:

- Completion of all required elements
- The extent to which the vendor's proposal fulfills WRI's stated requirements as set out in the RFP
- Experience with similar projects
- Sustainability – WRI values sustainability and all other factors being equal, will favor a proposal to more sustainably perform the work
- Overall cost and proposed timeline of the vendor's proposal

The bidder offering the best overall value will be selected. For this procurement, non-price aspects are considered to be of equal importance.

Selection Process

No proposal development costs shall be charged to WRI. All expenses are to be borne by the bidders. WRI may award to the bidder offering best value without discussions. However, WRI reserves the right to seek bidder clarifications and to negotiate with those bidders deemed to be within a competitive range.

WRI may, at its discretion and without explanation to the prospective vendors choose to discontinue this RFP without obligation to such prospective vendors or make multiple awards under this RFP.