Request for Proposal: NDC Partnership Drupal 9 Website Scope of Work

March 2021

SUMMARY OF PROCURMENT

The NDC Partnership, through World Resources Institute (WRI), intends to award a Fixed Price + Cost Reimbursable type contract to upgrade the website to Drupal 9 and provide ongoing maintenance to the website including the NDC Partnership Knowledge Portal and Country Engagement Online Tool.

Deliverables will be completed on a monthly basis, with some specific projects requiring ongoing work. Under this fixed price + cost reimbursable contract, work is expected to begin by 26 April 2021, with phased deliverables due throughout 2021 and into 2022.

About the World Resources Institute

Founded in 1982, the 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 staff located in the Washington DC office.

The NDC Partnership website serves as a resource for current and prospective members, provides general information on the work of the NDC Partnership, and hosts two learning tools: the NDC Partnership Knowledge Portal and the Country Engagement Online Tool. These tools are a resource to the NDC Partnership members, as well as the public.

The NDC Partnership’s website is built in Drupal 7 and includes a generic website pages (homepage, about sections, blog, events), as well as dynamic country pages and a Knowledge Portal. The website and its components and tools will need to rebuild and upgraded to Drupal 9.

NDC Partnership Knowledge Portal

The NDC Partnership’s Knowledge Portal 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 curation 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 Program, the Transparency Partnership and LEDS GP. The database content is hosted on an independent third-party database (Knack). The content is pulled in through an API on to the NDC Partnership website, as well as 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.

- **Climate Fund Explorer**: The Climate Fund Explorer is a searchable database of open climate funds and related support for your mitigation and adaptation activities.

- **Data modules**

**NDC Partnership Country Pages**
The NDC Partnership website hosts country pages for every country in the world. There are three types of country pages: actively engaged country pages which reflect information about NDC Partnership member countries and how they are engaged with the Partnership, member country pages which reflect that a country is a member, and non-member country pages. All country pages reflect NDC data and information which is pulled into the website through an iFrame which is built and hosted on the ClimateWatch website. Country pages can be accessed through http://ndcpartnership.org/countries-map

**Country Engagement Online Tool**
The Country Engagement Online Tool is built in Word Press and can be accessed at http://cetool.ndcpartnership.org/. The Online Tool is an accessible resource to develop user knowledge on the Country Engagement processes of the NDC Partnership. It is meant to be easily accessible to a range of users from different backgrounds. It is not built into the NDC Partnership and is hosted on its own server. Through this contract, the Country Engagement Online Tool will be rebuilt and integrated into the NDC Partnership Drupal 9 website.

**DETAILS OF WORK, TIMELINE AND BUDGET**

The below outline of work is based on current anticipated needs of the NDC Partnership, as well as the timeline for completing the work. These may change, and the NDC Partnership will rely on its vendor to make recommendations to proposed outputs/deliverables. The build out of the Drupal 9 website will be done according to a set of wireframes and designs that have already been developed for and approved by the NDC Partnership Support Unit.

**Scope of Work**

- General Website maintenance and ongoing pre and post launch support, including overall ongoing project management, recommendations, and updates as needed to ensure the website remains up-to-date and accessible
- Perform monthly security updates
- Fix bugs as they appear on the website and provide ongoing support for minor adjustments
• Environment setup
• Create entities
• Build content types
• Build views and displays
• Migrate content from D7 to D9
• Implement Pardot e-mail marketing
• Meet accessibility requirements
• Meet GDPR requirements
• Develop admin-friendly CMS
• Implement analytics
• Quality assurance/testing
• Support user acceptance testing
• Client training on new CMS
• Deploy website

Deliverables

• Project management plan
• Weekly status meetings and reports
• Sprint plans
• Sprint reports
• Sprint demos
• Content migration plan
• Training videos
• Technical documentation
• New Drupal 9 website for ndcpartnership.org (with client-provided hosting: Pantheon)

Timeline

• Development is expected to take approximately 22 weeks.
• Desired site launch: early August 2021

Budget

Budget: $200,000 - $250,000

GUIDELINES FOR PROPOSAL SUBMISSION

Requirements

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

• Redesign, development, and management of website with custom learning tools and databases in Drupal
• Project management experience and client recommendations
• A not-to-exceed cost estimate, broken out with cost per deliverable
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 user experience and functionality of the website;
- An outline of the proposed methodology and workplan;
- 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 and questions about this RFP must be received via email to the contacts below by 5:00pm EST on 8 April 2021. Answers to the questions will be shared with all parties who have asked questions or otherwise expressed interest.

Tyrone Hall
Head of Communications
Tyrone.Hall@ndcpartnership.org

All proposals must be sent by 5:00pm EST 8 April 2021 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
- Experience with Drupal and transitioning websites
- Team Size/support offered
- Ability to support ongoing site maintenance
- Experience developing framework for pages and integration designs from outside vendors
- Relevant work experience with integrating tools from multiple-platforms
- How the proposed workplan outline fits with goals and expectations of the RFP
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. Contracts will not be awarded to vendors debarred by the US government or named on restricted parties lists.