



SPREP

Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

NATURE CONSERVATION AND PROTECTED AREAS

Nature Conservation Action for a Resilient Pacific

REQUEST FOR TENDERS

File: AP_6/5/8/2
Date: 9 October, 2020
To: Interested consultants
From: Sela S.Simamao, PacWastePlus Finance and Procurement Officer

Subject: Request for tenders: Website development for the PacWastePlus Programme

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.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants who can offer their services to develop an innovative and interactive website for the PacWastePlus programme
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - Submit a detailed Curriculum Vitae detailing qualification and previous relevant experience for each proposed personnel;
 - Provide three references relevant to this tender submission including the most recent work completed;
 - Provide examples of past related work outputs;
 - Complete the **tender application form**– (note you are required to complete all areas in full as requested, particularly the statements to demonstrate you meet the selection criteria. **DO NOT** refer us to your CV or Technical proposal. Failure to do so will result in the application **NOT** being considered); and
 - Complete the Conflict of Interest form.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and is capable of meeting the specifications and timeframes.



SPREP

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10th Pacific Islands Conference

NATURE CONSERVATION AND PROTECTED AREAS

Nature Conservation Action for a Resilient Pacific

Documentation must also include supporting examples to address the evaluation criteria. Describe any additional minimum content and format requirements.

- 4.2. Tender documentation should outline the interested consultant's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Sela Simamao on selas@sprep.org before 14 October 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 16 October 2020.

6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier 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 tenderer satisfies the following criteria:
 - a) **Experience – 45%**
 - 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 3years (25%)
 - Previous experience in web development for donor funded programmes or projects (20%)
 - b) **Proposed project methodology – 25%**

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
 - c) **Demonstration of value for money – 30%**
 - Details of the proposed platform (program) recommended for use to develop the PacWastePlus website. Details of whether the platform is open source or proprietary programme will be considered, along with any license costs and likely upgrades required during the life of the PacWastePlus website (10%)
 - Details of the various team members, their hourly rate, and involvement with the project (10%)
 - Overall price for the delivery of a working website that meets the Terms of Reference (10%)

7. Deadline

- 7.1. **The due date for submission of the tender is: 23 October 2020, midnight (Apia, Samoa local time).**



SPREP

Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

NATURE CONSERVATION AND PROTECTED AREAS

Nature Conservation Action for a Resilient Pacific

- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: Website Development for the PacWastePlus Programme' to one of the following methods:

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.

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

**For any complaints regarding the Secretariat's tenders please refer to the
Complaints section on the SPREP website**

<http://www.sprep.org/accountability/complaints>



SPREP

Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

NATURE CONSERVATION AND PROTECTED AREAS

Nature Conservation Action for a Resilient Pacific

TERMS OF REFERENCE

Website development for the PacWastePlus Programme

1. BACKGROUND

The Secretariat of the Pacific Regional Environment Programme (SPREP) is working with the European Union's Delegation to the Pacific, and 14 Pacific Island Countries and Timor-Leste to undertake the PacWastePlus Programme (PWP) which seeks to improve and enhance waste management activities and the capacity of governments, industry and communities to manage waste to reduce the impact on human health and the environment.

PacWastePlus seeks to generate improved economic, social, health and environmental benefits for Pacific Island Countries arising from stronger regional economic integration and the sustainable management of natural resources and the environment. The programme activities will be designed to assist Countries to ensure the safe and sustainable management of waste with due regard for the conservation of biodiversity, reduction of marine litter, health and well-being of Pacific island communities, and climate change mitigation and adaptation requirements.

Activities for PacWaste Plus will focus on targeted priority waste streams which are: hazardous wastes (specifically **asbestos, E-waste and healthcare waste**); solid wastes (specifically **recyclables, organic waste, disaster waste and bulky waste**); and related aspects of **wastewater** (water impacted by solid waste).

Countries participating in the PacWastePlus programme are:

Cook Islands, Democratic Republic of Timor-Leste, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu

Website Design / Functionality Requirements

The website is to be the primary connection for countries to interact with the outputs of the PacWastePlus programme. As such, the programme team would like a site they can quickly and easily update content as needed. The intent is for the site to have some level of interaction but have regular and ongoing updates from the programme team. Specific design and functionality requirements are detailed in Appendix 1.

2. EXPECTED OUTCOMES

The PacWastePlus Programme seeks the development of an innovative and interactive website.

The objectives of this activity are to develop a website to:

- Be the first point of reference on PWP activities in participating countries on the Internet;
- Create awareness and showcase progress of PWP programme achievements;
- Make key documents and resources accessible to our target audience;
- Provide news and updates on the work of PWP in the Pacific;
- Be a sustainable management system that allows PWP management unit to update information easily (through pre-defined sections and outlines with titles and content edible by admin. The editable content allows different formats e.g. flash, text and image);
- Create a website user's manual for PWP staff. Manual shall include guidelines which clearly state how to manage the website, details on the hosting arrangements and its configuration; and



SPREP

Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

NATURE CONSERVATION AND PROTECTED AREAS

Nature Conservation Action for a Resilient Pacific

- Enable the availability and maintenance of the website is sustained post-PWP life (2023).

3. SCOPE OF WORK

3.1 Mode of Delivery

3.1.1 – RESPONSIBILITIES

The contractor shall be responsible for the following:

1. 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.
2. Maintenance, Training & Support
 - Provide price for training PWP staff in using the CMS, onsite etc.
 - Detail the proposed service level agreement (SLA) which will include details of server hosting costs, planned monthly maintenance of the CMS and the embedded third-party applications including upgrades, patching, general maintenance and security updates which should be reviewed and applied immediately when available.
3. Copyright Issues
 - Ownership of assets including the content and imagery is in sole ownership of the PacWastePlus Programme.
4. Hosting & Domain requirements
 - Full detail of hosting and renewal costs
 - Location of hosting servers and company providing the service

3.1.2 – 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 PWP Communications & Visibility Plan and Branding Guidelines
- Refer to **Annex 1** for a more detailed outline for functionality requirements and proposed sitemap

- **Deliverable: Site architecture developed in accordance with requirements in Annex 1**

Task 2: Website Development (User Interface design)

- Design and build a user-friendly PWP website for our members on the agreed sitemap and in accordance with the PWP Branding guidelines.
- The website developer will be supervised by the PWP Communications Officer (PWPCO) who will provide content input, appropriate photographs and guidance on the desired design and structure in coordination with the PWP programme management unit.



SPREP

Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

NATURE CONSERVATION AND PROTECTED AREAS

Nature Conservation Action for a Resilient Pacific

- Mobile and device friendly (android/apple) responsive design.
- Changes may have to be accommodated as the website concept and design evolves.

Deliverable: Website's user interface design completed

Task 3: Website Hosting Agreement

- The developed website is hosted (dedicated server) on a secure and reputable platform providing a responsive, fully developed, functioning, and online usage without any flaws by providing and managing web hosting and maintenance services required for the uninterrupted and fast access of users to the website.
- Server location is important to ensure all Pacific members can load the website in minimal time.
- Hosting agreement to be valid till Dec 2024.
- Where the contractor is not willing or able to provide hosting services, they shall provide details of the required hosting environment, and indicative costings from suppliers of similar site functionality and size.

Deliverable: Website hosting requirements completed

Task 4: Website testing and evaluation

- Upon approval by PWP of the developed website, it is to be tested, over a period of 3 days, identifying any bugs/issues of concerns. All issues identified are to be resolved within 5 working days.
- A warranty period is to be provided following website launch. Details of the warranty are to be included in the tender response.

Deliverable: Website testing completed

Task 5: Training and Administrative rights Handover

- The website has an interactive design and programmed in a way that enables SPREP staff to manage its content. This includes handover of administration rights to the PWPCO (multiple admins) enabling the officer to change all content autonomously.
- Provide relevant training to PWPCO and Technical & Administration Officer on updating content and basic website maintenance best practices.
- Advise the PWPCO 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 PacWastePlus Communications Officer. 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

Deliverable: Training and handover requirements completed



3.1.3 - PROGRESS MEETINGS

The consultant is required to participate in the following meetings as follows:

| Meeting Type | Representatives Required | Frequency | Teleconference / Site |
|-------------------------------------|---------------------------------|------------------|------------------------------|
| Initial project kick-off conference | SPREP Supplier | Once | TBC |
| Progress Meetings | SPREP Supplier | Weekly | TBC |

3.2 Schedule of Work

The activities are to be completed no later than **8 weeks from Agreement signing date** with a preference for the activities to be completed much earlier.

Expected project activity is detailed in Table 2, it is expected that tenderers will detail how and when each of these steps will be delivered.

Table 2: Project Schedule

| Activity | Timeline |
|---|---------------------------------------|
| <i>Contract Signing and Execution</i> | |
| 1. Inception Meeting between Contractor and SPREP | 1 Week from Agreement Execution Date |
| 2. Completion of Task 1 | 2 Weeks from Agreement Execution Date |
| 3. Completion of Task 2 | 6 Weeks from Agreement Execution Date |
| 4. Completion of Task 3 | 6 Weeks from Agreement Execution Date |
| 5. Completion of Task 4 | 7 Weeks from Agreement Execution Date |
| 6. Completion of Task 5 | 8 Weeks from Agreement Execution Date |

3.3 Budget

Submissions are required to itemize all financial elements of their proposal in **USD**, this should be in an annotated budget listing for each task including, but not limited to, the following:



SPREP
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Environment Programme



10th Pacific Islands Conference

**NATURE CONSERVATION
AND PROTECTED AREAS**

Nature Conservation Action for a Resilient Pacific

| Items | Costs (hourly rates including all applicable taxes) | Number of hours | Total cost |
|------------------------|---|-----------------|------------|
| Project Management | | | |
| Design | | | |
| Hosting | | | |
| Licensing | | | |
| Quarterly Support | | | |
| Administrator Training | | | |

Proposals above USD 25,000 may not be considered

SPREP reserves the right to proceed with the Task(s) it deems necessary.

4. Other Information

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

- Communications & Visibility Plan
- Branding Guidelines
- Logo Use Guidelines
- Waste Streams

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/sprep-organisational-values-code-of-conduct.pdf