

REQUEST FOR PROPOSAL (RFP)

Enhancing Climate Change Adaptation in the North Coast and Nile Delta Regions in Egypt	DATE: March 7, 2024
	REFERENCE: GENERAL NATIONAL TENDER – ECCADP - RFP/01-2024

Dear Sir / Madam:

We kindly request you to submit your Proposal for **“Consultancy service to Website Development for The Enhancing Climate Change Adaptation in the North Coast and Nile Delta Regions in Egypt Project (ECCADP)”**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Your proposal, comprising of a Technical and Financial Proposal, in separate sealed envelopes (containing two hard copies and one electronic copy), should be submitted on or before **March 20, 2024** with an acknowledgment letter to ECCADP project to the following address:

Enhancing Climate Change Adaptation in the North Coast and Nile Delta Regions in Egypt
Address: Shore Protection building fum El-Ismailia
(Shoubra El-Khema)
[Att. Dr. Mohamed Ahmed Ali]

Your Proposal must be expressed in the English language, and valid for a minimum period of four months

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by the Project after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of the Project requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by the Project, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on the Project’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by the Project after it has received the Proposal. At the time of Award of Contract or Purchase Order, the Project reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of ECCADP, herein attached as Annex 3.

Please be advised that the Project is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

The Project encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to The Project if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

The Project implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against The Project, as well as third parties involved in the Project activities.

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Dr. Mohamed Ahmed Ali
Project Manager
Date: March 7, 2024

Annex 1

Description of Requirements

Data Sheet

Context of the Requirement	Enhancing Climate Change Adaptation in the North Coast and Nile Delta Regions in Egypt
Implementing Partner of ECCADP	Ministry of Water Resources & Irrigation
Brief Description of the Required Services	<p>The project is seeking the service of National consultancy firm to develop the ECCADP Website.</p> <p>The overall objectives of the assignment are to upgrade the design of the existing website for the ECCADP project to help disseminate and communicate information on the entire activities of the project, as well as to keep the project audience with latest news, upcoming activities and programmers of all its components at the national and local levels.</p> <p>The Specific objective of the contractor is to manage a process for identifying the best possible architecture to upgrade the ECCADP website https://eccadp.com</p> <p>Detailed TOR attached - Annex 4</p>
List and Description of Expected Outputs to be Delivered	<p>The consultancy firm shall:</p> <ul style="list-style-type: none"> Needs assessment report Website Design of the upgrade and Development Testing and beta release Staff training for cPanel & handover Final vision of website: <ul style="list-style-type: none"> Rich Text Editor Separate Admin cPanel (En - Ar) News Bar Ad of website main Page Library of Video & Photo Search Engine optimization Website Source code Edit Subdomain Maintenance & support services <p>Detailed TOR attached - Annex 4</p>
Person to Supervise the Work/Performance of the Service Provider	[Project Manager]
Frequency of Reporting	[Upon deliverable]

Progress Reporting Requirements	[Upon deliverable]					
Location of work	NA					
Expected duration of work	<div>Three months</div> <table><tr><th>Outputs & Expected date</th></tr><tr><td>1) Needs assessment (2 week)</td></tr><tr><td>2) Development and Deployment<ul style="list-style-type: none">Website Design of the upgrade and Development (6 weeks)Testing (2 weeks)Beta Release (1 week)Deployment</td></tr><tr><td>3) Staff Training for CMS & handover (1 week)</td></tr><tr><td>4) Maintenance & Support Services</td></tr></table>	Outputs & Expected date	1) Needs assessment (2 week)	2) Development and Deployment <ul style="list-style-type: none">Website Design of the upgrade and Development (6 weeks)Testing (2 weeks)Beta Release (1 week)Deployment	3) Staff Training for CMS & handover (1 week)	4) Maintenance & Support Services
Outputs & Expected date						
1) Needs assessment (2 week)						
2) Development and Deployment <ul style="list-style-type: none">Website Design of the upgrade and Development (6 weeks)Testing (2 weeks)Beta Release (1 week)Deployment						
3) Staff Training for CMS & handover (1 week)						
4) Maintenance & Support Services						
Target start date	April 1, 2024					
Latest completion date	June 30, 2024					
Travels Expected	N/A					
Implementation Schedule indicating breakdown and timing of activities/sub-activities	Required					
Names and curriculum vitae of individuals who will be involved in completing the services	Required					
Currency of Proposal	Local Currency (EGP)					
Value Added Tax on Price Proposal	Must be inclusive of VAT and other applicable indirect taxes					
Validity Period of Proposals (Counting for the last day of submission of quotes)	120 days In exceptional circumstances, ECCADP PROJECT may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.					
Partial Quotes	Not permitted					

Payment Terms			
	Outputs	Percentage %	Condition for Payment Release
	Needs assessment report	10%	Within (60) days from the date of meeting the following conditions: a) ECCADP PROJECT's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Website design and development	20%	
	Testing and beta release	20%	
	Staff training for cPanel & handover	10%	
	Final vision of website: <ul style="list-style-type: none"> Rich Text Editor Separate Admin cPanel (En - Ar) News Bar. Ad of website main Page Library of Video & Photo Search Engine Optimization Website Source code Edit Subdomain. 	30%	
	Maintenance & support services	10%	After the completion of the website Warranty and Maintenance period.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	[Project Manager]		
Type of Contract to be Signed	Contract for consultancy services		
Criteria for Contract Award	Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) Full acceptance of the ECCADP Project Contract General Terms and Conditions (GTC). Non acceptance of the GTC may be grounds for the rejection of the Proposal.		
Criteria for the Assessment of Proposal	Technical Proposal (70%) <ul style="list-style-type: none"> Expertise of the Firm Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan Management Structure and Qualification of Key Personnel Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by the Project.		
The Project will award the contract to:	One and only one Service Provider		

Annexes to this RFP	<ul style="list-style-type: none"> Form for Submission of Proposal (Annex 2) General Terms and Conditions / Special Conditions (Annex 3)¹ Detailed TOR (Annex 4)
Contact Person for Inquiries (Written inquiries only) ²	<p>[Mr. Hassan Gabrallah] [Project Communication Officer] Tele : 01007230666 Email address: h.gabralla@outlook.com</p> <p>Any delay in the Project's response shall be not used as a reason for extending the deadline for submission, unless the Project determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

² This contact person and address is officially designated by ECCADP PROJECT. If inquiries are sent to other person/s or address/es, even if they are ECCADP PROJECT staff, ECCADP shall have no obligation to respond nor can ECCADP confirm that the query was received.

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL³

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of ECCADP PROJECT focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to The Project in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the ECCADP PROJECT General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of the Project by indicating the following:

- Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;*
- Track Record – list of clients for similar services as those required by ECCADP PROJECT, indicating description of contract scope, contract duration, contract value, contact references;*
- Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel/Speakers

If required by the RFP, the Service Provider must provide:

- Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- CVs demonstrating qualifications must be submitted if required by the RFP; and*
- Written confirmation from each personnel that they are available for the entire duration of the contract.*

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

D. **Cost Breakdown per Deliverable***

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		The proposed cost should be a lump sum including travel cost and accommodation for the speakers while the project will pay the cost of venue and accommodation of the participants, and other expenses if needed
2	Deliverable 2		
3		
	Total	100%	

*This shall be the basis of the payment tranches

E. **Cost Breakdown by Cost Component [This is only an Example]:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

Annex 3

General Terms and Conditions for Services

TERMS OF REFERENCE

Website Development for The Enhancing Climate Change Adaptation in the North Coast and Nile Delta Regions in Egypt Project (ECCADP)

1 Background

The Enhancing Climate Change Adaptation in the North Coast and Nile Delta Regions in Egypt Project (ECCADP) aims at supporting the adaptation efforts of Egypt in the North coast and in particular the Nile Delta which is identified by the IPCC in its Fourth Assessment Report as one of the world's three "extreme" vulnerable. The objective of the project is to reduce coastal flooding risks in Egypt's North Coast due to the combination of projected sea level rise and more frequent and intense extreme storm events. Output 1 focuses on constructing 69 km of sand dune dikes at five vulnerable hotspots within the Nile Delta that were identified during an engineering scoping assessment and technical feasibility study. Output 2 focuses on the development of an Integrated Coastal Zone Management (ICZM) plan for the entire North Coast, to manage long-term climate change risks and provide Egypt with adaptability to impending flood risks. The project will facilitate transformational change in the short-term by reducing coastal flooding threats along vulnerable hotspots in the Delta and in the long-term by integrating additional risks of climate change into coastal management and planning, budgeting and implementation of risk reduction measures. The Project is implemented by the Ministry of Water Resources and Irrigation in collaboration with UNDP and is funded from the Green Climate Fund (GCF). The project is managed by a Project Management Unit (PMU) which is led by the executive project manager and includes staff assisting the manager in carrying the various management tasks. The project seeks a firm with relevant expertise to upgrade the existing project website and its functionality.

2 Objective of the Assignment

The overall objectives of the assignment are to upgrade the design of the existing website for the ECCADP project to help disseminate and communicate information on the entire activities of the project, as well as to keep the project audience with latest news, upcoming activities and programmers of all its components at the national and local levels.

The Specific objective of the contractor is to manage a process for identifying the best possible architecture to upgrade the ECCADP website.

3 Scope of the Assignment

The ECCADP web site upgrade proposes can be structured into:

- 1) Needs assessment **(2 week)**
- 2) Development and Deployment
 - Website Design of the upgrade and Development **(6 weeks)**
 - Testing **(2 weeks)**
 - Beta Release **(1 week)**
 - Deployment
- 3) Staff Training for CMS & handover **(1 week)**
- 4) Maintenance & Support Services

Subsequent sections detail out the guideline, deliverables & timelines applicable to each of these phases.

The firm undertaking the assignment shall be expected to adopt all necessary measures (agile development methodologies, parallel work streams etc.) to ensure strict timely delivery of deliverables & outcomes for each of these phases.

3.1. Needs Assessment

3.1.1. Overview

Overview Prior to initiating the upgrade and development process, the firm shall be required to, in consultation with the ECCADP project team, establish specifically the functional and technical scope of work. This process shall be carried out in order to ensure clarity and all-round understanding of the assignment goals and end-deliverables. Specifically, this phase will involve confirming audiences, objectives, graphic look and feel, navigation, technology issues and assumptions, required functionality, phasing, and budgetary constraints. It is also expected that the firm will provide a detailed assignment plan to assist the internal ECCADP project team in better managing handover of any formats, content and other information that will be required at different stages of the subsequent design, development and deployment phases.

3.1.2. Timeline & Deliverables

In consultation with the ECCADP project team, the firm is expected to deliver within **2 week** of the start date of the contract:

1. The functional specifications that specifically lay down all the website upgrade requirements from the end-user perspective.
2. The technical specifications covering the scope of development and technologies that will be utilized as an outcome of the functional specifications.
3. Detailed project plan, stating development & deployment timelines, as well as a clear indication of any specific inputs (content, information or others) required from the internal project team from ECCADP

3.2. Design of the Upgrade, Development and Deployment

3.2.1. Guidelines & Specifications

3.2.1.1. Design Guidelines

The specific expectations from a design upgrade perspective are as follows:

1. Intuitive and easy to navigate: The website design and organization should be such that it can be used by the diverse target audiences that it is aimed at, without any confusion or issues. The design should be visually appealing, consistent across sections, simple to navigate, and adhere to Accessibility standards as specified.
2. Modern web design: The website should be developed using modern web design standards, and be compatible with modern browsers.

The design should also be responsive such that it modifies in form and structure to be suitably viewable on mobile and tablet devices as well.

3.2.1.2. Functional Guidelines:

Website:

- Design of Website upgrade
- Website Features: -
 - Rich Text Editor
 - Two Separate Admin Control Panels one in English and one in Arabic.
 - News Bar.
 - Ad of website main Page
 - Library of Video & Photo
 - [search engine optimization](#)

- Website Source code
- Edit Subdomain

Web services:

- Web hosting service
- Email service

The required specifications for developing website:

- Developed based on the latest Laravel in PHP technology, having all latest security and features updates.
- Back-end access must be accomplished through a reCAPTCHA verified login process.
- All pages within the secure area must be locked to authorize usage.
- Designing a website control Panel that is language-independent, characterized by ease and flexibility.
- The website must be accessible on all devices, including desktops, laptops, tablets, and smartphones.
- The website must be secure and protect user data
- The website easy to use and navigate.
- The website must be visually appealing and engaging.
- The website must be consistent in its design Image of Consistent design website.
- The website must use accept high-quality of images and videos.
- The website must accept many image and video extensions.

The required specifications for Web hosting service:

- Server:
 - Virtual Private Server (VPS)
 - SSL Certificate
 - Antivirus & Antispam
- Storage space:
 - 50 GB
 - Hard Disk: SAS & SSD
 - Storage system: Hardware RAID 1
- Bandwidth:
 - 100 MB/s
 - The minimum monthly consumption is 5TB.
- CPU and memory:
 - Processor: Intel Xeon
 - Core: 4
 - RAM: 8 GB
- Operating system :Linux
- Technical support:
 - 24/ 7 – Ticket & Emails
 - WhatsApp
 - Backup: Every 3 Months for website & Server Files

The required specifications for Email service:

- Storage space:100 GB
- Email Accounts: 25
- IMAP, POP3
- Web Interface
- Backup: Daily
- Security: antispam and antivirus
- Contacts:
 - Full contact management, including attachment.

- Email Features:
 - Work anywhere with synchronization
 - Powerful message editor
 - Fast and searchable
 - Cloud Drive
- Technical support:
 - 24/ 7 – Ticket & Emails
 - WhatsApp

3.2.1.3. Technical Guidelines & Specifications

- **Web-responsive website:** Optimize all pages and templates to ensure ease of navigation and site exploration for all users on desktops, tablets, phones, and other small-screen devices.

3.2.1.4. Timeline & Deliverables

In consultation with the ECCADP project team, the firm is expected to deliver within **12 weeks** of the start date of the contract:

1. A fully functional ECCADP website that meets the functional requirements & technical specifications set forth at the needs assessment phase, deployed on appropriate infrastructure.
2. Full source code of the website along with any supporting technical documentation & installation manuals

3.3. Staff Training & Documentation Handover

3.3.1. Deliverables & Timelines

The firm will be expected to provide within 1 week of the live deployment of the website, the following:

1. All the necessary documentation stating the configuration options of the website, and a training manual (with snap shots) that covers key processes that are the responsibility of internal ECCADP staff – using cPanel to modify website content, accessing & interpreting reports, escalation procedures in case of downtime.

Onsite training support to key identified ECCADP staff with basic administration interfaces, understanding analytic reports and cPanel use & procedures with regards to adding any dynamic content to the website – events, files, blogs, articles etc.

3.4. Website Warranty and Maintenance

The firm will be expected to provide a warranty of **3 months** (including bug fixes, updates, or change requests) followed by **9 months** of maintenance & support services, after live deployment of the website. The specific elements of the maintenance are expected to be as follows:

1. Offsite Support: Provide services with regards to modifying existing sections of the website, making layout changes, fixing bugs or making updates, as per service levels set with the internal project team at the needs assessment phase. This could include additional features to the website.

The firm should specify an hourly rate for human resource (programmers, designers, project managers etc.) which will be provided for any further additions/modifications on the website for the duration of the maintenance period.

2. Content Uploading: The firm shall provide training to the ECCADP staff on managing the cPanel and uploading all types of content to the website. The firm will also undertake to upload any content when requested by the ECCADP project team for the duration of the maintenance period, and content must be uploaded within 4 hours.
3. Backups & Server Maintenance: Provide regular backups of all website data, with service levels of restoring data in case of server crash or downtime.

4 Assumptions

1. The firm is responsible for entering all initial content into the content management system.
2. the website is multilingual (English & Arabic)
3. The ECCADP team will provide any advice and related documents requested by the firm required for the successful discharge of the tasks of the assignment. The ECCADP Coordinator will act as counterpart in providing advisory support services if required in the area of facilitating the successful discharge of the assignment.

5 Copyrights

The ECCADP Project will hold exclusive rights to all design and other work products contained on the website. Should the firm require use of the website in their portfolio, they will require written permission from the ECCADP Team.

6 Proposal Structure

Quotations should be structured as follows and provide complete details as indicated:

- a) Company Profile (Board of Directors, Office location(s); key staff to be involved in website and their relevant experience etc.);
- b) Understanding of the Scope of Work;
- c) Proposed Methodology / Approach and detailed Timeline with Deliverables;
- d) Team Strength (who will work on this project);
- e) Sample(s) of similar work-done (please list active web address);

7 Payment Terms

Outputs	Percentage %	Condition for Payment Release
Needs assessment report	10%	Within (60) days from the date of meeting the following conditions: c) ECCADP PROJECT's written acceptance (i.e., not mere receipt) of the quality of the outputs; and d) Receipt of invoice from the Service Provider.
Website design and development	20%	
Testing and beta release	20%	
Staff training for cPanel & handover	10%	
Final vision of website: <ul style="list-style-type: none"> ▪ Rich Text Editor ▪ Separate Admin cPanel (En - Ar) ▪ News Bar. ▪ Ad of website main Page ▪ Library of Video & Photo ▪ Search Engine optimization ▪ Website Source code ▪ Edit Subdomain. 	30%	
Maintenance & support services	10%	After the completion of the website Warranty and Maintenance period.

8 Evaluation Criteria

All submissions will be assessed against the following criteria:

Requirements	Weight
<ul style="list-style-type: none"> Expertise of the Firm Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan Management Structure and Qualification of Key Personnel 	70%
<ul style="list-style-type: none"> Financial proposal 	30%

9 How to apply:

Your proposal, comprising of a Technical and Financial Proposal, in separate sealed envelopes (containing two hard copies and one electronic copy), should be submitted on or before **March 20, 2024** with an acknowledgment letter to ECCADP project to the following address:

Enhancing Climate Change Adaptation in the North Coast and Nile Delta Regions in Egypt

**Address: Shore Protection building fum El-Ismailia
(Shoubra El-Khema)**

[Att. Dr. Mohamed Ahmed Ali]