Request for Proposals

Full Stack PHP Developer with Drupal Experience

Consultancy

Deadline: May 24, 2024

Global Partnership for Sustainable Development Data

To	: Offerors
From	: **Global Partnership for Sustainable Development Data /** **United Nations Foundation**
Subject	: **Full Stack PHP Developer with Drupal Experience**
RFP Issue Date	: **May 1, 2024**
RFP Closing Date	: **May 24, 2024**
RFP Closing Time	: **17:00 hours U.S. Eastern Time**
Performance Period	: **One (1) year, renewable for an additional two (2) years**

The Global Partnership for Sustainable Development Data (the Global Partnership) is seeking a full stack PHP developer with extensive experience in Drupal development, who can provide regular updates and technical support for www.data4sdgs.org, and related microsites, while also making recommendations and implementing changes for improving site usability and functionality. The Global Partnership invites qualified individuals, firms, and organizations ("Offerors") to submit a proposal for the requested services. The Contract resulting from this award will be a Services Agreement.

Offerors are encouraged to read this RFP in its entirety, paying specific attention to the scope of services, instructions, and requirements. Issuance of this solicitation does not, in any way, obligate the United Nations Foundation (UNF) to award a contract, nor will UNF pay for any costs incurred in the preparation and submission of a proposal. The agreement resulting from this RFP will be provided to the most responsive Offeror whose offer will be the most advantageous to the Global Partnership/UNF in terms of cost, functionality, and other factors as specified in this RFP.

The Global Partnership is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and consultants.

Section 1: Background and purpose

Background: United Nations Foundation

The United Nations Foundation links the UN's work with others around the world, mobilizing the energy and expertise of business and non-governmental organizations to help the UN tackle issues including climate change, data, global health, peace and security, women's empowerment, poverty eradication, energy access, and U.S.-UN relations. The United Nations Foundation hosts and provides administrative, financial and contractual services for the Global Partnership. For more information, visit www.unfoundation.org.

Background: Global Partnership for Sustainable Development Data

The Global Partnership for Sustainable Development Data is a dynamic global network of governments, UN agencies, private companies and civil society organizations. The Global Partnership convenes, connects and catalyzes action to address the problems of poor data use, access, quality and production, and to work with stakeholders to fully harness the new opportunities of the data revolution in the service of sustainable development. For more information, visit www.data4sdgs.org.

Section 2: Scope of services

- Managing the Global Partnership's website, including monthly updates to improve site functionality and bi-weekly check-ins with the Global Partnership Communications Manager. The Offeror should estimate four days per month level of effort for this work in their financial proposal.
- Developing, troubleshooting, debugging, and implementing software code (such as PHP, HTML, CSS, and JavaScript), for website frontend and backend.
- Responding quickly to urgent system or software failures including testing and/or debugging.
- Developing custom modules.
- Conducting maintenance and updates to ensure site security.
- Conducting mobile development to ensure responsive design.

The Global Partnership works with partners all around the world, so consideration of and experience planning for connection speeds and accessibility in a range of developing countries will be crucial for this work.

The Global Partnership team is seeking to modernize its multimedia offerings, improving and diversifying its digital presence through video products, audio products, and multimedia reports. The successful Offeror will have experience supporting a non-profit in exploring innovative ways to modernize its web presence for pro-social communications and advocacy while working under tight deadlines and budgets.

This consultant will work remotely but must be able to have teleconferences with Global Partnership colleagues in Central Europe, with the possibility for calls with colleagues in New York, London, or cities in other time zones.

Desirable experience/qualifications
(If a consulting firm is bidding, the Global Partnership would look for these qualifications from the lead individual and others likely to be significantly engaged in the work.)

- At least 5-7 years of experience in software development and back-end website development
- At least 3-5 years of experience with Drupal CMS
- Front-end development and design experience, UX/UI experience
- Strong portfolio of compelling work
- Comfortable working with an in-house communications team in a non-profit context – able to help maximize resources to achieve impact and a fresh, modern style
- Demonstrated ability to develop creative solutions that address organizational and technical needs
- Understanding of website needs in non-profit/pro-social context
- Work independently, as well as part of a team to establish project deliverables

- Collaborate closely with internal clients and stakeholders to identify priorities and manage competing workflows.

Section 3: Proposal Preparation Instructions

Proposals are expected to be comprehensive and include the information set forth below. Elaborate or unnecessarily voluminous proposals are not desired. The font used should be easy to read and generally no smaller than 11 points. (Smaller font can be used for short footnotes.) Proposals must be submitted in **English**.

1. **Technical Proposal, no more than two pages, to include:**

   a. The primary contact person for the Offeror: the individual's name, address, phone number and email address.
   b. A statement confirming the Offeror does not have a conflict of interest with this RFP, real or perceived.
   c. A summary of the Offeror's understanding of the scope of services, along with a positive commitment to perform the work in a timely manner.
   d. A brief description of the Offeror's experience and expertise in the field that illustrates overall qualifications and capabilities to meet the terms of the RFP, and years of relevant experience.

2. **Resume or CV of Key Personnel**

3. **List of References**
   The Offeror must include a list of three references, including phone number, e-mail address and a short description of work done for the referee.

4. **Cost Requirements**
   The Offeror should include a budget for the services described above. All prices must be quoted in **U.S. dollars**.

Proposal submission: Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to: proposals@data4sdgs.org. Be sure to include in the subject line: Website Developer Consultancy. UNF will not accept proposals received by fax or mail.

All proposals are due by the date and time stated above. Any proposal received after the required time and date specified for receipt shall be considered late and non-responsive. Late proposals will not be evaluated.

Section 4: Selection

We will review candidates with the goal of selecting several consultants from a diverse range of geographies most advantageous to the Global Partnership, based on the qualifications listed above, as

demonstrated by the resume or CV, cover letter, and additional material, if applicable. The Global Partnership will consider the Offeror's capability to deliver the scope of services, and the feasibility of the approach. The Global Partnership will also consider the overall costs to ensure that they are reasonable to deliver the services. The Global Partnership may meet with one or more Offerors prior to selection.

Section 5: RFP Conditions

UNF reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Offeror or other party.
- Accept other than the lowest price offered.
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
- Award more than one contract.

Nothing in this RFP is, or should be relied on by Offeror as, a promise or representation by UNF. UNF does not make any representation or warranty as to the completeness of this RFP or have any liability for any representations (express or implied) contained in, or omissions from, this RFP. This RFP and any replies to any written notifications are transmitted to the Offeror solely for the purposes of the Offeror preparing and submitting a Proposal. Each Offeror shall keep the RFP and its contents confidential.

Any information or materials submitted in response to this RFP and/or as a proposal (whether successful or unsuccessful) shall become the property of UNF and will not be returned. In submitting a proposal, the Offeror must agree that the offer shall remain firm for a period of no less than **120** days from the RFP closing date. Failure to follow the specifications and requirements provided in this RFP may result in disqualification.

Section 6: Terms of payment

Payment terms for the award shall be on an assignment basis and will be made following the submission of each assignment. Payment is dependent upon receipt of valid invoice, and contingent upon successful completion of deliverables, at the sole discretion of UNF. Payment shall be made in U.S. dollars by UNF via check or bank wire. The final payment terms in the contract will control, not this RFP. No advanced payment will be provided.