

REQUEST FOR QUOTES

File: AP_3/29
Date: 17 May 2021
To: Interested consultants
From: Ainsof So'o, Systems Developer and Analyst

Subject: Request for Quotations: Pacific Climate Change Portal (PCCP) and Climate Change Portal Starter-pack (CCPS) Upgrade Systems Design

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 Quotations from qualified and experienced consultants to develop a systems design document for the upgrade of the PCCP and CCPS from the current Drupal 7 platform to Drupal 9.
- 2.2. The Terms of Reference detailing the requirements and outputs of the consultancy are attached.

3. Conditions: information for applicants

- 3.1. To be considered, interested consultants must meet the following conditions:
 - i. Submissions should include a workplan, schedule of activities and financial proposal. Please note all costs, including taxes, insurance and other costs are to be included in the financial proposal. Submitted proposals will be evaluated based on the best value for money;
 - ii. Financial proposals should include the fixed cost for the upgrade and migration systems design document;
 - iii. Complete the Quotation application form provided and sign the conflict of interest form;
 - iv. Submit a CV to demonstrate the consultant has the relevant experience, skills, and qualifications to carry out this contract successfully;
 - v. Provide three referees including most recent relevant to this work;

- vi. Provide examples of related past work outputs.
- vii. Proficient in oral and written English

4. Submission guidelines

- 4.1. Quotation documentation should demonstrate the interested consultant satisfies the conditions stated above and is capable of meeting the specifications and timeframes.
- 4.2. Quotation documentation should outline the interested consultant's complete proposal: methods, personnel (and their skill sets/CV), milestones and final products, timeframes and costs.
- 4.3. Bidders must insist on an acknowledgement of receipt of Quotations/proposals/bids.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi on procurement@sprep.org before 02 June 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tenders by 04 June 2021.

6. Evaluation criteria

SPREP will select a preferred consultant based on SPREP's evaluation of the extent to which the documentation demonstrates that the Quote offers the best value for money, and that the Quote satisfies the following criteria:

- 6.1. Experience with Drupal 7, 8 and 9 (site building and module development), working knowledge of developing and maintaining Drupal sites/ distributions, and experience with related tools (git,drush, docker)(30%)
- 6.2. Experience in systems analysis and portal migration (25%)
- 6.3. Development workplan, schedule of activities and duration of project (20%)
- 6.4. Experience working in the Pacific region – 5%
- 6.5. Financial Proposal – 20%

7. Deadline

- 7.1. **The due date for submission of the Quotation is: 15 June 2021, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all Quotations clearly marked 'QUOTATION: PCCP and CCPS Upgrade, Systems Design' to one of the following methods:

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA



Email: tenders@sprep.org (PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the Quotations box at SPREP reception,
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

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

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

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

TERMS OF REFERENCE
Pacific Climate Change Portal (PCCP) and
Climate Change Starter-pack (CCPS) Upgrade
Systems Design

Background

The Intra-ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) aims to increase the resilience of Pacific Island Countries to climate change. A specific Activity is to scale up regional and national climate change portals to increase access to and reach of climate change and disaster resilience information.

The PCCP and CCPS are built on the Drupal 7 platform which will reach its end-of-life in November 2022. An upgrade is therefore required from Drupal 7 to the latest stable version of Drupal 9.

The PCCP is accessible online while the CCPS is a stripped back version of the PCCP which partner countries can use it as a starting point for building their national climate change portals or websites. There is a requirement to conduct the upgrade in a number of countries.

Objective:

The purpose of this consultancy is:

- (i) to develop a systems design document for the upgrade of the PCCP and CCPS from Drupal 7 to the latest stable Drupal 9. The upgrade should ensure all content and portal themes are ported over to the upgraded system; and
- (ii) to ensure the design document is self-explanatory to allow a Drupal developer to upgrade the system with little to no supervision.

Scope of work

In consultation with SPREP,

- Review the existing PCCP and CCPS
 - PCCP is available online (refer reference links)
 - CCPS is used by several countries (refer reference links) but the system design document must include a strategy to upgrade other national portals built on Drupal but not necessarily CCPS
- Develop a systems design document for the upgrade of the PCCP and CCPS to the latest stable Drupal 9. It should include:
 - Portal audit for existing content and settings
 - Entity Relationships (ER) diagrams of primary data entities of the current and upgraded portals (if any changes)
 - Documented user stories (Agile approach)
 - High level architecture design including web accessibility standards e.g.:
 - Screen reader accessible content;
 - Text equivalents of all media objects (alternative text);
 - Good contrast of fonts and colour;
 - Closed captioning of videos and text transcripts for audio; and
 - Evaluation tools.
 - Identification of modularised components and associated priorities (sprints)
 - Wireframe design of key user interface elements (desktop and mobile)
 - Data migration strategy, i.e. field mapping definition
 - Recommendations based on best practices to be implemented during the upgrade
 - Identify opportunities for integration with SPREP systems (refer reference links)

- Code consolidation strategy (e.g. Drupal Distribution) so that the PCCP and CCPS can easily share features with each other
- Proposed timeline for completion of upgrade

Deliverables

1. PCCP and CCPS upgrade - Systems design document
2. End of contract report

Timeframe

Deliverables are expected to be completed within three (3) weeks.

Skills Required

- Systems Analysis
- Programming
- In-depth knowledge of Drupal 8 or 9
- Oral and written fluency in English

Preferred technology stack

- Latest stable Drupal 9
- Docker using docker4drupal docker-compose yaml which includes:
 - Php 7.4 (or later), MariaDB, Nginx, Varnish, Redis, Solr
- Gitlab as the platform for git version control system and issue tracker

Work Arrangements

This work is expected to be delivered remotely in close consultation with SPREP. No travel expected.

Reference Links

Pacific Climate Change Portal (PCCP)

- <https://www.pacificclimatechange.net>

Portals using the Climate Change Portal Starter-pack (CCPS)

- [Fiji Climate Change Portal](#)
- [Vanuatu Climate Change Portal](#)
- [Tuvalu Climate Change Portal](#)
- [PNG Climate Change Portal](#)
- [Palau Climate Change Portal](#)

SPREP Systems

- [SPREP Website](#)
- [SPREP Virtual Library](#),
- [Pacific Meteorological Desk and Partnership](#),
- [Pacific Environment Portal](#)
- [SPREP Information Portals](#)