REQUEST FOR PROPOSALS

Web Developer for the New CAN Website

Contact details for enquiries:

Mr. Mickey Eva
Communications Officer - Digital & Social Media, Climate Action Network - International
Email: meva@climatenetwork.org
I. Background Information

Climate Action Network

Climate Action Network (CAN) is a worldwide network of over 1300 Non-Governmental Organizations (NGOs) in more than 130 countries, working to promote government and individual action to limit human-induced climate change to ecologically sustainable levels.

CAN members work to achieve this goal through information exchange and the coordinated development of NGO strategy on international, regional, and national climate issues. CAN has regional network hubs that coordinate these efforts around the world. More information on CAN may be found here.

CAN Website

CAN launched its first website in 1998 and was overhauled in 2013 to highlight important publications, press releases, actions and news into what it is today: http://climatenetwork.org/

CAN is initiating a project in 2020 to refresh its current website (www.climatenetwork.org) with the goal of updating the design and streamlining the structure to provide a better user experience for our audiences. After thorough desk research and a series of consultations, it was decided that the new CAN website should meet the following requirements:

1. Migration of CMS from Drupal 7 to Wordpress
2. Added security and site management (CPanel, SSL Certificate, Cloudflare)
3. Integration with Mailchimp and potentially other CRMs
4. Membership database in map format
5. Possible additional features/plug-ins such as donation button, intranet, online petitions, etc.
II. Request for Proposals

1. Scope of Work

CAN invites proposals from eligible web developers to submit expressions of interest to design and develop the new CAN website.

- **Duration:**
  - July to October 2020
- **Working modality:**
  - Flexible hours, working remotely from anywhere in the world with strong internet connection
  - Weekly updates and/or check-ins by Wednesday of each week, conference calls as needed
- **Objectives:**
  - Develop a new website that is secure, visually appealing and engaging and reflect the breadth, diversity and political mandate of the CAN network
  - Collaborate with CAN staff to ensure that the website responds to the network’s needs and priorities
  - Respond to queries from CAN staff and troubleshoot and revise the website as needed
- **Deliverables:**

<table>
<thead>
<tr>
<th>July</th>
<th>- Inception Report and Work Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Web design: presentation of</td>
</tr>
<tr>
<td></td>
<td>mock-up of site wireframes,</td>
</tr>
<tr>
<td></td>
<td>recommendations for web hosting</td>
</tr>
<tr>
<td></td>
<td>and server services, features and</td>
</tr>
<tr>
<td></td>
<td>plug-ins</td>
</tr>
<tr>
<td>August</td>
<td>- Web development: Co-creation of</td>
</tr>
<tr>
<td></td>
<td>some visual elements, coding</td>
</tr>
<tr>
<td></td>
<td>and programming</td>
</tr>
<tr>
<td>September</td>
<td>- Presentation of beta version of</td>
</tr>
<tr>
<td></td>
<td>the website</td>
</tr>
<tr>
<td></td>
<td>- Revisions on the website based</td>
</tr>
<tr>
<td></td>
<td>on beta testing feedback</td>
</tr>
<tr>
<td></td>
<td>- Training of staff on website</td>
</tr>
<tr>
<td></td>
<td>management and maintenance</td>
</tr>
<tr>
<td></td>
<td>- Migration of data from current</td>
</tr>
<tr>
<td></td>
<td>Drupal 7 website to new Wordpress</td>
</tr>
<tr>
<td></td>
<td>website</td>
</tr>
<tr>
<td>October</td>
<td>Handover of final website</td>
</tr>
</tbody>
</table>
2. Technical Bid Details and Financial Proposal

Expressions of Interest should include, but not be limited to, the following:

- A description of your understanding of the needs as outlined in this Request for Proposal
- Application letter outlining the financial offer and terms
- A technical proposal with an executive summary and CV/s of the web developer/s
- A financial proposal in EUR outlining the anticipated costs, activities, milestones and deliverables
- An initial plan of work outlining the activities, deliverables, milestones and target start and completion dates
- References and/or samples for similar work done that may assist in assessing the technical bid
- Full contact details including email, telephones, addresses, contact person/s, and website/s if any
- Submit all documents in one (1) PDF file that is not more than 15 pages

3. Assessment Criteria

Proposals will be assessed by the selection committee using the following criteria:

- Technical capacity - 50% (demonstrated by previous work samples and relevant skill set)
- Financial proposal - 30% (competitive rates that are within the project budget)
- Understanding of project objectives - 20% (clear alignment with the project’s objectives and a good grasp of the desired outputs)

4. Payment Schedule

- 1st payment of 10% of total contract fees by 31 July 2020. Invoice for 1st payment requires the provision an Inception Report and Work Plan
- 2nd payment of 20% of total by 31 August 2020. Invoice for 2nd payment requires the presentation of a mock-up of site wireframes, and recommendations for web hosting services, additional features, integrations and plug-ins.
- 3rd payment of 20% of total by 30 September 2020. Invoice for 2nd payment requires the submission and presentation of the beta version of the website.
- 4th and final payment of the balance of 50% by 15 October. Invoice for the payment requires the delivery of website management and maintenance training for CAN staff, and handover of a complete and fully-functional new CAN website, with revisions.
5. Submission Deadline

Submissions of expression of interest and technical and financial proposal to Mickey Eva at meva@climatenetwork.org by Tuesday 30 June 2020 at 23:59 Central European Time (CET).