



REQUEST FOR PROPOSAL

TO: SUITABLY QUALIFIED SERVICE PROVIDERS

RFP No. CP02/1920

DATE: 29 January 2020

SUBJECT: FFA WEBSITE RE-DEVELOPMENT – AMENDED SUBMISSION DEADLINE

Interested parties are invited to submit bids in response to the attached request for proposals for the FFA Website re-development.

To enable you to submit a Request for Proposal (RFP) for this work, please find following; instructions to bidders and terms of reference, containing a description of FFA's requirements for which these services are being sought and evaluation criteria.

Bidders are asked to note the submission deadline for proposals has now been extended to **Sunday, February 23rd, 2020, 5.00pm Honiara, Solomon Islands time.**

A handwritten signature in black ink that reads 'ARAHARI'.

Allan Rahari

Officer In Charge



INSTRUCTIONS TO BIDDERS

RFP No: CP02/1920

REQUEST FOR PROPOSALS FOR FFA WEBSITE RE-DEVELOPMENT

Background of Pacific Islands Forum Fisheries Agency

The Pacific Islands Forum Fisheries Agency (FFA) was established in 1979 to help countries sustainably manage their fishery resources that fall within their 200-mile Exclusive Economic Zones (EEZs). FFA is an advisory body providing expertise, technical assistance and other services to its member countries who make decisions about management of tuna resources within their EEZs and participate in tuna management at regional level as members of the Western and Central Pacific Fisheries Commission (WCPFC).

Based in Honiara, Solomon Islands, FFA strengthens national capacity and supports the development of collective positions by FFA members at regional and sub-regional level so its 17 members can manage, control and develop their tuna fisheries now and in the future. FFA's 17 Pacific Island members are Australia, Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu and Vanuatu.

The FFA website is a critical tool to raise awareness of and to promote the work of the agency in the region. It is also an essential tool for communication and collaboration between the Secretariat, FFA members and other stakeholders and for the sharing of expertise, knowledge and resources in offshore fisheries in the Pacific region.

User Groups/Audiences

The intended users of the website include, but are not limited to, the following:

- FFA Members
- CROP Agencies, PNAO and other partner organisations
- International organizations
- Donors
- Researchers
- General public

TERMS OF REFERENCE

The consultant will work closely with the Media Officer and the IT Manager (for technical issues) and is expected to produce a new website for the FFA with the following features and functionality:

- Links to FFA's other online platforms including its social media accounts (Facebook, Twitter and Youtube);
- Highly visible project sites (PEUMP, OFMP2, PROP are the main ones) that are integrated into the FFA website, in keeping with the communication goals of the agency and relevant donor organisations.
- Mobile friendly versions (for viewing on phone or tablet).

- Interactive Map of members with their EEZ that allows for visible integration and display of GPS designated locations
- Site Statistics/Management Reports: The solution should provide authorised users with a number of relevant reports, for example user registration, site usage and visits
- Search: The solution should provide users with the ability to search for and locate content based on keywords and key phrases. The search feature should be able to access articles, web pages and other forms of content on the site.
- Events Calendar with Yearly, Monthly, Weekly and daily viewing options for FFA meetings, events, seminars, workshops, etc. The Calendar needs to incorporate Google Calendar and ical support (which can come from Google).
- Document Management System (DMS): Document upload with description of who uploaded, date of upload, File Format etc, creation of new relevant page (if required), Mouse Over description of File Name (compatible to major OS and Browser).
- Images should be uploaded with the appropriate meta-data including mandatory keywords / tags / fields for internal Search Indexing.
- Tender Module – Allow FFA to upload, store and archive all FFA tender documents.
- Employment – Allow FFA to upload, store and archive all job advertisements.
- OAuth to Google needs to be supported, as well as username/password.
- Able to render appropriately on a wide variety of different browsers.
- Interface with staff intranet (gateway)

Content Management System

The solution should provide a simple interface for authorised staff (or appointed personnel) to edit and update the website including the ability to create, remove, edit and publish content.

Security

Web access should be secured in accordance with current best practice, for example through the use of an SSL Certificate and appropriate access control methods.

User Registration and Administration: The solution should allow users to complete an appropriate user registration process. The user registration process should adhere to best practices, for example the use of CAPTCHA and email verification.

Be Secure: The design of the solution should adhere to security best practices, for example: passwords should not be stored in plain-text, all form data should be validated, all user input should be sanitised, user interactions and activities should be logged.

Migration of Existing Content

The contractor will be required to work with the FFA Secretariat to develop a content migration plan to facilitate the efficient migration of selected content from the old website to the new website.

FFA Members Gateway

The website should include an FFA members' Gateway to allow FFA members to securely access FFA documents, meeting papers and other relevant information. The Gateway should have the following features:

- Login (requires username and password)



- Calendar of events and meetings
- User registration and administration
- Ability to create dedicated meeting pages and upload meeting documents for authorised users to view and download.

FFA Training Gateway

The purpose of the training gateway is to provide Members with the opportunity to view and participate in available training activities. The gateway is to include the following features:

General public access features:

- Publications
- Training News – news links to be established as required
- Links to other training websites
- Fisheries Courses

Member only access feature (requires username and password):

- Training calendar – google calendar with multiple users with write access
- Scholarships Available – news and application (form to be created, news links to be established)
- Slack chat
- Online course survey – form to be created with results consulted and returned to the FFA Training Adviser
- Course participation database – database to be developed, user only results

Copyright

The Secretariat will hold exclusive rights to all design and other work products contained on the website.

Content Management System training

The provider will be expected to train selected staff in the use of the Content Management System (CMS) which allows for necessary in-house edits and updates, with different levels of user authorization and access.

Drupal is the FFA preferred CMS but other CMS may also be considered.

Hosting and maintenance of site

Amazon Web Services (AWS) is the FFA preferred hosting provider but hosting providers may also be considered.

Ongoing management and maintenance of the site by the provider is a preferred option, at least for the short to medium term, depending on cost. Interested providers should include this in their expressions of interest.

EVALUATION CRITERIA

A two-stage procedure will be used in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal reviewed and compared. The financial proposal will only be reviewed for submissions that have passed the minimum technical score of 70% of the total obtainable score in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the competency requirements as detailed in the evaluation criteria matrix.

Competency Requirements	Score (%)
Demonstrated understanding of assignment terms of reference and the associated complexities of the work	30
Qualifications and experience of the consultant(s)	30
Proposed methodology and response to the terms of reference and any associated relevant experience.	40
Total Score	100%
Qualification Score	70%

In the Second Stage, the financial proposal of all bidders, who have attained a minimum of 70% score in the technical evaluation, will be compared. The contract will be awarded to the bidder(s) offering the best value for money taking into account the accumulative scores of technical and financial assessments.

Financial Proposals

The financial proposal should be submitted as a **separate document** and not included as part of the technical proposal. Financial proposals should provide a budget for the project including professional fees, travel and accommodation and any other costs associated with the completion of this work.

Requests for further information

Queries or questions are to be emailed to the ICT Manager, Sakaio Manoa, sakaio.manoa@ffa.int

FFA's right to vary requirements at time of award

FFA reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in unit price or other terms and conditions.

FFA reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such action.

Closing date for proposals

All proposals must be received by FFA before **5.00pm Honiara, Solomon Islands time, Sunday February 23rd, 2020**

**Submission of Proposals**

Proposals should be emailed to procurement@ffa.int with the subject line or heading “CP02/1920 FFA Website Re-development” or hand delivered to the FFA Main Office reception desk, located on FFA Road, Honiara, Solomon Islands or faxed to +677 23995

Timing of the work

FFA will ensure prompt selection of the consultant team, and the consultant should be ready to mobilise soon thereafter. A total up to 60 days is anticipated to undertake this work. A contract covering a maximum of sixty (60) days will be offered. This will be extended if necessary subject to review and performance and upon agreement between both parties.