Supply of design and development of website for the SADC TFCA Financing Facility

Submitted documents <u>must be password-protected</u> so that they cannot be opened and read before the submission deadline. Please use the same password for all submitted documents. <u>After</u> the deadline has passed and within 12 hours, please send the password to the IUCN Contact. This will ensure a secure bid submission and opening process. Please DO NOT email the password before the deadline for Proposal submission.

4.3. *Eligibility*

4.4. *Technical Proposal*

The technical proposal must address each of the criteria stated below explicitly and separately, quoting the relevant criteria reference number (left-hand column).

Proposals in any other format will significantly increase the time it takes to evaluate, and such Proposals may therefore be rejected at IUCN's discretion.

Where CVs are requested, these must be of the individuals who will actually carry out the work specified. The individuals you put forward may only be substituted with IUCN's approval.

IUCN will evaluate technical proposals with regards to each of the following criteria and their relative importance:

1	Description of the methodological and delivery approach.	Description of the methodological and delivery approach Present proposed approach and methodology for the development of website	20

5   Hand over all design files and

Supply of

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.

- Any attempt to obtain information from an employee or other representative of IUCN concerning another bidder

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IUCN:

and feature development and requirements		
2	Submission of first version of the website	9 August 2024
2.a Develop in coordination with the IUCN ESARO team, designs for the website features listed above, ensuring an attractive, user-friendly interface in line with IUCN and SADC TFCA FF design guidelines	Day-to-day activities in developing website	9 July – 8 August 2024
2.b Ensure the backend development and configuration of relevant modules, as required; test each feature with a group of IUCN ESARO participants	Website development and testing	9 July – 8 August 2024
2.c Upon sign-off of the draft designs and wireframes, complete the design and development of the website features and coordinate deployment with IUCN's TFCA FF Project Management Unit, ICT and Communications team;	design and development of the website features	9 July – 8 August 2024
3	Launch of the official website	30 September 2024
3.a Design, development, and delivery of a fully tested and functional website including the functionalities specified above, deployed online in coordination with IUCN ESARO team	Day-to-day activities in developing the final version of the website	9 August – 29 September 2024
3.b Full technical documentation (system code and system design) to enable smooth deployment, handover and ongoing maintenance and updates by IUCN	Technical report document	11 October 2024
3.c Monthly maintenance, web design and development support.	Follow up after launch of website for troubleshooting	September – 30 October 2024
Hand over all design files and coding to IUCN ESARO	Files according to format required b IUCN	30 October 2024

The Timetable below summarises the chronological order of deliverables and indicates milestones at which IUCN will pay the Consultant.

09 August 2024	50%
30 October 2024	50%

The service provider consultant must have the following skills, education and experience as a minimum:

- Key professional staff qualifications and competence needed – graphic design, Information Technology, Programming.
- Be a reputable company with at least 5 years of prior experience designing visually appealing and navigation-friendly web sites
- Experience in using Drupal 9
- Familiarity and relevant experience in using different Content Management Systems
- Compliant to the international accessibility standards (accessible via screen readers, colourblind friendly colour schemes, etc.);
- Optimal performance in low-bandwidth locations
- Consider any external tools needed – should be open source yet secure and reliable;
- Website to be developed using standard open source web development to allow IUCN to make future changes independently;
- Language of the website: English