



REQUEST FOR PROPOSALS

## **Consultancy services to migrate the HUC website and portal to WordPress and develop plugins for existing functionalities**

The International Centre for Integrated Mountain Development (ICIMOD) is issuing this request for proposals regarding consultancy services to redevelop the Himalayan University Consortium ([HUC website](#)) in WordPress and develop plugins for different existing functionalities.

### **About ICIMOD**

ICIMOD, based in Kathmandu, Nepal, is the leading institute for the study of the Hindu Kush Himalaya (HKH). An intergovernmental knowledge and development organisation with a focus on climate and environmental risks, green economies, and sustainable collective action, we have worked in our eight regional member countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan – since our foundation.

Entering our 40th year, ICIMOD is perfectly positioned to support the transformative action required for the HKH to face the challenges of the escalating effects of climate change, pollution, water insecurity, increased disaster risk, biodiversity loss, and widespread socioeconomic changes. We seek to raise our ambition to support the required transformative action to step up our engagement through to 2030.

### **About the Himalayan University Consortium**

The Himalayan University Consortium (HUC) is a network of over 90 universities in the eight countries of the Hindu Kush Himalaya (HKH) and beyond. It is HUC's mandate to enable regional academic cooperation and to nurture the next generation of academics to lead sustainable mountain development. It works to strengthen the connections between the creation of knowledge and decision-makers, to create new opportunities for transdisciplinary and transboundary research collaboration and to build the field of mountain-specific research. The HUC core values are mountain focus, inter- and trans-disciplinarity, diversity, and shared leadership.

HUC is approaching 100 full members from the HKH region (including ICIMOD) and 19 associate members from outside the region. HUC operates an interactive online web portal, with over 600 users. The portal is an integrated system for information management of its members and individual associates and enhances communication among them.

## **SECTION I – Bidding process**

- The closing date for the submission of this tender is 21 December 2023.
- Proposal should include all costs, a timeline for the execution of the project, and a breakdown of the durations
- Proposals will only be received on or before the closing date
- Please submit your proposal with supporting documents
- The bidder must be a legally registered company in Nepal

### **Bidding process**

- Interested bidders must submit their bid proposal by 5:00 PM (Nepal Standard Time) 21 December 2023. The bid should include copies of the following:
  - Company registration certificate
  - Tax registration certificate (i.e. VAT/PAN registration)
  - Tax clearance of the last 3 years, including FY 2078/79
  - Bid validity period 60 days
- The bidder shall quote the item rates as applicable for the work in a formal quotation with signature and stamp.
- The maximum applicable amount for the bid is 1000000 NPR. The bidder should indicate applicable VAT and inclusive of all taxes in the bid.
- The bidder must submit the proposal to [consultancy.int@icimod.org](mailto:consultancy.int@icimod.org).

**ICIMOD reserves the right to accept or reject any or all bids without giving any reason whatsoever.**

## SECTION II – Terms of reference

### About the work

The HUC website and portal provide an effective platform for the community of HUC institutional members and fellows to interact, share information, and promote collaborative research and higher education activities as per its mandate. The [HUC website](#) and portal is currently on the Laravel platform. We are looking to migrate the whole system and enhance the functionalities in WordPress.

### Scope of work and timeline

Task	Deadline
EOI submission	December 2023
Deliverables:	
1. WordPress website design and development <ul style="list-style-type: none"> <li>- Data migration</li> <li>- Theme development</li> <li>- Server Setup</li> <li>- Deployment</li> </ul>	April 2024
2. WordPress plugin development for key functionalities such as: <ul style="list-style-type: none"> <li>- Members user portal</li> <li>- E-voting</li> <li>- Grant management</li> <li>- Royalty management</li> <li>- Custom frontend dashboard</li> <li>- Newsletter subscription</li> <li>- Membership registration management</li> <li>- Event/Webinar management</li> <li>- Email template management</li> <li>- Members rank management</li> </ul>	April 2024
3. Build a module to integrate with the e-learning platform, Atingi	May 2024
4. AMC services	One year after contract signing
Consultancy timeline	In case of delays, contingency reporting period to avoid no cost extension request

### **Key tasks**

Migrate the current portal to WordPress. Develop a Content Management System (CMS) to edit the following features.

- i. Registration form
- ii. CMS
  - o Announcement
  - o Article
  - o Banner
  - o Content pages
  - o Email contact form
  - o Email templates
  - o Event management
  - o E-voting
  - o Mailing list
  - o Media manager
  - o Members contribution
  - o Members map
  - o Menu
  - o News and updates
  - o Page builder
  - o Photo and video gallery
  - o Media coverages/Press releases
  - o Thematic groups
- iii. Reports
- iv. Form builder
- v. Credit merit
- vi. Menu management
- vii. Member registration
- viii. Members profile
- ix. Membership mana
- x. Webinars
- xi. Grant management
- xii. Royalty management

### **Standards and prerequisites**

- The consultant must have extensive knowledge of Laravel and WordPress platforms

- The consultant must have previous web development experience with national and international clients, preferably from the INGO/NGO/development sector
- The consultant to record all existing permalinks, either retain or have 301 permanent redirection
- The site to be able to accept custom HTML, PHP, JS, and CSS inside a page/post easily
- The site to have a file management system built over the default WordPress media gallery (through a popular plugin)
- The site should be compatible with the functionalities of RankMath SEO plugin
- The consultant must use proper coding standards and practices, such as but not limited to code readability, standardise headers for different modules, leave comments on codes, etc
- The codes must be optimised for performance and compatibility with other plugins
- The codes must follow the latest standards of WordPress and its dependent technologies for security and future upgradability
- The consultant must check and ensure no old technologies and/or depreciated functions are used
- The consultant must use a combination of custom code plus available popular plugins for WordPress, depending on the complexity of the required functions. For example, custom code should be placed to disable site-wide comments, but a plugin to be used for file management system
- The consultant must not use any proprietary codes that might lock out features or functionality of the site after the end of the contract
- The consultant must use version controlling such as GIT to better facilitate updates and revert changes
- The consultant must communicate with ICIMOD regarding the popular plugins to be used for various functionalities, such as custom fields, SEO, cache, etc, including its licensing to ICIMOD

### **Contract duration**

The consultant shall be recruited for 12 months. The consultant shall submit four hard copies along with an electronic copy of reports and drawing files as follows:

<b>Task</b>	<b>Deadline</b>
Share the workplan for the proposed ToR	15 January 2024
Migrate the current website & portal and share invoice	15 April 2024
Submit completion report and invoice	14 June 2024
Provide annual maintenance support	31 December 2024

## SECTION III – Proposal submission and evaluation

The service provider will be selected on the basis of the highest ranked technical proposal (60% weightage) and lowest cost financial proposal (40% weightage).

The service provider will be selected on the basis of the highest cumulative scores obtained in the technical and financial proposals using the following formula:

- Technical score = Score obtained based on technical proposal (total 100)
- Financial score = Score obtained based on financial proposal (total 100)
- Total score = 60% of technical proposal + 40% of financial proposal

The service provider scoring the maximum score based on the criteria will be awarded. However, the service provider should score at least 70 points in the technical proposal.

### Contents of the proposal

Applicants must include the following sections in the technical proposal:

1. **Executive summary:** A brief overview of the proposal that highlights the most important aspects, such as the proposal along with objectives, expected outcomes, deliverables intended to achieve, and budget.
2. **Technical approach and methodology:** This section should explain the understanding of the objectives of the assignment, the approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The applicant should explain the technical approach they would adopt.
3. **Work plan:** The applicant should propose the main activities of the assignment, their content and duration, phasing and interrelations, deliverables, and delivery dates. The proposed work plan should be consistent with the technical approach and methodology along with a detailed timeline.
4. **Organisational capacity and experience:** This section highlights the capacity and experience of the organisation submitting the proposal. It should provide information on the organisation's history, its mission and values, and its track record in implementing similar projects. It should also describe the organisation's governance structure, financial management, and monitoring and evaluation processes.
5. **Personnel qualifications and experience:** This section describes the qualifications and experience of the key personnel who will be involved in implementing the project. It

should outline their relevant education, skills, and experience, and highlight any relevant professional certifications or affiliations.

6. **Financial bid:** Applicants should provide the financial quote with the breakdown of all the costs and include the tax in the budget (refer to the table provided below):
- Breakdown of the experts needed, number of days required, quantity, rate
  - Breakdown of other costs, unit, quantity, rate

Component	Activity	Unit	No. of units	Unit rate	Amount	Notes (if any)
<b>Name of activity (e.g. data collection)</b>						
<b>Senior staff, designation</b>	Review data	days	XXX	XXX		
<b>Junior staff, designation</b>	Collect data	days				
<b>Equipment</b>						
<b>Travel</b>						
<b>Material supplies</b>						
<b>Investigation costs</b>						
<b>Total</b>						
<b>Note: Quoted figures are inclusive of all applicable taxes.</b>						