

## TECHNICAL EVALUATION MATRIX (FIT FOR PURPOSE) DRUPAL WEB CONTENT MANAGEMENT SERVICES

CRITERIA <sup>1</sup>	KEY INDICATORS <sup>2</sup>	GUIDE NOTES TO BIDDERS
<b>CORPORATE CAPABILITY</b>	<p>All aspects of capability that the Bidder will contribute to the success of the assignment, including:</p> <ol style="list-style-type: none"> <li>At least five (5) years Specific Experience in the provision of Drupal Web Content Management Services, specifically Drupal 7 and 9 Platforms;</li> <li>Client References;</li> <li>Governance, management structures and systems;</li> <li>Quality control and quality assurance procedures;</li> <li>Depth of resources available (full organogram and partners mapping); and</li> <li>Geographic coverage to enhance the success of the assignment (highlight core business objectives of clients and partners, specifically any previous or current engagement with UN partners).</li> </ol>	<ul style="list-style-type: none"> <li><i>Provide here a brief description of the background and organization of your firm.</i></li> <li><i>Provide information on each assignment for which your firm, (and each affiliate partner for this assignment, if relevant), was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out services similar to that requested under this assignment (highlighting the geographic coverage of the assignment and include clients' reference).</i></li> <li><i>Detail the Firm's Quality Control Policy and Quality Assurance Practices and demonstrate how these will align with this assignment.</i></li> </ul> <p><b>(Approximately 10 pages, include tables and diagrams)</b></p>
<b>SERVICE DELIVERY</b>	<p>Detail how the organisational capability will be applied to the assignment in question, including:</p> <ol style="list-style-type: none"> <li>Skills, experience and qualifications of the Key Experts proposed for this assignment (See Section 4.4 of the SOW);</li> <li>Completeness, robustness and quality of the Technical Approach and Methodology that will be applied for each Phase and Activity of the assignment in question (See Sections 1, 4.1, 4.2, 4.3, 4.5, 4.6, 4.7, 4.8 and 5 of the SOW);</li> <li>Implementation plan showing deliverables points, to guarantee completion within the specified timeframe (see timeframe in 4.1 (iv) of the SOW);</li> <li>Risk Management Plan.</li> </ol>	<ul style="list-style-type: none"> <li><i>Propose the structure and composition of your team. You should list the main disciplines of the assignment, the key experts to be assigned and the suitably and capabilities in terms of experience and qualifications.</i></li> <li><i>Explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them.</i></li> <li><i>Propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports/deliverables.</i></li> <li><i>The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the SOW and ability to translate them into a feasible working plan. A list of the final</i></li> </ul>

<sup>1</sup> See specific requirements in Sections 4, 5, 6 and 7 of the SOW.

<sup>2</sup> Bidders must familiarise themselves with the full scope and requirements of the SOW to ensure that the Technical Proposal is wholly responsive.

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		<p><i>deliverables, including reports, drawings, and tables, should be included here.</i></p> <ul style="list-style-type: none"> <li>• <i>Include a Risk Management Plan that inter alia: foresees risks, estimates impacts, and defines responses to risks.</i></li> </ul> <p><b>(Approximately 20 pages, include GANTT Chart and narrative)</b></p>
<b>TRANSITION</b>	<p>a) Comments on the SOW that demonstrate Bidder's full understanding of the requirements and value-added inputs.</p> <p>b) Specific technical know-how, innovative systems, tools and processes to be utilised for this assignment, including configuration, migration of data, methods for data back-up and restoration, and training, if required (<i>See Sections 6 and 7 of the SOW</i>).</p>	<ul style="list-style-type: none"> <li>• <i>Explain the methodologies, tools, processes etc. you propose to adopt for any value-added services, e.g. training, and highlight the compatibility of those methodologies with the proposed approach for the substantive activities.</i></li> <li>• <i>Present and justify here any modifications or improvement to the SOW to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point.</i></li> </ul> <p><b>(Approximately 5 pages, include narrative)</b></p>
<b>CULTURAL FIT</b>	<p>a) Ability to align to the IAEA's needs, quickly understand and adapt to the nature of the IAEA's core business – knowledge of the web management environment and support resources;</p> <p>b) Proficiency in English.</p>	<ul style="list-style-type: none"> <li>• <i>The IAEA's working language is English. Demonstrate previous experience and engagement with the IAEA or other similar international / UN Organisations and understanding of any peculiarities in the way business is done that will enhance the successful and timely completion of the assignment.</i></li> </ul> <p><b>(No more than 2 pages, include narrative)</b></p>

**PLEASE NOTE THAT BIDDERS TECHNICAL PROPOSAL MUST ADDRESS ALL REQUIREMENTS OUTLINED IN THE SOW**