

# REQUEST FOR TENDERS

RFT: 2022/050  
File: AP\_3/29  
Date: 29 August, 2022  
To: Interested consultants  
From: Rachel Nunn-Crichton, Technical Adviser - Information Knowledge Management and Brokerage

**Subject: Request for tenders (RFT): Consultancy to upgrade the Pacific Climate Change Portal (PCCP) to Drupal 9**

## 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
  - We value the Environment
  - We value our People
  - We value high quality and targeted Service Delivery
  - We value Integrity
- 1.3. For more information, see: [www.sprep.org](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to upgrade the Pacific Climate Change Portal (PCCP) from Drupal 7 to Drupal 9.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: [https://www.sprep.org/attachments/Publications/Corporate\\_Documents/spreporganisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisational-values-code-of-conduct.pdf). Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

## 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
  - i. Submissions should include a workplan, schedule of activities and financial proposal. Please note all costs, including travel, taxes, insurance, and other costs are

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 [sprep@sprep.org](mailto:sprep@sprep.org) [www.sprep.org](http://www.sprep.org)

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

to be included in the financial proposal. Submitted proposals will be evaluated based on the best value for money.

Financial proposals should include the fixed cost for the upgrade following the PCCP Upgrade Design Document.

- ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel.
- iii. Provide three referees relevant to this tender submission, including the most recent work completed;
- iv. Provide examples of past related work outputs;
- v. Complete the **tender application form** provided (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).  
*For the Technical and Financial proposals you may attach these separately.*
- vi. Submit a Financial Proposal which should outline the schedule of priced tasks in accordance with tasks outlined under the Terms of Reference's *Deliverables - Timeline* section; and
- vii. Provide a copy of valid business registration/license.
- viii. Proficient in oral and written English

3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.

3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.

3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall into any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

#### 4. Submission guidelines

4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.

4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:

- a) **SPREP Tender Application form and conflict of interest form.** (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).  
*For the Technical and Financial proposals you may attach these separately.*
- b) **Honour form**
- c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 [sprep@sprep.org](mailto:sprep@sprep.org) [www.sprep.org](http://www.sprep.org)

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



- d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
- e) **Financial Proposal** – Please submit a financial proposal with a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes. Please note all costs, including travel, taxes, insurance, and other associated costs are to be included in the financial proposal. Submitted proposals will be evaluated based on the best value for money.  
Financial proposals should include the fixed cost for the upgrade following the PCCP Upgrade Design Document.

- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award. SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

## 5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 12 September 2022. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 14 September 2022.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

## 6. Evaluation criteria

- 6.1. SPREP will select a preferred consultant on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tender satisfies the following criteria:

### I. Technical Score – 80%

Criteria	Detail	Weighting
<b>Experience</b>	i. Demonstrated experience with Drupal 9, including site building and module development; Working knowledge of developing and maintaining Drupal sites and experience with related tools (i.e. git, drush, docker)	30%
	ii. Demonstrated experience in systems analysis and portal migration	20%
	iii. Demonstrated experience working in the Pacific region (10%)	10%
<b>Technical Proposal / Methodology</b>	iv. Development workplan, schedule of activities and duration of project (20%)	20%
<b>Financial Proposal</b>	v. Detailed financial proposal in USD - broken down by phases.  Please note all costs, including travel, taxes, insurance, and other associated costs are to be included in the financial proposal.  Financial proposals should include the fixed cost for the upgrade following the PCCP Upgrade Design Document.	20%

### II. Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

## 7. Variation or Termination of the Request for Tender

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 [sprep@sprep.org](mailto:sprep@sprep.org) [www.sprep.org](http://www.sprep.org)

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

## 8. Deadline

- 8.1. **The due date for submission of the tender is: 26 September 2022, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3. Please send all tenders clearly marked 'RFT 2022/050: **Consultancy to upgrade the Pacific Climate Change Portal (PCCP) to Drupal 9**'

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA

Email: [tenders@sprep.org](mailto:tenders@sprep.org) (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception,  
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

**A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.**

**For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>**

## Annex A: Terms of Reference

### Background

The Intra-ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) aims to increase the resilience of Pacific Island Countries to climate change. A specific Activity is to scale up regional and national climate change portals to increase access to and reach of climate change and disaster resilience information.

The PCCP and CCPS are built on the Drupal 7 platform which will reach its end-of-life in November 2022. An upgrade is therefore required from Drupal 7 to the latest stable version of Drupal 9 to allow Pacific Island Country Members and other interested users to continue to access updated regional climate information.

The PCCP is accessible online while the CCPS is a stripped back version of the PCCP which partner countries can use it as a starting point for building their national climate change portals or websites. There is a requirement to conduct the upgrade in a number of countries. As this upgrade is expected to enhance user operability, it is imperative that it be done as soon as possible before the Drupal 7 platform becomes redundant in November 2022.

### Objective:

The purpose of this consultancy is:

- (i) to undertake the upgrade using the design document of the PCCP and CCPS from Drupal 7 to the latest stable Drupal 9. The upgrade should ensure all content and portal themes are ported over to the upgraded system;
- (ii) to use the agreed design document as a guide to upgrade the system;
- (iii) fix and/or upgrade minor glitches in the portal;
- (iv) improve the searchability of the portal itself on major search platforms such as Google; and
- (v) provide a starter pack for country portals to conduct the same upgrade and/or maintenance works where necessary

### Scope of work

In consultation with SPREP, the consultant will

- Implement the systems design document for the upgrade of the PCCP and CCPS to the latest stable Drupal 9. This systems design document includes:
  - Portal audit for existing content and settings
  - Entity Relationships (ER) diagrams of primary data entities of the current and upgraded portals (if any changes)
  - Documented user stories (Agile approach)
  - High level architecture design including web accessibility standards e.g.:
    - Screen reader accessible content;
    - Text equivalents of all media objects (alternative text);
    - Good contrast of fonts and colour;
    - Closed captioning of videos and text transcripts for audio; and

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 [sprep@sprep.org](mailto:sprep@sprep.org) [www.sprep.org](http://www.sprep.org)

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

- Evaluation tools.
  - Identification of modularised components and associated priorities (sprints)
  - Wireframe design of key user interface elements (desktop and mobile)
  - Data migration strategy, i.e. field mapping definition
  - Work on additional tasks from the PCCC team
  - Proposed timeline for completion of upgrade
- In addition to the tasks in the systems design document:
  - Improve the Search Engine Optimisation (SEO) for the PCCP
  - Implement basic continuous integration / delivery (CI/CD) tests of key features (including web accessibility) prefer Selenium and Cypress tests
  - Costs for annual support and hosting after launch and warranty period

## Deliverables

1. Provide an estimated schedule for the work to be undertaken
2. Implement the systems design document for the PCCP and CCPS
3. Plan for and conduct 1 internal workshop around the upgrade, new features and operability of the platform
4. Plan for and conduct 2-3 country workshops around the upgrade, new features and operability of the platform
5. End of contract report

## Timeframe

Deliverables are expected to be completed within 6 months.

## Expertise and Qualifications

- Systems Analysis
- Programming
- In-depth knowledge of Drupal 8 or 9
- Oral and written fluency in English

## Preferred technology stack

- Latest stable Drupal 9
- Docker using docker4drupal docker-compose yaml which includes:
  - Php 8.0 (or later), MariaDB, Nginx, Varnish, Redis, Solr
- Gitlab as the platform for git version control system and issue tracker

## Project Oversight and Reporting

This work is expected to be delivered remotely and/or in country, where possible, in close consultation with SPREP. The consultant is most likely to interact with the SPREP IT, PCCC, and PACRES teams on a regular basis.

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 [sprep@sprep.org](mailto:sprep@sprep.org) [www.sprep.org](http://www.sprep.org)

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

Travel to 2-3 Pacific Island countries will be required as part of this work and should be included in the proposal.

## Financial Proposal

The consultant is expected to submit a financial proposal to SPREP in line with the deliverables and expected timeframe.

## Reference Links

Pacific Climate Change Portal (PCCP)

- <https://www.pacificclimatechange.net>

Portals using the Climate Change Portal Starter-pack (CCPS)

- [Vanuatu Climate Change Portal](#)
- [Tuvalu Climate Change Portal](#)
- [PNG Climate Change Portal](#)
- [Palau Climate Change Portal](#)

SPREP Systems

- [SPREP Website](#)
- [SPREP Virtual Library](#),
- [Pacific Meteorological Desk and Partnership](#),
- [Pacific Environment Portal](#)
- [SPREP Information Portals](#)