REQUEST FOR PROPOSALS (RFP) INVITATION
NOTICE RFP No. RFP/2020/06/001 DEVELOPMENT OF GREEN EXPLORER FOR THE WORLD GREEN ECONOMY ORGANIZATION

RFP Information Table
Issue Date: 2nd June 2020
Deadline for Questions: 14th June 2020
RFP Closing Date: 16th June 2020
RFP Closing Time: 10:00am Dubai Time) (Proposal and Questions Submission Address: info@worldgreeneconomy.org

1. The World Green Economy Organization ("WGEO") now invites proposals for the above-mentioned assignment.

2. Submitting a proposal in response to this RFP constitutes an acceptance of the terms indicated herein and WGEO reserves the right to reject the proposal of any entity, as the case may be, that fails or refuses to comply with, or accept, such terms.

3. This RFP shall not be construed as a contract or a commitment of any kind. This RFP in no way obligates WGEO to award a contract, nor does it commit WGEO to pay any costs or expenses incurred in the preparation or submission of proposals.

4. For audit and efficiency purposes, this RFP process is being managed electronically, and bidders are required to submit their proposals via email at info@worldgreeneconomy.org

5. Proposals must be received by WGEO by the RFP Closing Time and at the RFP Closing Date, all as indicated in the above RFP Information Table.

6. Unless otherwise indicated, proposals shall be submitted in pdf and should be divided in two separate folders, one containing your cost proposal and one containing your technical proposal.

7. The subject line of your attachment must be labelled as follows:
   a. RFP/2020/01/001 - Organization Name – Technical Proposal
   b. RFP/2020/01/001 - Organization Name – Cost Proposal

8. All communications with regard to this RFP shall be in writing and via email at info@worldgreeneconomy.org as indicated in the above RFP Information
9. Any communication between a Bidder and WGEO regarding this RFP, which is not through the designated channel (info@worldgreeneconomy.org), may invalidate such Bidder's proposal to this RFP.

ATTACHMENT A: STATEMENT OF WORK

1. BACKGROUND

The World Green Economy Organization (WGEO) was launched in October 2016 to be owned by a wide range of stakeholders, including state and non-state actors, to promote the green economy agenda, and to serve as an international platform dedicated to facilitating public and private partnerships, and promoting international cooperation and knowledge sharing. WGEO is uniquely placed to provide systematic and holistic catalytic support to the promotion of the green economy, addressing all the various aspects of the promotion of green economy. For more information on WGEO, please visit the organization’s corporate website: http://worldgreeneconomy.org.

WGEO's mandate is as follows: A multi-stakeholder organization, as reflected in its governance structure, WGEO serves as the premier platform for international cooperation between State Members and Platform Members (Public Sector, Private Sector, Civil Society, Academia and Youth, Cities, Financial Institutions and International Organizations) to come together in concerted effort towards promoting the green economy agenda to enable and implement bankable and sustainable green projects and programs in the areas of energy, water and infrastructure by linking technology, capacity building and finance.

WGEO’s objectives are as follows:

1. Access to technical and financial assistance
2. Transfer of knowledge, technology and green economy tools
3. Dialogue on green economy policies, strategies and methodologies
4. Capacity building
5. Creation of employment opportunities
Green finder will be collective tools for all the resource finder in the field of a green economy. The green finder would be a database that consists of details about the capital providers, conferences, events, meetings, capacity building training, collected of publications reports, projects, and experts and so on. The data points on each segment will be based on the data. The data is focused on the three core sectors W GEO is interested in water, renewable energy, and infrastructure. These have been further subdivided into nine sub-sectors: water conservation, water consumption; solar energy, wind energy, other renewables, energy efficiency; transport, building design, and smart technology. The Green Finder will comprise of the following modules Capital Finder, Events Finder, Knowledge Finder, and Course Finder, Experts Finder.
The information provided will be a new scope for the coming generation to understand and tackle the new world problems. Innovative ideas and technologies can we bought easier to the world with the right type of information being made available to the right crowds. This portal as mentioned covers the nine major and crucial components of the earth's sustainability. With the current climatic conditions and hazards happening all around the world, the need for better and cleaner ideas must be shared and made available to the public. Ideas and information from journals, research papers, articles, etc. can be shared by the experts in individual fields. Their expertise and knowledge are made available to the users will prove
newer paths and solutions to many daily issues faced by both the rich and poor society equally. The need for sustainable and cleaner alternatives to many to today’s daily problems must be dealt at a global level to find solutions to the same problem but with different effects.

2. REQUIREMENT & CONCEPT OF GREEN FINDER (MODULE WISE)

2.1 Capital finder

Capital Finder provides an overview of data that describes the types of funding providers that are found in the database; and provides a sample analysis of the data found in the database. With the world of development finance shifting at a rapid pace, the Capital Finder will allow WGEO to remain innovative and up to date in its analysis and in how it interacts with green economy SMEs and projects. As the report shows, the Capital Finder is a constantly improving tool, which allows WGEO to play a unique part in the green economy sector. By helping projects and SMEs to find potential funders, WGEO fulfills its desired position as a facilitator of private capital for green economy development. It also creates a huge incentive for companies and organizations to visit the WGEO website, which will help to advance other parts of its business.

The Capital Finder works by identifying digital entities (funders) to input into a database, gleaning information (sector focus, countries of operation, etc.) about these entities, and proving a comprehensive ranking that ensures that the most relevant entities show up first.

Key Data Points

- Name of the Capital Provider.
- Details about the Capital provider (About, Year Founded, Leadership)
- Country of Operations
- Covering SDGs
- Website, Social Media and Address
- Sectors Covering
- Type of Funding Assistance provided

With the above information, users can easily identify the details of each capital provider in different areas and the sectors they cover and different types of funding assistance that is provided.

2.2 Events Finder

The initial research revealed that there is no single database covering all green economy-related conferences, events or meetings that take place yearly across the world. This is a clear market gap, which can be highly useful to WGEO members. By creating a space that provides all the necessary information related to green economy-related conferences, events or meetings that take place yearly in a proper way helps the majority is being updated with the WGEO activities.

With the development of an ‘Event Finder,’ WGEO will create a clear incentive for potential members and other users to visit the website. The event finder will scale and fit in all the events happening around the world with the information. This leverages the users to plan the annual calendars and will create a clear incentive for potential members and other users to visit the website.
By listing and providing information on events happening around the world, the number of people visiting these places will increase tremendously.

The events calendar would contain various data points on the events or conferences, including name, description, location, dates, pricing, website, and any other important related information about the event. The feature will also have a provision to add to the calendar activities of the user visiting the website.

The database will be searchable and ranked by relevance to search terms, date, location, and pricing; however, users will also be able to browse through the conferences to scan for ones they may find interesting (without needing to search for specific terms).

People can filter the place and date according to their preferences and plan accordingly. By providing all the important details of each event i.e. details that were previously taken by manual calls and meetings and then confirming the received information or checking the authenticity of the information is a tedious job always. By providing this information from our government approved site will be a huge help to larger masses.

The functionality of adding events to the calendar will help users to plan their schedule accordingly and can check if there are any events coinciding with any other events in their calendar.

**KEY DATA POINTS Collected**

- Name of the Event
- Venue and Dates of the Event
- Event Website and Social Media
- The sector of the Event
- Target Audiences
- Event Details and Description
- Add to Calendars functionality

This page provides key information to most of the users visiting the portal. By knowing events happening under WEGO with all the necessary information makes planning and scheduling easier for many individuals. People can also search events according to their preferences say it is according to locality or time. Many people miss out on the local events because of miscommunication or delay of news.

By providing the latest events update and details everyone will be able to access each event under WEGO.

**2.3 Knowledge Finder**

The single source of development knowledge repository an open access repository for its research outputs and knowledge products. The knowledge repository will feature a wide range of reforms enabling free access to thousands of development indicators, as well as a wealth of information on green economy and related topics.

By extending and improving access to the research, the initiative aims to encourage innovation and allow anyone in the world to use knowledge to help improve the lives of those living in poverty.
The knowledge repository is constantly updated with new content, as well as legacy reports and research.

The repository will be built on an open-source platform heavily used in the open-access community, powering over 2,000 open repositories, and is interoperable with other repositories. It supports the optimal discoverability and reusability of the content by all the repository metadata exposed throughout the portal.

The tool will identify products and services that potential members may have experimented with in the past, and identify case studies, reports, white papers, and other publications that may be of use to WGEO members.

This tool would also help members to examine case studies and projects similar to theirs, providing lessons learned and guidance on what to do and what to avoid when performing green economy-related projects.

This knowledge base will help in the innovation of better technologies to combat the new world problems faced by people and also it may provide us insights or the flaws that we are facing currently. With proper updates being done regularly on the repository people will be able to access up to date information of anything coming under the WEGO.

The repository will also include links to journals and metadata of articles that were published independently by scholars and learned individual experts in their field.

**Key Data Points**

The Knowledge repository will contain thousands of research works including:

- Annual Reports and Independent Evaluation Studies
- Books published by the by flagship publications, academic books, and practitioner volumes;
- World Development Reports (WDRs) plus recent WDR background papers;
- Accepted journal articles from selected external publishers (after an embargo period if applicable);
- Metadata and links to external journal articles;
- Serial publications (typically data-intensive outlook reports);
- Policy Research Working Papers (PRWP)—a series of papers that disseminate findings of work in progress in order to encourage the exchange of ideas about development issues;
- Selected other papers of high research quality;
- Series of analytical reports prepared by Bank staff. ESWs gather and evaluate information about a country’s economy and/or a specific sector;
- Knowledge Notes, providing short briefs that capture lessons of experience from Bank operations and research;
- Selected translated titles.
2.4 Technical Assistance/Experts Finder

Similar to the Events Finder and Knowledge Finder above, the ‘Technical Assistance Finder’ would contain information on non-finance stakeholders in the green economy. These will include: advisors, academia, incubators / accelerators, tech hubs, mentors, trade / membership organizations, relevant federal / regional / municipal government agencies, news sites, blogs, law firms, and others. While these actors will not be funding projects, they can be instrumental in setting up projects / deals, providing legal advice, offering expertise, evaluating project results, and otherwise helping to facilitate the deals.

The experts will be identified and screened based on their geography and sector expertise; following their selection, we would ensure their business acumen is up to par, and train them to ensure that they would be able to identify and approach potential funders via the Expert Finder Module. While these results for the search will not be funding projects, they can be instrumental in setting up projects / deals, providing legal advice, offering expertise, evaluating project results, and otherwise helping to facilitate the deals.

Key Data Points

The Knowledge repository will contain thousands of research works including:

- Expert Name / Entity
- Locations Covered
- Sectors of Operation
- Contact Information for the experts
- Description and other Details

The database will be searchable and ranked by relevance to search terms, date, location, and sectors; however, users will also be able to browse through the expert’s database to scan for ones they may find interesting and appropriate.

The users can choose and search on any particular expert in our database. The page will give them the details corresponding to the expert, his/her field of expertise, knowledge base links and all the necessary information related to their contribution in WEGO.

2.5 Course Finder

The course finder module would be developed for the users to find the relevant courses in the field of green economy, sustainability etc. This would be a large database to search and find universities and colleges offering various bachelors, masters and research modules. The portal will feature lists of bachelors, masters, short courses, distant education courses on relevant field all around the world. The courses would be identified and screened based on their geography, sector, relevance etc.; following their selection. The course finder module will also have a rating system where the users could give rating, comments and feedback for the courses. The course finder would do a match making process between the universities/colleges and the students.

The database will be searchable and ranked by relevance to search terms, date, location, and pricing; however, users will also be able to browse through the conferences to scan for ones they may find interesting (without needing to search for specific terms). The course finder would also list similar courses based on the topics of interest, location, fees, types of courses etc to give the user ample number of options to choose from.
The results-based channels of the course finder will help universities with marketing and international student recruitment, by enabling them to reach a global audience and diversify their student population.

Users will be able to find courses and universities which they were not aware of before and help them in utilizing the best features of the information. The more options being made available to users with their proper details including the price will help them choose better for themselves.

By exposing many courses and universities in each part of the world will indirectly be helping the university and if we look at the larger picture, we will be helping many businesses or economies of a country by putting their best educational/ research feature out in the world. Each entry will be properly verified and then be put out to the world to offer the best to anyone trying to gain knowledge.

**Key Data Points**

- Program Name
- Academy Details and Location
- Offered Program Details
- Type of Course
- Contact Information, Start Dates, Affiliations etc.
- Link to more Details
- Duration of the course
- Sectors and Highlights for the courses
- Language of Instructions etc.
- Course Fees and relevant information about scholarships etc.

The end product of the course finder will feature more than 2000 courses and trainings in colleges and universities related to the field of green economy around the world. The search results would give users to more information and details regarding the courses and the universities. The course finder will feature courses of all educational levels starting from certificate courses to doctorate courses. This space will prove to be a path opener to many users with the variety of courses being offered to every level of education. Education and knowledge about water conservation, water consumption; solar energy, wind energy, other renewables, energy efficiency; transport, building design, and smart technology will always be an in-demand area regardless of the time period. Ways to conserve and reuse these natural resources can be found from any of the courses being offered here.
2.6 Green Deals
Green Deals is a marketplace to group all the green energy products into one platform. As part of the new sustainable development agenda, the long-term priorities are clear, its mission is to provide a clean, earth-friendly alternative to traditional energy concepts. It will be a platform for buyers and sellers to carry out their trading functionalities in a smoother way.
With the increasing environmental hazards, the need for sustainable and clean technologies are the need of the hour. With the data and latest information, we provide, innovation can pave way for better technologies that are less harmful to the earth.

How it Works For Buyers
Green Deals offers the users to find from the database numerous numbers of products from the database from with their possible reviews. The products and services offered in Green Deals will be selected and scrutinized by the industry experts and listed in the website. The review section for each product and services will be a guideline for the users to choose to buy or book the products.
The services and products will be approved by the experts in the same field and then put out to users.
The Green Deals uses dynamic in-depth search tools with hundreds of filters to find the perfect product for your business. The green deals also offer a communication channel to contact the sellers and start buying unique products.

With the in-depth search facility we are sure that the perfect product will be found for your business. Unique products for different businesses can be found by the right communication channels.

How it Works for Sellers.
Green Deals hosts products and solutions from businesses of all shapes and sizes. The platforms give the options to list unlimited products and solutions. Green Deals can be used as a showcase to list the products and solutions.

Key Functionalities and Features
- E-Commerce for the listing of products
- Reviews for the products.
- Featured Listing and related product listings available.
- Discount vouchers and bundled products
- Social Media Integration for the products
- Provide storefronts, landing pages, templates, and layouts, which sellers simply need to populate
- Inventory Management for each seller.
- Vendor and Seller Account Pages with all information’s and transactions by of the respective users.
- Analytics for understanding consumers’ performance and buying patterns are of great and gathering data can encourage better updates and lead to higher revenue rates.
• Provision for a customer support chat support to get queries from the users for appropriate actions.

With the above points it covers the key points that every seller checks. With analytics being provided to the seller, they can understand the market trends and their customers better. Their reviews and feedback provides an open space for seller to take into view the customers’ needs and customization.

With customer support chat we get their queries and provide assistance for them in a timely manner thereby getting customer satisfaction. The products that are featured will be having a separate space and their product listings will be available. All transactions like the vendor and seller account pages by the respective users will be made available. Inventory management will be separate and provided for each seller.
2.7 News Aggregator

News Aggregator is based on the collection and the flow of information that is related to the WGEO’s sectors – Energy, Water and Infrastructure worldwide. News Aggregators gives the ability to read through the latest news stories that have an impact on Green Economy and also news related to the Platform Members.

Aggregation technology helps to consolidate many websites into one page that can show only the new or updated information from many sites. Aggregators reduce the time and effort needed to regularly check websites for updates, creating a unique information space or personal newspaper. The first part of that workflow deals with gathering data from the RSS feeds from websites for the topics related to Green Economy and concerned news from the platform members. The AI based algorithms will collect the information from the feeds and then get posted in the website. Apart from the RSS feeds, individual curators would search the web to place stories. It’s a manual process of content aggregation.

News get deeper into relevant niche topics by utilizing automated or semi-automated content production. And the more topics covered and the deeper the reporting which will lead the way for personalized notifications or content compilations, to different people and segments.

Impact of News Aggregator:

Aggregators are an excellent way to obtain knowledge and use it to further your business goals. They help you see things from a fresh perspective, in turn giving you the information you need to keep your business at the forefront of your industry.

The links we are generating will be circulated through social media so that we will get a better reach to the audience. Contents will be circulated to social media timelines.

Features of the News Aggregator

The news aggregator allows to publish publications, press releases, columns, articles, blogs and other news related content. The new innovative and user-friendly website designs in order to navigate easily for potential readers along with SEO concepts for higher visibility in page rankings and thus create high visibility in the search engines. The News Aggregator will also have social media sharing options from which the news could be further spread across.

✓ The news aggregator will be managed through a content management system
✓ The CMS will be administered by admins and will have editors and contributors account to follow up the publishing.
✓ News will be added to the CMS via AI based algorithms.
✓ Manual news would be also added to the system by the editors.
✓ Monthly 30 news/ articles of length 300-400 words related to green economy in the sectors of Energy, Water and Infrastructure would be added to the portal.
✓ News related to the WGEO and Platform Sector Members will be featured in the portal by the editors of the website.
2.8 Users / User Groups
In terms of Users, we currently see the following groups:
- Users
- Green Explorer clients (Start-ups/Founders)
- Green Explorer employees
- External partners & everyone that we selectively grant access
- Administrators
- Selected Green Explorer employees (we probably will want to have different Admin levels)

*Detailed fields are given below, there might be slight changes in the fields
*The Login page should contain a decent standard design with an option to reset the password.

While the portal should be available from every public internet access, it will be only accessible for members. Members means users need to have account with login and password. An account should be created in the following way:
- The User visits the portal
- When asked for login credentials, there should be an option to create an account and request access

New users should be asked to provide the following details:
- Name (text field, mandatory)
- Surname (text field, mandatory)
- Email (text field, mandatory)
- Phone number (text field, mandatory)
- Type of affiliation (checkbox, mandatory)
- Checkbox for ‘WGEO registered company’ or ‘WGEO Partner’ or ‘other’
- Name of the Company you are working for (text field, mandatory)
- The newly registered User should receive an email to confirm the account creation
Each new account needs to be approved by an Administrator before the User can access the site. As soon as the account is approved, the User should receive an email that informs him that he/she can now access the portal.

3 FUNCTIONAL REQUIREMENTS

3.1 Platform / CMS requirements

A headless CMS approach, front-end component (the head) stripped and removed from its backend, is desired from the vendor. It should have features like responsive design, progressive enhancement, designing for accessibility etc. Content Scheduling should be possible for social media as well by means like Buffer etc. These are the requirements of Content management system.

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<thead>
<tr>
<th>S. No</th>
<th>Category</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>1</td>
<td>User and Group Management</td>
<td>The CMS shall provide a role-based user access mechanism where an administrator can create and manage users, user groups, roles, and role permissions</td>
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</table>
| 2     | Login                       | a. CMS should support login module using which content authors will be able to login.  
|       |                             | b. Login module should have forgot password mechanism. In case user forgets the password/wish to reset a link should be sent to user’s registered Email address from where password can be reset. |
| 3     | Security                    | CMS should support integration with Directory Services (supporting LDAP) to manage users and their preferences. CMS should also support latest security certificates like SSL 3.0 |
| 4     | Content Publishing          | CMS should be able to publish content to any external Portal apart from its native portal |
| 5     | Content Creation            | CMS shall support the creation, modification, and deletion of templates to enable easy management of site and page layout and navigation |
| 6     | Content Creation and workflow| CMS should contain a WYSIWYG editor and provide standard Word authoring features (also known as a Rich Text Editor) to enable an editor to add and format text, links, and images to content areas, create tabular layouts within a text area and apply styles without needing HTML skills CMS should support drag and drop feature to enable easy management of content. The CMS shall support the following minimum preview and publication functions: -  
|       |                             | a) Preview only on CMS (not visible to users)  
|       |                             | b) Save as unpublished (draft)  
|       |                             | c) Preview on Portal  
|       |                             | d) Send for approval  
<p>|       |                             | e) Approve |</p>
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<th>7</th>
<th>Ease of Content Creation</th>
<th>CMS shall offer the following ease-of-use features like Friendly URL's, Spell Checker, Undo etc.</th>
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<td>8</td>
<td>Publishing content on Social Media</td>
<td>CMS shall include a social media integration module that allows configurable publishing of content (pages, interactive data visualizations, images, videos) to a variety of social media (Facebook, Twitter, Google+, LinkedIn, Pinterest, Tumblr, etc. CMS should also support publishing of content specific to mobile app if required</td>
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<td>9</td>
<td>Image library</td>
<td>CMS shall be supported with an image library function</td>
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<td>10</td>
<td>Navigation, breadcrumb and sitemap</td>
<td>CMS shall support creation of navigation, breadcrumb and sitemap that will be published and rendered on Portal</td>
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<td>11</td>
<td>Version Control</td>
<td>CMS shall support version control (check-in, check-out, number of versions) and it must be possible to restore previous versions of a content item</td>
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<td>12</td>
<td>User Experience</td>
<td>CMS shall provide a ‘expand/collapse’ function that can be used in the web interface, to accommodate easier viewing of long page content. Like ‘anchor links’, it should be possible to specify by a web editor that an area of a page should be revealed or hidden through the click of a hyperlink</td>
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<td>13</td>
<td>Multi-channel support</td>
<td>CMS shall support responsive web design. To be able to support mobile/tablet devices, the CMS shall be able to dynamically render the presentation to fit screen size.</td>
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<td>14</td>
<td>RSS Feeds</td>
<td>CMS shall support a template for the display of one or more RSS feeds</td>
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<td>15</td>
<td>COPE capability</td>
<td>CMS shall support hierarchical creation of sites (i.e. parent/child sites in the same domain) and enable the child site to either inherit the look &amp; feel of the parent site or have its own style and branding</td>
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<td>16</td>
<td>Content Library</td>
<td>CMS shall be capable of storing and categorizing documents, images, video and audio files.</td>
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<td>17</td>
<td>Bulk Uploading</td>
<td>CMS shall support the bulk uploading of files</td>
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<td>18</td>
<td>Notifications</td>
<td>CMS shall support the creation of an alert in response to a specific event, examples being: a. Content amendment b. Content expiration date approaching The triggering of an alert shall cause a notification to be sent to the target(s) of the alert. It must be possible to define a list of</td>
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recipients for each alert type which will be used in the notification process.

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<td>19</td>
<td>Content Archiving</td>
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<td>20</td>
<td>Extendibility</td>
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</table>
| 21 | Performance | The CMS shall be able to provide the following performance features: 
   a. Database Replication 
   b. Load Balancing |
| 22 | Reporting | The CMS shall provide reports for following 
   a. Audit Trail 
   b. Login History 
   c. Problem Notification |

3.2 Design requirements

The website must be user-friendly and incorporate the requirements or principles identified below:

1. Design: Vendor should make an effort to comply with guidelines; however, the usability of the website and ability for staff to easily update the website and content contained within the website should be considered. Compliance with the standards should not prevent any other requirements from being met.

2. Responsive Design: The website needs to be accessible by mobile devices, tablets, and other emerging technologies. There should be minimal to zero loss of the website’s capabilities when viewed with electronic devices. The website should automatically adjust to fit the screen of the user’s device.

3. Links: Ensure that every page is consistent in offering the ability to return to top of the navigational path. Ensure that links to third-party sites provide an easy method for returning to the Village’s homepage. This can be accomplished through return links on the third-party site, or presenting the third-party site within a frame or in a separate browser window.

4. Organized: The website must be organized in a manner that allows viewers with limited computer experience to easily find and access information. In addition to a site map, an A to Z page is required.

5. Sharing/Printing Ability: Each page must be appropriately sized to permit printing (without losing page content) or contain a printer-friendly version with also the opportunity to share on social media, via email, etc.

6. Quick Access: Provide simple, clear, and direct access to information. This includes reducing clicks to no more than two, if possible, to retrieve the desired information.

7. Search Function: Enhance search capabilities with appropriate meta-tag utilization.

8. Simple: Design should be simple and allow users to easily access relevant information.

9. Technology: Utilize common technology platforms whenever possible. The website should be designed to be accessible by viewers with limited computer knowledge and should avoid using
technology that may not be compliant with some browsers. In the event such technology is used, the site should provide alternate means for accessing the information.

3.3 Website Hosting:
Vendors are required to submit solutions for off-site hosting of the website. The proposal must identify at a minimum the following:
1. Advantages to hosting
2. Cost-per-month (must be specific if there are any data limitations or required add-ons)
3. Hardware and software capabilities and requirements (server operating system, web design software, database engine, whether it is a dedicated or shared server, etc.)
4. Redundancy (server redundancy, describe the backup schedule, backup media, and backup storage locations)
5. Network Specifications (Internet bandwidth, Internet connection redundancy and define available room for growth)
6. Maintenance fees (for needed technical updates/questions after the implementation stage)

3.4 Content Creation
In the initial phase of the project, before the site goes live the solution provider has to provide and update the required contents under Capital Finder, Events Finder, Knowledge Finder, and Course Finder, Experts Finder. The solution provider has to provide and update a minimum number of 500 posts for each module which is mentioned above. The solution provider has to provide a detailed project plan with a financial proposal for the same. The project plan for updating the content should include the number of days, per day how many posts can be posted, what will be methods used to collect & verify the content and its authenticity, how many stages of checking and verification can be contented within the team and what will be team strength and hierarchy of this project team.
Once after the portal is live, every month the solution provider has to update and provide a minimum of 50 posts in each category. The proposal should include a detailed project plan for this and the financial proposal for this should be given in detail and as a separate item. The solution provider should take the full responsibility of updating posts as requested. The solution provider should collect the data and resources prior and should submit a detailed project plan on this.

4. PROJECT DETAILS

4.1 Scope
Below the scope of the engagement the proposal needs to cover:
- Pre-launch
- Finalize the requirement documentation and finalize the proof of concept for the Green Explorer
- Setup the Hosting Account
- Develop and present 3 different designs
- Develop and implement the Green Explorer portal
- Integrate the content into the site that is provided by WGEO
• Testing (e.g. link checking, responsive websites and mobile testing, cross-browser, proofread, testing, performance testing, functionality check)
• Deploy the site on the live system
• Hardening and secure the system
• Launch: be available on the launch day on standby to fix any critical issues
• Post-launch: support of cumulated 60 hours over 2 months

Not in scope of the engagement:
• Produce the content to populate the Green Explorer site.
• content (incl. text, images, documents).

4.2 Timeline
The estimated timeline for completion of the projects is 3 to 4 months, though some features will be implemented earlier, within the first 3 months. The projects will be worked on simultaneously, though we will work with WGEW to identify projects and potential features within projects to prioritize. If priority projects are identified, this will shorten their delivery date and lengthen the delivery date of others. However, it will not impact the anticipated delivery timeline of 4 to 6 months.

The specific timelines will vary from project to project, but we anticipate that the first three projects the Green Explorer will be live on the WGEW site and then will be populated for more contents. This will include basic search functionality and would be open to the public. In the following 3 months, WGEW would aim to introduce more advanced features and incorporate user and feedback in order to improve these tools.

The development and implementation phase for this project is calculated with 21-weeks. The schedule is as follows:

<table>
<thead>
<tr>
<th>Start</th>
<th>Appoint and confirm contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>+2 weeks</td>
<td>Contractor will present 3 different designs to WGEW</td>
</tr>
<tr>
<td>+16 weeks</td>
<td>Beta version of the Green Explorer ready for testing</td>
</tr>
<tr>
<td>+2 weeks</td>
<td>Soft launch DTEC intranet with DTEC employees</td>
</tr>
<tr>
<td>+1 weeks</td>
<td>Official Launch DTEC Intranet</td>
</tr>
</tbody>
</table>

The Contractor is required to provide post-launch support for two months. During the implementation phase, every Wednesday the Contractor will need to present the progress to the team in a presence meeting. This meeting should be used by the Contractor to get feedback and address open points with the WGEW team.
4.3 Deliverables
The Contractor needs to provide the following deliverables at the end of the project:

- Green Explorer according to the requirements and specifications formulated by WGEO
- Full login credentials for the hosting account
- Documentation of all custom developments
- 2-month Post-launch support

5. CONTRACTOR REQUIREMENTS

WGEO is looking for the following team members from the Contractor to be involved:

1. Profiles for each team member and role in the project
2. Appointment of designated Project Manager who would steer the project and act as the main contact person from the Contractor side.

6. CONDITIONS

a) Technical directions The Contractor will be a supplier to WGEO and will act as vendor working under the overall guidance of the WGEO Director General.

b) Logistical aspects The Contractor team members will be expected to work remotely with weekly meetings for the first month. The Contractor will be responsible for its own logistic support under this contract.

ATTACHMENT B: EVALUATION CRITERIA

WGEO will assess the extent to which proposals submitted in response to this RFP meet the evaluation criteria described herein.

In assessing each proposal, WGEO will take into consideration expertise and qualification as well as cost factors. A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being considered; the cost evaluation is only undertaken for technical submissions that score above the minimum.

The score assigned to each proposal will be of guidance in determining which proposal would provide the greatest value to WGEO. However, WGEO reserves the right not to employ raw scores in determining best value where it considers, in its sole discretion, that this would not be appropriate.

The evaluation criteria are divided into technical and cost factors. In assessing a potential Contractor’s proposal, WGEO will allocate greater importance to technical factors than to cost factors and thus the evaluation is split 70% for technical factors, and 30% for cost. However, cost
is carefully looked at and shall be a determining factor in the final decision.

A. Technical Evaluation Criteria

The technical merit of proposals will be evaluated based on the following evaluation criteria:

a. Methodological Approach - 40
   a. Understanding of the objective and scope of work. The extent to which the proposal demonstrates responsiveness to the nature, scope and timeline and the environment in which the work must be delivered
   b. Approach and tools: the appropriateness and relevance of methodologies
   c. The nature, extent and feasibility of proposed activities and solutions

b. Past experience and capabilities - 40
   a. The extent to which the proposal demonstrates the Contractor’s experience in the subject of green economy
   b. The extent to which the proposal demonstrates the necessary past experience to manage and complete the scope of work
   c. Prior experience showcased with the same scope of work

c. Qualifications of applications - 20
   a. The extent to which the applicants demonstrate to have enough capacity to undertake the scope of work with the necessary experience

A minimum technical score of 70 out of a maximum of 100 is required to pass the technical evaluation. A proposal that fails to achieve the minimum technical threshold will not be considered further.

B. Cost Evaluation Criteria

Proposals will be evaluated in terms of best value to WGE, price and other factors considered.
ATTACHMENT C: PROPOSAL REQUIREMENTS, PROCESS, AND GENERAL INFORMATION

I. PROPOSAL REQUIREMENTS

The proposal should be concisely presented and structured, and should explain in detail your availability, ability, capacity and resources to provide the requested services. Proposals that are incomplete or not responsive to these criteria may not be considered in the review process. All proposals must be submitted in English and can be in pdf, MS-Word or MS Power Point including applicable schedules where defined.

Cost proposal and technical proposal must be submitted as two separate documents:

- RFP/2020/06/001 - Organization Name – Technical Proposal
- RFP/2020/06/001 - Organization Name – Cost Proposal

a. Technical Proposal

The potential Contractor is required to submit a proposal not exceeding 7 pages describing:

- Understanding and background of the topic;
- Proposed semi-detailed work plan (at the level of weekly or bi-weekly milestones) which should show when the potential
  A: Proposed Approach;
    - A summary of past experience and capabilities of the team;
    - Qualifications of team members and their roles in the Contractor team

b. Cost Proposal

The cost proposal must cover all the services requested in the scope of work outlined in the proposal and should be in United States Dollars or in Emirati Dirham and should provide details of costs associated with various stages/deliverables as defined in the technical proposal.

Notes:

The cost proposal shall be inclusive of all direct and indirect costs as well as profit or fees and shall be fixed for the period of the contract,

The cost proposal must cover all the services requested in the scope of work. The cost tables and accompanying notes must show the composition of all cost elements, including hidden fees and profits.
II. PROPOSAL SUBMISSION AND COMMUNICATIONS

Proposal submissions and all communication shall be via email at info@worldgreeneconomy.org. The full proposal must be submitted no later than the date and time indicated in the RFP information table on page 1 of this RFP.

III. SPECIFIC INSTRUCTIONS

a. Period of Validity

Proposals should be valid for a period of 60 days from the closing date of their receipt.

b. Modifications to Proposal

No further additions to, or modifications on submitted proposals shall be allowed unless it is proven to be a bona fide typographical error or omission and that it may have material impact on the evaluation process. Such additions or modifications may only be effected with prior, written, approval from WGEO.

c. Tender Expenses

Potential Contractors are solely responsible for their own expenses or losses, if any, in preparing and submitting an offer to this Request for Proposal. This would include any costs incurred during functional demonstrations and subsequent meetings and negotiations.

d. Currency and Language to be Used

All costs in the pricing spreadsheets must be in USD or AED only (for proposal). The currency of the contract will be in USD or AED. All communication in respect to this RFP shall be in English.

IV. GENERAL INFORMATION

WGEO may, at its discretion, change the closing date, cancel the RFP, or revise the terms of reference, by issuing an amendment to this solicitation.

It is the potential Contractor’s responsibility to consult the WGEO website to ensure that they are aware of amendments to this RFP. WGEO may (a) reject any or all proposals, (b) accept for award a proposal other than the lowest cost proposal, (c) accept more than one proposal, (d) accept alternate proposals, (e) accept part of a proposal, (f) waive informalities and minor irregularities in proposals received, and (g) cancel this RFP.
WGEO may award one or more contracts on the basis of initial proposals received, without discussions or negotiations. Therefore, each initial proposal should contain the potential Contractor’s best terms from a cost and technical standpoint. WGEO reserves the right (but is not under obligation to do so) to enter into discussions with one or more potential Contractors in order to obtain clarifications or additional detail, to suggest refinements in the technical proposal or other aspects of the proposal, or negotiate the cost proposal.

WGEO will be under no obligation to reveal, or discuss with any potential Contractors, how a proposal was assessed, or to provide any other information relative to the selection process. Potential Contractors whose proposals are not selected will be notified in writing of this fact, and shall have no claim whatsoever for any kind of compensation.

This RFP shall not be construed as a contract or a commitment of any kind. This request for proposals in no way obligates WGEO to award a contract, nor does it commit WGEO to pay any cost incurred in the preparation of the proposal.

In addition to the written proposal, WGEO may request potential Contractors to make oral presentations in English or to participate in a pre-proposal conference. The date, time, and place for such (if any) will be communicated to all eligible potential Contractors. Any statement or presentation made during these meetings shall not in any way amend or modify the WGEO RFP Invitation Notice solicitation. Information obtained through oral presentations will be considered in the overall evaluation process.