

## REQUEST FOR PROPOSALS FOR WEBSITE DEVELOPMENT (RQ794)

### Climate Resourcing Coordination Center (CRCC).

#### 1. Introduction

The Climate Resourcing Coordination Center (CRCC) has been setup with the purpose of providing technical depth to enhance Pakistan's access to international climate finance.

The Center is supported by FCDO Pakistan, housed at the National Rural Support Programme (NRSP), an organization with over 25 years' experience in the development sector. NRSP is also an accredited entity of the Green Climate Fund (GCF) – the principal financial entity of the United Nations Framework on Climate Change (UNFCCC).

CRCC has been established to:

- Mainstream climate action into the national economic and development strategy.
- Leverage international trends, opportunities, and partnerships to support national actions.
- Strengthen institutional absorptive capacity to benefit from international climate finance.
- Enable catalytic deployment of public resources to attract international private finance, scaling up climate investments in Pakistan.

Supporting climate resilient and low emission economic growth and development, CRCC will facilitate relevant public sector institutions and private sector organizations with project ideas and design, leading to development of a sound bankable pipeline of projects which can be funded and/or scaled up through diverse sources of international climate finance.

CRCC has core competencies in areas including, international climate normative frameworks and policies; investment methodologies and operational requirements of various global climate funds; existing legislative, policy and institutional arrangements in Pakistan; needs and potential for climate investments in Pakistan; and programme and proposal development.

#### 2. Overview and Objective of the Assignment

CRCC is looking for a Firm/Company/Organizations to create its website within the stipulated timeframe as well as provide back-end support, staff training of website functionalities and post-development support.

#### 3. Project Location

The website development will require close coordination with CRCC staff and focal person based in Islamabad.

#### 4. Scope of Work

The website developer will work closely with the focal person at CRCC to develop its various functionalities and pages/sections which will be based on the requirements listed below, which are further dissected under Features and Specifications:

- Develop a WordPress interactive website with a customized licensed template using Content Management System (WordPress) for creating and managing of the content pages of the website.
- The website should be interactive, dynamic and real-time.
- The website should follow a minimalistic theme, using the base theme/colors of CRCC.
- The website should be SEO-friendly, with the latest tools and technology available in the market for maximum visibility.
- The developer should consider the legal copyright and trademark issues.
- The template should be unique and customizable. The website should be easy to read, access and load.
- Smart UI elements, typography and advanced navigation to browse through its various sections should be implemented.
- The website should be compatible and readable on hand-held devices, like mobile phones and tablets.
- Universal security standards and encryption for security should be provided.
- Audience/ page-tracking through Google Analytics should be provided.
- Call to Action, Inquire Form, Call and Contact Us elements should be provided.
- Multiple sections/pages with sub-pages should be provided, for example, a Home Page with further pages like “Projects,” “News & Events,” “Meet the Team.” etc. These details will be provided by the focal person at the time of development and are briefly discussed under Features and Specifications.
- A search function as well as a Login Portal for updating of content.
- The website should be able to handle uploading of data and pictures as well as the ability to embed videos, under various sections such as Photo Gallery, Video Gallery, News & Events, etc. In this regard, any required plug-ins should be provided.
- A live tracker linked to a database should also be provided.
- A newsletter subscription as well as buttons/link to Social Media pages of the organization.
- Header and Footer plugins, if any.
- Approximately 20 pages.
- Any other requirement that may arise over time will be communicated.

#### 5. Features and Specifications

Given below are the main and sub-pages of the envisaged website, these may be used as a draft and finalized with consultation with the focal person:

Pages/Tabs	Sub Pages/Tabs	Description
Landing Page	This page will contain selected information from below pages	
About Us	1. Information about: <ul style="list-style-type: none"> <li>➤ CRCC</li> <li>➤ NRSP</li> <li>➤ FCDO</li> </ul> 2. Our Team	One paragraph for each and list of all with bios and pictures.  Sample links will be provided.
News & Events	1. News/ Press Releases 2. Publications 3. Events 4. Annual Brochure 5. Standard Presentation	Separate tabs for each
Talking Thursdays	1. Past Events 2. Upcoming Events	Separate tabs for each
Projects/Programmes	1. Areas of Work (Agriculture, Energy and Industry) 2. Portfolio	Separate tabs for each  Sample links will be provided
Calendar of Events	1. Calendar	Interactive Calendar
Live Tracker	1. Live Tracker	An interactive tracker/map on GHGs.
Footer	1. Social Media Icons 2. Newsletter subscription 3. Contact information	

## 6. Deliverables

- A fully functional interactive website that meets the requirements listed under Scope of Work and Features and Specifications.
- A back-up of the full website.
- Back-end support for the stipulated timeframe.
- Sitemap, which is updated automatically and a backup of the same.
- Maintenance and troubleshooting plan.

## 7. Duration of the work

The expected deliverables along with timelines are stated below. Firm/Company/Organizations may suggest their own work plan/timelines but should not exceed the overall timeframe for completion of the job.

The timeframe for the project will be approximately 30 calendar days, the website developer will be responsible for taking the website online in the stipulated time.

Deliverables	September 2022			
	W1	W2	W3	W4
Finalization of scope of work for the website with the Consultant	x			

Deliverables	September 2022			
	W 1	W 2	W 3	W 4
Final selection and approval of the following with respect to the website: - Theme - Slider - Live Data Tracker - Header/Footer - Pages/Tabs	x			
Development of the website. This will include the following: - UI Design & Wire-framing as per given guidelines - UI Design to Mobile, Tablet & Desktop responsive HTML - Interactive Live Tracker - Content Management System (WordPress) for creating content pages of website - Photo gallery and Videos Integration	x	x		
Finalization of the above in light of client's feedback			x	
Final go ahead from the client's management after incorporation of feedback			x	
Deployment of website on server (LIVE) and removal of bugs if any				x
Website security and speed optimization				x
Training of staff				x

## 8. Eligibility

Firm/Company/Organizations must have valid NTN, GST and at least 2 years experience in developing the website.

## 9. Evaluation Criteria

Firm/Company/Organizations must have clear understanding of assignment. The proposals would be evaluated using the below criteria.

S. No.	EVALUATION CRITERIA	MARKS TO BE ALLOCATED
1.	Similar Experience	30
2.	Post development support	20
3.	Details of Staff	30
4.	Proposed work plan of the assignment	20
	<b>Total Points</b>	<b>100</b>

At least 65 marks are required to qualify technically.

- Technical weightage will be 70% and financial weightage will be 30%. Firm/Company/Organizations scoring highest aggregate marks will be shortlist for this assignment.

## 10. Mode of Payment/Expected Outputs and Deliverables

This assignment would be based on fixed-output deliverables.

Payment will be made in the shape of cross cheque in the name of Firm/Company/Organizations after deduction of all the applicable taxes as per law of land.

S. No.	Deliverables	Payment
1.	Final selection and approval of the following with respect to the website: - Theme - Slider - Live Data Tracker - Header/Footer - Pages/Tabs	25% of Total
2.	- Development of Theme, Slider, Live Data Tracker, Header/Footer, and all pages/tabs for the website - Finalization of the above in light of client's feedback	25% of Total
3.	- Incorporation of Client's feedback if any - Deployment of website after final go-ahead from client - Removal of bugs, if any	25% of Total
4.	- Website security and speed optimization - Training of staff	25% of Total

## 11. Requirements of Proposals

Technical and financial proposals must be submitted in separate envelopes and both in one outer envelope marked as "Proposal for Development of CRCC Website" Please provide a proposal which demonstrates:

Technical Proposal

- Profile of Firm/Company/Organizations
- Copy of NTN and GST Certificate
- Previous experience of website development
- Reference and details of at least three sample websites developed in past
- Methodology/details of post development support
- CVs of staff showing the experience
- Proposed work plan

Financial Proposal

- Detailed financial proposal with overall cost of to be charged for the documents and deliverables of this assignment inclusive of applicable taxes.

## 12. Confidentiality and Proprietary Interests

The Firm/Company/Organizations shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent.

## **10. Budget and Financial Proposal**

The approximate budget for this complete assignment is around Rs.300,000/- which includes all the applicable taxes as per law of land.

Note: Firm/Consultant will incorporate the cost of travel, boarding and lodging of the team (if required as per work plan) in financial proposal. Applicable taxes would be deducted from payment.

## **11. Submission**

Proposals with required documents should be submitted in sealed envelope, and must be submitted to the following address by **August 24<sup>th</sup> 2022, 3:00pm.**

Proposal for Website Development for CRCC  
Administration,  
National Rural Support Programme  
7<sup>th</sup> Floor, UBL Building, Jinnah Avenue,  
Islamabad, Ph: 051-2822319.

The firm can send their complaints or grievances in connection with this RFP and its shortlisting/finalizations to [complaints@nrsp.org.pk](mailto:complaints@nrsp.org.pk)

Proposals received after the above date and time will not be entertained. Proposals which are incomplete or not signed will also be not entertained. NRSP have the right to accept or reject any/all proposals and to discontinue or republish this RFP.