



Request for Proposals (RfP) Project Portal upgrade

IUCN Headquarters, Programme, Planning, Monitoring and Evaluation Unit (PPME)
RfP Reference: IUCN-2023-04-PPME

Welcome to this Procurement by IUCN. You are hereby invited to submit a Proposal. Please read the information and instructions carefully because non-compliance with the instructions may result in disqualification of your Proposal from this Procurement.

1. REQUIREMENTS

- 1.1. Through this RFP, IUCN wishes to identify the supplier for the development of the 2023 release (assessed through the technical and financial proposals) and the maintenance of the application for the next 5 years (assessed through the technical proposal). A detailed description of the services and/or goods to be provided can be found in Attachment 1.

2. CONTACT DETAILS

- 2.1. During the course of this procurement, i.e. from the publication of this RfP to the award of a contract, you may not discuss this procurement with any IUCN employee or representative other than the following contact. You must address all correspondence and questions to the contact, including your proposal.

IUCN Contact: Olivia Massot Meylan, Programme Administrator, olivia.massot@iucn.org

DATE	ACTIVITY
27 April 2023	Publication of the Request for Proposals
05 May 2023	Deadline for expressions of interest and pre-qualification
12 May 2023	Information package for pre-

9 June 2023	Deadline for submission of proposals to IUCN (" Submission Deadline ")
16 June 2023	Clarification of proposals
26 June 2023 (week of)	Technical demonstration
31 July 2023	

3.2.

- The UAT tests are to be agreed together with input from developers for technical scenarios and IUCN for business scenarios.

Please describe your current Change Control and Project management procedures in the proposal, including all the tools to be used.

4.3.5. *Technical demonstration*

Please note that the three highest scoring bidders will be requested to undertake a technical demonstration. The purpose of the demonstration is to ensure bidders:

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financial proposal for this RFP is based on the costing of the work package of the 2023 release planned for the Project Portal.

The required information to prepare the proposal (summarised in the table below) will be shared with pre-qualified Bidders.

This information will be released upon completion of a Non-Disclosure Agreement.

Document	Purpose
Source code including database DDL	To view the source code for the current configuration.
Workflow process diagrams	To outline the current workflow configuration and steps
Business Analysis requirements	To view the detailed business analysis requirements for Portal 3.0
User workflow documents	To show the workflow user interface and user 'how to' access and follow the workflowT(ac)-2 (c17.5 (ac)-2.1 (e)10 9(w

4.7. *Withdrawals and Changes*

You may freely withdraw or change your proposal at any time prior to the submission deadline by written notice to the IUCN Contact. However, in order to reduce the risk of fraud, no changes or withdrawals will be accepted after the submission deadline.

5. EVALUATION OF PROPOSALS

5.1. *Completeness*

IUCN will firstly check your proposal for completeness. Incomplete proposals will not be considered further.

5.2. *Pre-Qualification Criteria*

Only proposals that meet all of the pre-qualification criteria will be evaluated.

5.3. *Technical Evaluation*

5.3.1. *Scoring Method*

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- 6.2. You are welcome to ask questions or seek clarification regarding this procurement. Please email the IUCN Contact (see Section 2), taking note of the deadline for submission of questions in Section 3.1.
- 6.3. All proposals must be received by the submission deadline in Section 3.2 above. Late proposals will not be considered. All proposals received by the submission deadline will be considered. All proposals received by the submission deadline will be considered.

7.6. By taking part in this procurement, you accept the conditions set out in this RfP, including the following:

- It is unacceptable to give or offer any gift or consideration to an employee or other representative of IUCN as a reward or inducement in relation to the awarding of a contract. Such action will give IUCN the right to exclude you from this and any future procurements, and to terminate any contract that may have been signed with you.
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8. CONFIDENTIALITY AND DATA PROTECTION

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of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

www.iucn.org

<https://twitter.com/IUCN/>

11. ATTACHMENTS

Attachment 1 *Specification of Requirements / Terms of Reference*

Attachment 2 *Declaration of Undertaking (select 2a for companies or 2b for self-employed as applicable to you)*

Attachment 3 *Non-Disclosure Agreement*