PRESIDENTIAL CLIMATE COMMISSION

TOWARDS A JUST TRANSITION

REQUEST FOR PROPOSALS

APPOINTMENT OF A SUITABLY QUALIFIED, EXPERIENCED SERVICE PROVIDER TO PROVIDE WEB HOSTING SERVICES AND STRUCTURAL UPDATES TO THE PRESIDENTIAL CLIMATE COMMISSION WEBSITE

02 JUNE 2023

1. INTRODUCTION

The Presidential Climate Commission (PCC) is a multi-stakeholder body established in 2020 by the President of South Africa to advise on the country's climate change response and support a just transition to a low-carbon climate-resilient economy and society.

The PCC conducts its work in an open and transparent manner with the aim of building social consensus around the complex and challenging decisions required to successfully navigate the climate transition. The PCC's mandate emanates from the Presidential Jobs Summit held in 2018, and the PCC is committed to ensuring that the transition is socially just and that the needs of vulnerable groups are addressed.

The PCC requires the services of a suitably qualified and experienced service provider to host the PCC website and make structural changes to the back end.

2. BACKGROUND

The PCC facilitates dialogue between social partners on the type of economy and society desired in South Africa, as well as advising on detailed pathways for how to get there. In doing so, the Commission is guided by the Just Transition Framework which advocates inclusive decision-making and an equitable distribution of risks and opportunities in the transition.

The current website, www.climatecommision.org, was launched in 2020. The site received an overall aesthetic update based on new branding and identity developed in 2021 It was also transferred from a proprietary Content Management System (CMS).

The navigation, content, and functionality has undergone numerous updates and overhaul; however, it required a substantial redesign to maximise our information dissemination and access needs and organizational objectives.

The website is currently managed by the Communications and Outreach team. PCC does not have a webmaster on staff. The Communications team uses Wix as a CMS, and they are generally able to make minor updates in text, imagery, and modules.

3. PURPOSE

The purpose of this project is to undertake a redesign and maintenance process for the website of the Presidential Climate Commission.

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The objective of the Website redesign process is.

1) Provide a compelling, easy to navigate storyline about SA's climate transition, which is immediately accessible on the landing page and takes the viewer through the main aspects of the social and economic changes involved in the journey to net-zero and climate resilience.

2) Build a document database and document management system that is easily searchable and navigable.

3) Showcase the quarterly Commission and other PCC events in a logical way linked to all the relevant documents and decisions for each event.

4) Profile the Commissioners, Secretariat and social partners in a way that embodies the social compact. Showcase the quarterly Commission and other PCC events in a logical way linked to all the relevant documents and decisions for each event.

5) Provide for ways in which members of public can interact with the PCC and make comments on activities and documents.

The service provider will support the PCC staff in identifying creative and accessible ways to uplift PCC education, advocacy, public policy and legislative development, international engagement, as well to promote and facilitate engagement and informed climate reporting.

4. SCOPE OF WORK

The PCC seeks a service provider who will provide the following services:

4.1 **Website Design**

Improve U/X and navigation through a better information architecture that considers business and organizational goals as well as sought by specific audiences.

a) The deliverables for this phase include the main graphic design and its different elements, including HTM/CSS templates, and style guide.

b) Elevate graphic design to make it both aesthetically pleasing and consistent with our branding guidelines while tailoring specific portions of the website based on audience and business function.

c) Highlight in-house content that inspires, educates, and engages users using storytelling elements.

d) Provide multi-lingual support and Enhance SEO-functionality and features to rank well in Search Engine Results Pages.

4.2   Website Development and Maintenance

Update the existing content considering business requirements, audience type, SEO best practices, and Make use of more interactive features and data visualization to promote communication goals and encourage stickiness.

a) Content Management - This phase includes the execution of the design into a content management system that allows nontechnical users to manage minor updates and changes. The PCC will provide updated content for all the pages and sections included in the new site map.

b) Modules – Some of the modules we anticipate the new website containing include multimedia gallery, electronic forms with attachments, staff directory, job board (with link to Workday, not integration), Timeline module, Calendar of Events, Decision Tree visuals, Google map for locations, etc. Multi-language translation, using Google Translate or similar integration, is also needed.

c) Back-up and Security - Daily backups of all files and databases with Dual power feeds, UPS and generator backup, Biometric security, and fire protection

4.3 Website Testing, Training and Launch and Hosting

a) **Testing -** The design should be browser/platform compatible with all major browsers as well as mobile compatible. Please indicate your willingness and ability to provide Usability and Accessibility Testing via a 3rd party lab.

b) **Training -** Vendor must provide live training sessions (virtual or in-person) and comprehensive documentation to the Communications team. Video resources and screen captures can be used as complementary resources but not as the main training method.

c) **Launch** - Vendor will work with PCC Communications team to coordinate the go-live for the new website on the preferred hosting environment.

d) **Hosting –** The PCC require single point of contact for any website issue and 99.9% network uptime availability and 24-hour monitoring of website uptime

and proactive resolution. Vendor will install Google Analytics as the web metrics platform of choice. Provision of website analytics report (once a month for 36 months)

5. METHODOLOGY

The service provider must deliver a website that complies with Web Content Accessibility Guidelines (WCAG) and provide expertise in the areas of branding, messaging, content management, curation, and migration of web content, and be able to incorporate feedback from stakeholders.

The appointed service provider will engage in a PCC organised inception meeting, with a view to agree on the overall implementation methodology and timelines. This phase should serve as way to solidify technical and functional specs beyond the RFP information.

The service provider must also be available for regular update meetings to facilitate ongoing dialogue and project development.

6. DELIVERABLES & TIMEFRAMES

This project is scheduled to begin on **01 July 2023** and completed with 36 months.

In fulfilling the scope of work as detailed above, the appointed service provider will be expected to deliver on the following:

Project Scope	Deliverable	Timelines

Inception Phase	**Inception Meeting Participation**
	(a) Discussion on scope of work and agreement on timelines
	   i. Description of project management process and tools or platforms.
	   ii. Communication tools or method that will be used throughout the project.
	   iii. General description of each phase and chronology for completing the work, including timeline.
	   iv. Detailed scope of work with associated deliverables and in word format (tabulated).
	(b) Sign Service Level Agreement
		1 Week from Appointment

	Project approach - The service provider will be expected to provide the PCC with project approach for the website redesign	2 Weeks from Appointments
Website Design	Project scoping and design report 1. The service provider will be expected to provide the PCC with project approach for the website redesign.	1 Month from Appointment as per SLA

	2. Review of the Website integration and cross-referenced pages and external links, 3. Comparison of functionality (a few international website etc) 4. Integration with other online requirements (Chatrooms, Live data inputs) • Expansion - Animated sites, creation of microsites • Improve navigation through a better information architecture. • Main graphic design, including HTM/CSS templates, and style guide.	
Website Management and Development	**Website hosting** • Provision of hosting service	1 August
	Testing and Launch	1 September
	Website updates - Updating of PCC website back-end	1 August 2023 – 1 July 2026 as per SLA
	Website uploads - Continuous uploads on PCC website as and when required	1 August 2023- 1 July 2026
Project Close out meeting	Participation in the project close out meeting	April 2026

7. SUBMISSION OF DOCUMENTS

Service providers <u>must </u>submit the following documents as part of response to this request for Proposals:

1. **Compliance Documentation**
   1) CIPC Company registration documents.
   2) Tax Clearance Certificate issued by SARS certificate.
2. **Proposals Documentation**

To be considered, a proposal must contain the following, with a table of contents, referenced by number and in the order below.

(1) Brief Cover Letter
   i. Name and address of vendor, name and address of person submitting the proposal. And who is authorized to make representations for the organization?

(2) Company Profile
   (a) Brief description and history of the bidder's firm, and of any proposed subcontractor(s).
   (b) Include length of time in business, number of employees, and core competencies.
   (c) If using sub-contractor(s), please, include the same information as above for anyone else assisting with the project.

(3) Qualifications of Core Project Team
   (a) Description of experience developing websites for large non-profit and for-profit organizations.
   (b) Five client references including contact information and work performed.

(c) Staff who will be involved in this project, titles, and their respective qualifications.

(d) What percentage of your staff will be dedicated to this project?

(4) Process and Scope of Work

a) Description of project management process and tools or platforms. If not included above in number 3, please provide the name, qualifications, and experience of the proposed project manager.

b) Communication tools or method that will be used throughout the project.

c) General description of each phase and chronology for completing the work, including timeline. Detailed scope of work with associated deliverables and in word format (tabulated).

(5) Cost Proposal

a. Detailed, itemized cost proposal in Excel format (non-editable).

8. CONTRACTING & CONTRACTUAL ARRANGEMENTS

The **African Climate Foundation** (ACF) is the fiscal host of the PCC for some of its donor funds and will be the contracting party for this work. All contracts, cost estimates and invoices should be addressed as such.

9. SELECTION AND EVALUATION CRITERIA

Bidders will be evaluated in terms of the following criteria:

1) Competence and expertise of bidder in terms of years of experience in the relevant disciplines, quality of project team and number and quality of similar projects completed.
2) Clear understanding of scope of work, including innovative approaches
3) Pricing and value for money in terms of outputs achieved against budget.

SELECTION AND EVALUATION CRITERIA	
A. Competence and expertise and Services of bidder measured in years of experience	
What is required?	**Application of evaluation criteria**
Detailed company profile indicating the number of years offering. Website Development, Maintaining and Hosting	5= 5+ years of experience 4= 4-5 years of experience 3= 4 years of experience 2= 3-4 years of experience 1= 2 years of experience
B: Competence and expertise of bidder measured in years of experience and Qualifications of project staff	
What is required	**Application of evaluation criteria**
The number of years key personnel experience and Qualifications – 1. Project manager 2. Web Developer 3. Multimedia Designer 4. Copy Writer	5= 5+ years of experience 4= 5 years of experience 3= 4 years of experience 2= 3-4 years of experience 1= 2 years of experience

C. Competence and expertise of bidder measured in Similar projects completed	
What is required?	Application of evaluation criteria
1. Client reference letters for services rendered for a period of 5 years or more. 2. reference letters bearing a letterhead, contacts details and signed by that organisation's representative.	5= 5 or more reference letters 5= 4 reference letters 4= 3 reference letters 2= 2 reference letters 1 +1 reference letter
D. **Functionality of Bid in terms of Quality of Proposal and Workplan**	
What is required?	Application of evaluation criteria
1. Brief proposal outlining approach. 2. Detailed quotation for the work for All Phases (Not value of Pricing).	1) Completeness of written submission and Virtual/In person presentation 2) Ability of meeting technical requirements 3) Capacity to handle project based on staff and prior experience. 4) Proposed timeline 5) Proposed cost

To note:

1) The PCC reserves the right in its sole discretion to reject any or all proposals in whole or in part, without incurring any cost or liability whatsoever.

2) All proposals will be reviewed for completeness of the submission requirements. If a proposal fails to meet a requirement of the RFP, or if it is incomplete or contains irregularities, the proposal may be rejected.

3) The PCC will review all written proposals and select vendors who will be invited for presentation and Q&A should it be required.

4) The final decision and successful appointment will be made by PCC and no correspondence will be entered into thereafter.

5) The PCC reserves the right to cancel this bid or ultimately decide not to appoint any service provider in terms of this request for proposal.

10. COMPULSORY BRIEFING SESSION

There will be a compulsory virtual briefing session held for interested bidders on **Wednesday 14 June 2023 at 10h00**. Interested bidders are requested to use the link below to register for and attend the virtual briefing session:

https://climatecommission-org-za.zoom.us/meeting/register/tZAudOqoqDoqGtBDQdRIiJrDheXBtsJwRBMw
Meeting ID: 843 3306 1004

Passcode: 650149

11. SUBMISSION AND ENQUIRIES

The deadline for submission of proposals is **16h00, Friday 23 June 2023.** No extensions of the deadline will be considered.

Service providers should send their proposal and accompanying relevant documentation to procurement@climatecommission.org.za

All technical queries relating to the RFP can be directed to Nthabiseng Masinge at nthabiseng@climatecommission.org.za

Procurement enquiries regarding this RFP should be emailed to Dumisani Nxumalo at dumisani@climatecommission.org.za