

REQUEST FOR TENDERS

RFT: ClimSA_2024_001
File: AP_3/35
Date: 22 January, 2024
To: Interested Tenderers/experts/firms
From: Patricia Mallam, Knowledge Brokerage Office, ClimSA Project

Subject: Request for tenders (RFT): Development of New Website for Pacific Regional Climate Centre (RCC) - Network

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced Tenderers/experts/firms who can offer their services to develop the new Pacific Regional Climate Centre Network (RCC- Network) Website.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful Tenderer 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. 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 Tenderers

- 3.1. To be considered for this tender, interested Tenderers must meet the following conditions:
 - i. Submit a detailed Curriculum vitae detailing qualifications and previous relevant experience for each proposed personnel;
 - ii. Provide three referees relevant to this tender submission, including the most recent work completed;

- iii. 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*).
Provide examples of past related work outputs.
For the Technical and Financial proposals, you may attach these separately.
 - iv. Provide a copy of a valid business registration/license.
- 3.2 Tenderers must declare any areas that may constitute a 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 Tenderer 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 Tenderer'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*).
Provide examples of past related work outputs
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.
 - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
- 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 Tenderers must be submitted by email to procurement@sprep.org before 25 January, 2024. A summary of all questions received, complete with an associated response, posted on the SPREP website www.sprep.org/tender by 1 February, 2024.
- 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.

6. Evaluation criteria

- 6.1. SPREP will select a preferred Tenderer 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:
- 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.

I. Technical Score – 70%

Criteria	Detail	Weighting
Experience	i. Professional portfolio and relevance of previous experience in the field of web design and web development, list of design and development services performed over the past 3 years.	20%
	ii. Previous experience in web development for donor-funded programmes or projects.	15%

Technical Proposal / Methodology	<div> <div>iii.</div> <div> Detailing activities to be conducted over the term of the engagement, including detail on which team members will undertake each activity, resources available for this engagement in terms of hardware and software, workplan and timeline allocation, quality control and assurance methodology. </div> <div>35%</div> </div> <div> <div>iv.</div> <div> The solution must use the latest Drupal content management system (currently at version 10) </div> </div>
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II. Financial Score – 30%

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

7. Variation or Termination of the Request for Tender

- 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: 8 February 2024, 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 ClimSA_2024_001: Development **of the New Pacific RCC Website**



Sustainable, transformative and resilient for a Blue Pacific

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

Development of the New Pacific Regional Climate Centre (RCC)-Network Website

1. BACKGROUND

The Pacific ACP (African, Caribbean, Pacific) Countries have a combined population of about 2.3 million people (excluding PNG), spread across a unique and diverse region made up of hundreds of islands and scattered over an area equivalent to 15% of the globe's surface (World Bank, 2019).

However, according to the 2019 World Risk Index, compared to the 180 countries, disaster risk is at its highest in the Oceania Pacific SIDS (Small Island Developing States) region: Vanuatu, Tonga, Solomon Islands; Fiji; and Kiribati. According to the "Hydro-meteorological Disasters in the Pacific" SPCSOPAC report, of the 615 disaster events between 1983-2012, 75% were hydro-meteorological, the most common being cyclones followed by floods, the total cost of which is estimated at USD 3.9 billion. The annual impact of disasters on Pacific SIDS economies is estimated at USD 284 million. The estimated cost of damages and losses suffered by Pacific SIDS from recent natural disasters ranges from 2.6 % to 28 % of the national GDP. With climate change bringing additional risk from global sea level rise – and potentially heightening vulnerability to more intense, frequent, and prolonged extreme weather events – Pacific economies are stepping up adaptation efforts to brace for future adverse impacts. These include climate-proofing vital infrastructure, strengthening disaster risk management and expanding social safety nets to build resilience to disaster.

Pacific National Meteorological and Hydrological Services (NMHSs), as custodians of weather climate, hydrological (or water) and other related environmental information, play a pivotal role in the monitoring of weather, climate, and hydrological hazards however, many of the NMHSs operate with infrastructure and staffing constraints that limit their capability. Furthermore, national budgets are at times limited to funding salaries, basic operation, and office requisites, with very few resources left for training or upgrading of infrastructure (UNDP, 2019). Many staff are weather observers and although a few NMHSs have established climate services, tailoring support for sectors continues to be an ongoing challenge.

A 2017 Pacific needs and gaps survey for Climate Services identified: institutional and enabling environment for climate services, capacity development and instrumentation, sector-based tool and products, data management (include data quality assurance and quality control mechanisms), research and modelling to improve skill, climate extreme and real time data from remote location as well as digitisation of data were identified as common issues across the Pacific NMHSs Climate Services.

World Meteorological Organization (WMO) Regional Climate Centres (RCCs) are centres of excellence that strengthen the capacity of WMO Members in each region to deliver the best climate services to national users. RCC regional products include climate data sets, monitoring products and long-range forecasts.

RCCs are the middle tier in a three-tiered WMO operational infrastructure that supports National Meteorological and Hydrological Services (NMHSs) to generate and deliver up-to-date climate information and products for climate services. RCCs and NMHSs are supported by WMO-designated Global Producing Centres for Long-Range Forecasts (GPCLRFs), which have been established to provide a range of global long-range forecasting products. RCCs are being implemented across all WMO regional associations.

The [WMO RA-V Pacific Regional Climate Centre \(RCC\)-Network](#) is a virtual centre with contributing node leads from the leading regional institutions in the Pacific. The Pacific RCC-Network is a hub for up-to-date regional long-range seasonal climate forecasts, climate monitoring products, climate change

projections, climate data services, and information on regional training activities. The RCC-Network consists of five nodes.

Each node is led or co-led by a lead institution(s) together with a consortium of support members. SPREP leads the node on training function and is a consortium member of the other activities. This was presented to the 4th meeting of the Pacific Meteorological Council (PMC-4) in 2017 and endorsed by the WMO and the RCC is currently under its demonstration phase.

Funded by the European Union, the Intra-ACP Climate Services and Related Applications (ClimSA) project, aims to support the climate information services value chain with technical and financial assistance, infrastructure, and capacity building. This will ultimately result in improved access and use of climate information and enable and encourage the generation and use of climate services and applications for decision-making at all levels in the Pacific region. For the Pacific, this Action is timely and necessary since climate variability and change are already having and will continue to have severe impacts on national economies and key socio-economic sectors in the absence of this type of large scale, resilience intervention.

An essential tool which has been used for the operations of the Pacific RCC-Network and for its designation application is its website: <https://www.pacificmet.net/>. However, one of the mandatory requirements for the Pacific RCC-Network is to have an independent website which provides relevant, updated information for its stakeholders.

It is imperative that the new Pacific RCC-Network website is fully functional and continues to be the online hub for up-to-date regional long-range seasonal climate forecasts, climate monitoring products, climate change projections, climate data services, and information on regional training activities.

2. EXPECTED OUTCOMES

The Intra-ACP ClimSA project seeks the development of the new Pacific RCC-Network website with the following outcomes:

- Be the first reference point for all Pacific National Meteorological and Hydrological Services.
- Contains mandatory and highly recommended functions of the Pacific RCC-Network.
- Make RCC-Network key documents and resources accessible to our target audience.
- Provide news and updates on events and projects coordinated by the Pacific RCC-Network.

Note: all content will be provided.

3. SCOPE OF WORK

3.1. Sitemap

3.1.1. – Potential structure of the website

The final structure of the Pacific RCC-Network website can be based on the current structure of other Regional Climate Centre websites from other regions:

- [East African Climate Centre](#)
- [Arctic Regional Climate Centre Network](#)
- [African Centre of Meteorological Application for Development](#)
- [Beijing Climate Center \(BCC\) of the China Meteorological Administration \(CMA\)](#)
- [Tokyo Climate Center \(TCC\) of the Japan Meteorological Agency \(JMA\)](#)
- [South-East Asia RCC-Network](#)

3.1.2. – Functionality Requirement

- Incorporate the latest bootstrap framework.
- Must use the latest Drupal CMS (Content Management System)
- Must use a clean Drupal base and/or sub theme with minimal to no custom theme code.
- Must include all the following data accurately:
 - Operational Activities for Long Range Forecasting;
 - Operational Activities for Climate Monitoring;
 - Operational Data Services, to support operational Long Range Forecasting and climate monitoring;
 - Operational Activities for Climate Change Projections;
 - Training in the use of operational RCC products and services.
 - *NOTE: all links to data sets will be provided.*
- Gallery of Images/Videos/metadata (media library).
- The website will need to ingest content such as news/press release from sprep.org that are tagged as relevant content.
- A style / colour switcher that enables instant switch of colours / style of specific page or group of pages
 - This can include but not limited to switching colours of all the content strips, banners, titles, tabs and content on that page or group of pages.
- Browser compatibility. The site must be compatible with the current versions of browsers (Firefox, Edge, Safari, and Chrome).
- The site is conformed to Web Accessibility Guidelines (WCAG 2)
- Mobile and device friendly (Android and Apple) responsive design.
- Responsive website layout design.
- Site Map-In-site search field displayed across all pages.
- Carousel/display of Pacific Regional Climate Centre-Network logo on home page.
- Include back links to SPREP.ORG and pacificmet.net
- Non-functional
- Use Drupal coding standard and avoid deprecated (Drupal and PHP) function calls for custom modules.
- Gitlab CI built in for linting and testing coding styles as well as ensure the website build.
- Compatible with [docker4drupal](#) for repository structure and dev environment.

3.1.3. – Search Engine Optimisation

- Friendly URLs
- Automated breadcrumbs
- Editable metadata on each page
- Generate XML site map for Google Webmaster
- Google and site analytics

3.2. Mode of Delivery

3.2.1. - Responsibilities

The Tenderer shall be responsible for the following:

- a) Rounds of Changes allowed
 - Provide details of permissible rounds of changes allowed while website is under development with breakdown of costs incurred after exhausting timeframe for changes/editing.
- b) Copyright Issues

- Ownership of assets including the content and imagery is in sole ownership of SPREP.
- c) Hosting & Domain requirements
 - Work with SPREP IT to procure a new domain, and details of hosting on the cloud and renewal costs to design a sustainability and maintenance plan.
 - ClimSA and SPREP IT will confirm the domain to be used for the production version of the website when the testing and staging versions go live.

3.2.2. – Required tasks

The required tasks and deliverables are outlined as follows:

Task 1: Development of Site Architecture

- Develop the Site architecture which should include the sitemap and wireframes of pages.
- The overall visual style must be aligned to the Pacific RCC-Network Visibility Plan and Branding Guidelines.

Task 2: Website Development

- Create a new user-friendly Pacific RCC-Network website for our members on the agreed sitemap and in accordance with the Branding guidelines and SPREP visibility guidelines.
- The new design (Drupal theme) must be an improvement on the current website utilizing best practice on designing visually appealing web interfaces.
- The website developer will be supervised by the Intra-ACP ClimSA Knowledge Brokerage Officer who will provide content input, appropriate photographs and guidance on the desired design and structure in coordination with the RCC-Network Coordinator and SPREP IT.
- Incorporate all the functional requirements in 3.1.2
- Changes may have to be accommodated as the website concept and design evolves.
- 301 redirects set up to redirect old pages to the new pages as needed.
- Google analytics integration is a minimum requirement.
- Integration with the SPREP Virtual Library. All publications available on the RCC website should have a copy catalogued in the SPREP Virtual Library.
- User manual and technical documentation provided

Task 3: Website Hosting Agreement

- Production website to be hosted on AWS using EC2 or Lightsail instance and managed using [Wodby](#) service.
- Provide an estimate for hosting and maintenance (AWS EC2/Lightsail, S3, Send Grid, Wodby)
- Provide hourly rate for post-launch support.

Task 4: Website testing and evaluation

- Upon approval by the Pacific RCC-Network of the new website, it is to be tested, over a period of at least 2 weeks, identifying any bugs/issues of concerns.
- All issues identified are to be resolved within 10 working days.
- A warranty period is to be provided following website re-launch. Details of the warranty are to be included in the tender response.
- Staging server is setup with pre-production version of the website for testing.

- Once the redesigned site has been approved, ensure that a Production version is setup and working before the official launch.
- Working Gitlab CI that builds the website or loads demo content and runs a series of tests on the key features of the website.

Task 5: Training and Administrative rights Handover

- The website has an interactive design and developed in a way that enables SPREP staff to manage its content. This includes handover of administration rights to the Intra-ACP ClimSA Project Management Unit (PMU) and the SPREP IT (multiple admins).
- Provide relevant training to the Intra-ACP ClimSA PMU and SPREP IT on updating content and basic website maintenance best practices.
- Advise the SPREP IT on a sustainable long-term management and hosting strategy.
- Configuration documentation and user guide which clearly state how to manage the website, details on the hosting arrangement, and its configuration, ensuring all appropriate financial documentation is provided.
- Ensure all access and credentials are provided to the Intra-ACP ClimSA PMU and SPREP IT. These include but not limited to admin and/or root access to:
 - Web Hosting credentials;
 - Web Server credentials;
 - CMS credentials;
 - Domain registration credentials; and
 - Other credentials for supplementary services related to the website

3.2.3. – Meetings

The consultant is required to participate in the following virtual meetings:

- Initial project kick-off meeting: at the begin of the assignment
- Progress meeting 1: during task 2
- Progress meeting 2: during task 4
- Training to Intra-ACP ClimSA PMU and SPREP IT: during task 5

3.3. Deliverables - Timeline

The service is to be completed no later than **10 weeks from Agreement signing date** with a preference for the activities to be completed much earlier.

Expected project activity is detailed in Table 1, it is expected that tenderers will detail how and when each of these steps will be delivered.

Table 1: Project Schedule

Phase	Deliverables / Activity	Timeline
Execution Contract Signing		
<u>Inception</u>	1. Kick-off Meeting	1 week from date of Execution Contract Signing
<u>Development of Site Architecture</u>	2. Completion of task 1	Within 1 week following kick-off meeting

Phase	Deliverables / Activity	Timeline
<u>Website's user interface design</u> <u>Website hosting requirements</u>	3. Holding progress meeting 1 4. Completion of task 2 5. Completion of task 3	Within 4 weeks following the approval of task 1
<u>Website testing and evaluation</u>	6. Completion of task 4 7. Holding progress meeting 2	Within 2 weeks following approval of tasks 2 & 3
<u>Website Uploaded</u>		Within 1 week following approval of website testing
<u>Training and Administrative rights Handover</u>	8. Completion of task 5 9. Training to Intra-ACP ClimSA PMU and SPREP IT delivered	1 week after the website is uploaded
<u>Website Retainer – maintenance and update</u>	10. Completion of Task 9 11. Quarterly maintenance and update 12. This is a post launch retainer that is prepaid and starts after the 10-week timeline	Up to 18 hours per quarter until December 2024.
	<u>TOTAL</u>	<u>10 weeks</u>

Skills Required

- System Analysis & Design
- Programming
- In-depth knowledge of Drupal 9 or later preferred
- Oral and Written fluency in English

Preferred technology stack

- Latest stable Drupal 10.x or later
- PHP 8.1 (or later), MariaDB, Nginx, [Docker4drupal](#)
- Gitlab for Git repository and Issue tracker

4. SCHEDULE OF PAYMENTS

Payment for the service will be phased according to the project schedule and submitted in accordance with the tasks described in the previous section.

5. ADDITIONAL INFORMATION

The successful consultant will be provided with any relevant project documentation, including the following:

- Pacific RCC-Network Branding Guidelines
- Pacific RCC-Network and Partner Logos
- SPREP visibility guidelines
- SPREP motifs and colour schemes
- Access to <https://www.pacificmet.net/> if needed.