

# REQUEST FOR PROPOSALS (RFP)

## C40 Cities Finance Facility – Maintenance of the CFF website

### 1. Introduction

The C40 Cities Finance Facility (CFF) facilitates access to finance for cities' infrastructure projects that address the climate crisis. It does this by providing technical assistance to develop cities' priorities into bankable investment proposals. Funded by the German Federal Ministry for Economic Cooperation and Development (BMZ), the UK's Department for Business, Energy and Industrial Strategy (BEIS), the Children's Investment Fund Foundation (CIFF) and the United States Agency for International Development (USAID), the initiative is implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and the C40 Cities Climate Leadership Group (C40).

The CFF was set-up in 2015 to support cities in developing and emerging economies to prepare and deliver sustainable, low carbon and climate adaptation projects. It aims to support the development of climate-friendly infrastructure and to use this experience to catalyze further action in other cities.

### 2. Objectives

The objective of this assignment is to deliver ongoing maintenance for the CFF's own website ([www.c40cff.org](http://www.c40cff.org)) for approximately the next 6 months, which will include reacting to and fixing any minor or larger issues which occur, particularly related to the CFF's application portal.

#### Current status

The CFF's website was created between April and August 2017. Before, the CFF's online presence had been on a temporary webpage within the C40 website. The current website includes:

- Homepage.
- 'About' page on the CFF's history and partners.
- News and events page.
- Projects page, outlining all cities currently supported.
- Knowledge page, highlighting all CFF knowledge products so far.
- Application Portal where new cities can apply for support.

The content management systems and framework of the CFF website is **Laravel**. Laravel was selected based on the overall suitability of the tool kit to the envisioned site, which was done by juxtaposing the project goals, success criteria, and known constraints against the strengths and weaknesses of each framework. A custom, Laravel-based content management system, which exposes editors to simplified

pages comprising only forms, buttons and fields necessary for the task at hand, was built to allow simple updates by the editors.

The CFF website is currently hosted on **Amazon Web Services** and domain management company is **CSC**.

### 3. Scope of work

The developer is expected to provide up to 75 hours of support in the form of website bug fixes, feature enhancement, site updates, and project oversight for the CFF website. The maintenance tasks are expected to cover production, design, development, and quality assurance, as required. This will also include supporting the project manager in providing Certificate Signing Requests (CSRs) and installing SSL certificates.

These services will not be required all at once or at regular increments but will often be ad-hoc in nature, reacting to any issues that occur in the functioning of the website or proactively providing minor upgrades. The provider should expect for these hours to be spread across the entire assignment timeline.

### 4. Timeline – Assignment

The timeline for this assignment is from May, 2021 to October, 2021, unless a term extension is agreed.

The SOW to be signed will include the following text: *‘The Term may be extended upon the written approval of both Parties which, for the avoidance of doubt, email will be considered written approval for the purposes of a Term extension.’* This will cover any short-term extension due to CFF’s own governance arrangements.

### 5. Project management

This project will be managed by the CFF Knowledge & Learning Officer, **Valerie Brown**, and by the CFF Project Manager, Sustainable Transport, **Oliver Walker**.

### 6. Budget

Responses to this RFP must include a detailed breakdown of proposed costs, including working/person-days dedicated to each deliverable as outlined above. The total value of this contract is capped at €7,000 EUR, including VAT.

## 7. Format for responses

Responses must include:

- Cost offer for the delivery of this service, including hourly rates
- Examples of the providers experience in providing maintenance to similar websites, in PDF or as a link

The responses will be evaluated according to technical and financial suitability for the assignment. Evaluation criteria include **relevant experience (50%) and cost (50%)**.

Please **submit your proposal by 5pm BST (London) on Monday, May 17<sup>th</sup> 2021** to:

- Oliver Walker ([owalker@c40.org](mailto:owalker@c40.org)) and Valerie Brown ([vbrown@c40.org](mailto:vbrown@c40.org))

## 8. Timeline – Submission and evaluation of proposals

- **6th May 2021:** RFP circulated.
- **13th May 2021:** Response to bidder questions sent out.
- **17th May 2021:** Proposals to be sent in PDF format.
- **18th May 2021:** Bidders informed of evaluation decision.

## 9. Timeline – Project

- **24th May 2021:** Planned task kick-off. In-person or remote meeting..
- **May 2020 - October 2021:** Maintenance period.

## Contact details

The CFF team will be available to answer any questions about this RFP or about your proposal and submission. Please contact:

**(Mr) Oliver Walker**, Project Manager, Sustainable Transport, C40 Cities Finance Facility

- Email address: [owalker@c40.org](mailto:owalker@c40.org)
- Phone number: +44 (0)7884 204405

**(Ms) Valerie Brown**, Knowledge & Learning Officer, C40 Cities Finance Facility

- Email address: [vbrown@c40.org](mailto:vbrown@c40.org)