

Section II: Schedule of Requirements (Terms of Reference - ToR)

eSourcing reference: [RFP/2023/50067](#)

Terms of Reference (TOR)

Provision of services for the creation of a dynamic website for the "Plastic Free Rivers and Seas for South Asia (PLEASE) Project"

I. Organizational Context UNOPS & PLEASE Project

UNOPS in Sri Lanka

The United Nations Office for Project Services (UNOPS) has supported Sri Lanka's development since 1998, expanding operations in 2005 to support the post-tsunami response and reconstruction process. Within the organization's mandate in project management, infrastructure, and procurement, UNOPS Sri Lanka implements customized socio-economic development projects that benefit vulnerable people and develop national capacities. Achievements in Sri Lanka include the development of sustainable and climate-resilient infrastructure, procurement services & capacity building, and project management in education, fisheries, roads, health, water supply systems; flood control and sanitation, and integrated solid waste management sectors. UNOPS works closely with Government counterparts and communities to ensure increased ownership, sustainability and accountability of Projects. Key projects in Sri Lanka include the Technical Project Management support for the Maternal and Newborn Health Care Strengthening Project in Matara District, Sri Lanka funded by KOICA.

UNOPS Sri Lanka also facilitated over \$22 million worth of procurement of COVID-19 protection equipment and services in partnership with the World Bank, the Government of Japan, and the United Nations Multi-Partner Trust Fund.

Project Information: UNOPS has signed an MOU with an intergovernmental organization called SACEP (South Asia Cooperative Environment Program). SACEP is implementing the WB-funded PLEASE Project in South Asia. In accordance with the Agreement, UNOPS should provide implementation support and advice to SACEP in implementing the Plastic free Rivers & Seas for South Asia Project (PLEASE).

III. About

The service provider tasked with creating and developing the dynamic website for the PLEASE Project is required to execute their responsibilities with a strong focus on efficiency and timeliness. This means that they are expected to work diligently and complete their tasks in a prompt and effective manner, ensuring that project timelines are met.

Furthermore, the specific requirements for the project have been clearly defined and provided to the service provider. These requirements serve as the detailed guidelines and expectations that the service provider must adhere to while working on the website development. They outline what features, functionalities, and design elements are essential for the website to meet the project's goals and objectives.

To ensure that the project stays on track and meets its objectives, the entire process will be closely supervised and managed by the technical team, Project Manager and the Communications Specialist from UNOPS for the PLEASE Project.

IV. Overall objectives of the website

The creation of a dynamic website for the "Plastic Free Rivers and Seas for South Asia (PLEASE) Project" serves several key objectives:

1. **Information Dissemination:** The website acts as a central information hub, providing details about the project's mission, components, partners, and funders.
2. **Transparency and Accountability:** It enhances transparency by sharing project updates, progress, and fund utilization, building trust among stakeholders.
3. **Engagement and Participation:** The website offers opportunities for stakeholders to get involved, such as volunteering, reporting pollution, and event participation.
4. **Visibility and Outreach:** It acts as the public face of the project, improving its visibility within South Asia and globally, and helping it reach a wider audience.
5. **Resource Hub:** The website offers educational materials and reports on plastic pollution and circular economy solutions as well as updates on other related international events.
6. **News and Event Updates:** It keeps stakeholders informed about project-related news, events, and activities.
7. **Accessibility and Inclusivity:** It's designed to cater to a diverse audience and various accessibility needs.

V. Overview of the Requirements

1. Timely Website Development: Ensure the on-schedule design and development of a fully functional dynamic website, meeting the specified timelines for its launch. (The website launch date must be the 10th of June the latest)
2. Ongoing Website Maintenance: Responsible for the continuous maintenance and regular updates of the website to ensure its optimal performance. (service required until 31 March 2025)
3. Provision of technical support training once the dynamic website is live: Organize regular learning-sessions to develop the capacity of SACEP team to maintain the website, including updating contents and developing contents for the website. (There is an approximate 35 number of users that need training, the training sessions will take place online and tentatively with the following frequency: once a week during the testing phase and twice a month for 4 months after the website is live. The duration of a training is not anticipated to last more than 60-90 minutes)

VI. Requirements in Detail**1. PROJECT MANAGEMENT**

The service provider is required to appoint an authorized and proficient project manager prior to project commencement. This project manager must be available during standard working hours (Sri Lanka standard working hours (9:00 am to 17:00 pm Monday-Friday) to facilitate communication and collaboration with the UNOPS Project Manager and the Communications Specialist of the PLEASE Project. The proposal should encompass a sufficient allocation of hours for conducting online project management meetings as deemed necessary.

2. DESIGN

The service provider assumes responsibility for the visual design and user experience of the website. The website's design and overall user experience will be crafted by the provider while adhering to close supervision and specific guidelines provided by UNOPS. The design will draw inspiration from key reference documents and customer-provided brand guidelines, taking cues from the UNOPS website (<https://www.unops.org/>) in terms of both design aesthetics and navigation. Development of the design scheme of the website, with up to three options to consider.

The design process will involve iterative feedback rounds, culminating in the final design's confirmation before transitioning into the implementation phase. The chosen designer should possess experience in user experience (UX) design. The design will be executed as a responsive Content Management System template.

The website's design and interface and content design must be intuitive and easy to use.

3. CMS AND FRAMEWORK

The website will be implemented using a **Content Management System and Application Framework** offering an easy graphical interface to the customer to change content and images as well as data entry. Open sourced is preferred. The usage of an Open Source system makes the customer less dependent on a specific service provider and gives the possibility to easily extend the system in the future.

There is no specific preferred CMS, but an open source solution is preferred. For the information of the vendor, the current website please-project.org is hosted by Squarespace

The key stakeholders and target audiences of the PLEASE Project Dynamic website are as follows:

Internal to the project	<ul style="list-style-type: none"> • The World Bank • SACEP • UNOPS
Country-level communications accelerators	<ul style="list-style-type: none"> • Regional Governmental Institutions • World Bank country offices • SACEP National Focal Points • UNOPS Regional Offices
Sub-implementing partners	<ul style="list-style-type: none"> • Selected PLEASE Project grantees
Other Interest Groups	<ul style="list-style-type: none"> • Policy Makers and Government Officials in the region • Environmental activists • Policy activists • NGOs • Affected local communities • Economists • Other activists who focus on female empowerment and female labour force participation • Potential partners • The media
Wider populations	<ul style="list-style-type: none"> • General audiences who take interest in marine life and plastic pollution reduction • Academia

4. Device and Connectivity Consideration: It is imperative to recognize that the website's audience will access it through a diverse range of digital devices and in regions with varying connectivity levels. Therefore, the website must prioritize responsive design to ensure seamless performance across various devices, including laptops, tablets, and smartphones. Furthermore, it

should maintain a lightweight structure to facilitate rapid loading, especially in areas with restricted connectivity.

5. Time-Efficiency Priority: Acknowledging the time constraints of our target audiences, the website's success will hinge on its streamlined navigation and effective information architecture. Ensuring a seamless and intuitive user experience is of utmost importance.

6. Multilingual Accessibility: While the primary language will be English, the website must have the functionality to allow translation into the widely used languages in South Asia: Bengali, Hindi, Malay, Nepali, Sinhala, Tamil, Urdu. Importantly, the translation function should be prominently featured on all pages at all times, ensuring accessibility and inclusivity for diverse language preferences.

Important notes:

1. Content will be provided in English. If there is a mechanism that will give the user the access to read the content in a preferred language, that would be ideal. A plug-in maybe.
2. Type of content to be featured on the website: Project updates, news, reports, multi-media content, event updates, knowledge-based blogs, interactive maps, images, infographics, interactive graphs, linked social media columns (most relevant platforms Facebook, LinkedIn, YouTube, Twitter, Instagram and TikTok), subscriber buttons, Q&A facilities.
3. Content will be added weekly, and SACEP and UNOPS will be responsible for content creation and management.
4. Content from the existing project websites <https://www.please-project.org/> and <https://www.sacepplease.org/> will need to be migrated into the new website.

7. The website's core functions encompass:

- 1) Snapshot Project Summary: Providing a concise overview of the PLEASE Project on the homepage, ensuring visitors quickly understand its scope and objectives.
- 2) Audio-Visual Content Hosting: Offering ample capacity for hosting audio-visual materials, including images and videos, to effectively convey project details and impact.
- 3) Event Hosting: Enabling the creation of event pages when needed, with the ability to host forms, date countdowns, and other event-related content, supporting event management and audience engagement.
- 4) Cross-Browser Compatibility: Ensuring that the website template functions smoothly on commonly used web browsers :Google Chrome, Mozilla Firefox, Apple Safari, and Microsoft Edge. Legacy browsers that need to be supported: Chrome and Internet Explorer.
- 5) Future-Compatible UI Design: Designing the user interface to be compatible with the CMS, and implementing it as responsive Content Management System templates. Open-source solutions are preferred for flexibility.
- 6) Responsive Design: Optimizing the design for mobile devices, including the most common smartphones and tablets, with adaptable layouts based on screen size (Desktop large, desktop medium, tablet, mobile).

- 7) Homepage Design: Accommodating multiple content types with varying highlighting on the homepage.
- 8) Inner Page Design: Providing three templates for different content types on inner pages.
- 9) Homepage Carousel and Sliders: Implementing carousels and sliders for dynamic content presentation.
- 10) Compelling Homepage: Creating a clean, compelling, navigable, and inspiring homepage.
- 11) Consistent Design and Branding: Maintaining a clear and consistent design and branding across all website pages.
- 12) Document Repository: Ensuring an easily navigable and searchable document repository, categorizing content by country, grant, grantee, projects, and keywords.
- 13) Menu Design: Designing main menus, side menus, sub-menus, and a footer index menu.
- 14) Font Styles and Color Palette: Defining font styles and color palettes for consistent branding.
- 15) Social Media Integration: Improving integration with social media platforms, enabling visitors to "like" or "share" content, and supporting Open Graph Meta Tags for optimized integration.
- 16) User-Friendly Design: Creating a design that encourages continued navigation and repeat visitation.
- 17) Search Engine Optimization (SEO): Conducting SEO work, including keyword research, analysis, and content optimization.
- 18) SSL Certification: Integrating SSL certification for secure data transmission.
- 19) Web Analytics: Providing comprehensive and easily understandable web analytics. Visual representation of: Page Views, Average Time on Page, Average Session Duration, Pages per Session, Bounce Rate, Traffic Sources, Social Referrals, New Visitor Sessions, Returning Visitor Sessions, Device Type, Conversion Rate, Exit Rate, Top Pages, Top Exit Pages, Event Tracking, User demographics based on age, sex, city, country, region, interests, Keywords, Peer view analysis of other websites - able to insert options to compare and contrast, SEO management dashboard - SEO management for each content piece. SEO dashboard with the following: Centralized Data Compilation, holistic performance assessment, visual representation using graphs and charts, real-time Monitoring, performance tracking, customization per content piece and the website itself, collaboration within the team, performance benchmarking by comparing current performance with historical data, benchmarks, or industry standards, identification of trends.
- 20) User Permissions: Allowing the site administrator to use the CMS to change content, create pages, and moderate the site, with defined workflows (workflows or approval processes for content management).
- 21) Improved User Interface: Enhancing the UI to facilitate navigation for diverse audiences and constituencies.
- 22) Media Content Integration: Ensuring content can include photos added by content editors, embedded videos from platforms like YouTube, Facebook, and Vimeo, and direct video uploads.
- 23) Member Section: Implementing a section with restricted access for uploaded

- documents, where authorized users can assign roles to other users.
- 24) SEO Work: Conducting comprehensive SEO work, including keyword research, competitive analysis, and reporting.
 - 25) Email Marketing Integration: Planning for email marketing integration into the website.
 - 26) Deployment and Testing: Uploading the new site to a web host and re-validating to address any post-launch issues. Preparing for potential transfer to a partner hosting platform.
 - 27) Beta Testing: Presenting the site as a beta for feedback from the PLEASE PIU Team before going live.
 - 28) Post-Launch Support: Committing to rectify any bugs or errors found on the site after launch, free of charge.
 - 29) Continuous Operation: Ensuring the site is operational 24/7.
 - 30) Content Tracking: Tracking content changes by users, including time, user, and optional comments, and allowing content restoration.
 - 31) User Guidance and Training: Providing guidance and training for using the CMS admin interface following the launch of the dynamic website. This will involve conducting regular learning sessions aimed at enhancing the skills and capabilities of the SACEP team, enabling them to effectively manage and update website content, as well as create new content for the site.
 - 32) Support Packages: Proposing support packages during development and long-term support as needed.
 - 33) Content Types: The site will include various content types, including text, images/graphics, interactive maps/infographics, embedded videos, data displayed in tables, and documents in formats like Word and PDF.
 - 34) Copyright: UNOPS as the customer will have full copyright on the design and contents of the website.
 - 35) Contact Page: The Contact page will contain contact details and a contact form with spam protection.
 - 36) User Registration: The system will allow unlimited user registration for the administration of the CMS. Should be limited to administrators and the admins should be able to give access to external parties if needed. There should be the option to decide if the access is given as an editor or full access to the backend.
 - 37) Automated Backups: Conduct periodic automated database backups.
 - 38) Site Map: The system will contain a site map to support site visitors.
 - 39) WYSIWYG Editor: Implement a WYSIWYG editor for user-entered content
 - 40) Performance benchmarks: Google Lighthouse may provide an indication of general good standards in the industry. Examples: "two nines" or 99% uptime is a target. In the event of disaster recovery being required, full restoration within 24 hours is a target.

Notes

- There will be a specific content bank that needs to be incorporated into one specific tab - more information will be available upon contract finalisation. This tab will need to house data and information. Charts, graphs, infographic will be interactive under this tab.
- There are no specific third-party services that require direct integration with the

website. However, if the proposal includes such integrations in order to achieve certain functional requirements then this is acceptable.

9. CUSTOMER SUPPORT

The provider's comprehensive customer support package encompasses pre-launch assistance, pre-launch bug fixing, training for the UNOPS team in using the content management system, and ongoing maintenance and content updates. This support also extends to resolving system and security-related issues not resulting from intentional or unintentional customer or third-party actions during the specified support period. Furthermore, the provider offers flexibility for extensions and modifications to the website within the allocated support hours. Any additional support requirements for software or server setup will be separately booked by the customer, ensuring a well-rounded support framework.

10. HOSTING AND SERVER MANAGEMENT

The supplier is expected to ensure the hosting of the website until 31 March 2025

To ensure optimal web application performance, the hosting system's software setup will be fine-tuned for the chosen content management system. The provider must ensure the web server is located in a certified top-level data center. Additionally, the option to utilize a global Content Distribution Network for enhanced page load speed worldwide is available. The server should support the technologies used. The hosting fee will cover the support mentioned above, hosting costs, server maintenance, regular security updates, and resolution of system and security-related issues, excluding those resulting from intentional or unintentional actions by the customer or third parties granted access to the system by the customer.

Note: There is no specific preferred platform for hosting.

11. SECURITY

The system's provider must ensure a dedicated focus on security protocols. The provider will be responsible for server management, including firewall configuration and routine security updates for server software. Additionally, security support at the CMS level will encompass regular installation of security updates as necessary .

12. Peer review process:

In addition to user content submission, the project will enhance the platform by introducing a backend online peer review interface. This feature will enable authorized peer reviewers to assess, comment on, and approve submissions within the Content Management System (CMS) before final publication by the content admin team. To maintain content relevance

and timeliness, an automated alert system will be implemented. This system will notify users, the Hub team, and peer reviewers via email about the last review date and schedule the next review and update for each resource or content page, ensuring that the information remains up-to-date and accurate.

13. Website maintenance:

The contracted web development company will facilitate content updates, primarily through the CMS user interface, ensuring user-friendly management, including features like online voting modules. In cases where changes are not achievable via the CMS, they will provide assistance. Additionally, the company will maintain full backups of the website throughout the contract, with the **backup, code, and source files handed over to the client upon contract closure**. An automated testing system will be in place to detect broken hyperlinks on the site. The company will ensure regular verification of site performance, utilizing backups when necessary. They will offer guidance on using the CMS admin interface and monitor server logs to track popular pages and downloads, generating routine reports to assess site performance.

14. Website maintenance policy:

Maintenance does not include website redesign or development. Documents and graphics, such as logos and images, will be provided by the PLEASE team.

VII. REQUIRED SKILLS AND EXPERIENCE:

a) Service Provider requirements

The service provider should demonstrate and provide examples of previous experience in the performance of services similar to the ones listed in this Schedule of Requirements:

- Be a reputable firm with at least 5 years of prior experience designing visually appealing and navigation friendly websites (at least 3 examples of similar complexity websites to be shown);
- Familiarity and proven relevant experience in using different Content Management Systems (CMS)
- Have demonstrable knowledge of current web development technologies and design tools in the field, and new software and other web programming languages and programs including use of HTML, XHTML, CSS, XML, XSLT, etc.
- Have demonstrable knowledge of recent trends in graphic design, innovative and visually appealing design websites, online video publishing, and social media networking;

b) Minimum professional staff requirements

The minimum requirement under this RFP is for the following profiles: a Project Manager, a lead developer, a junior developer a graphic designer. However, if the service provider free to propose any other essential personnel if deemed appropriate to fulfill the requirements of this project. For all proposed staff Form E: Format for Resume of Proposed Key Personnel and Form F: Performance Statement Form will be submitted.

This project manager will be responsible for the overall management of this project and the contract with UNOPS. He/She must be available (online) during Sri Lanka standard working hours (9:00 am to 17:00 pm Monday-Friday) to facilitate communication and collaboration with the UNOPS Project Manager and the Communications Specialist of the PLEASE Project. At least 5 years of IT project management experience is required.

Lead developer: The lead developer is responsible for the overall development process and assures that all code contributed is in line with coding standards. The lead developer has extensive experience (min 5 year) in programming and CMS development, including versioning of which at least two years are specific to CMS.

Junior developer: The junior developer supports the lead developer with the overall development process. The junior developer has at least two years of work experience in programming and CMS development, of which at least one year is specific to CMS.

Graphic designer: prior experience on designing websites with a solid portfolio of at least 3 years of experience.

Excellent analytical skills and high level written and oral communications skills in English are mandatory for all personnel. Sinhala is welcomed, but not mandatory.

Documents to be included in the proposal:

If you have the required qualifications and are interested in this contract, please submit:

- A proposal describing the previous work done in this area;
- A work plan and timeline including start date and date of completion of deliverables
- A portfolio of previous work of webs with similar functionalities developed; CVs of the project team in charge of this project to be included in the proposal;
- A financial proposal to address the work: The lump-sum fee which you propose for the consultancy should indicate the breakdown of all costs. This fee should be inclusive of ALL considerations.

VIII. DELIVERABLES

Website Development
Monthly Reports
Technical Trainings
Final Handover of Source Code
Hosting services until 31 March 2025

IX. TIMELINE*

UNOPS intends to award this contract no later than the 19th of April 2024.
The website development is expected to start as soon as possible after contract signature and the service provider must be able to have the website live/launched no later than 10 June 2024.
Maintenance and hosting are expected to be provided until 31 March 2025
Website further development and improvement are required **for 4 months - from the date of Website Launch**
Technical support training to SACEP: four months from the date of the launch of the website.

****Please note that the allocations of months may be subject to change.***

X. REPORTING

Monthly report at the end of each month
Monthly meetings (if required) to discuss the way forward and developments
End of project report no later than 31 March 2025

XI. PAYMENT MILESTONES

Milestone 1 - Website Development - 30%
Milestone 2 - Website Launch (no later than 10 June) - 40%
Milestone 4 - End of Website further development & improvement phase (4 months after the website launch date) 15%
Milestone 3 - End of Website Maintenance, Training and Final Handover of Source Code - 15%

XII. EVALUATION AND SELECTION PROCESS

Submissions will be evaluated in consideration of the following evaluation criteria:

- The work presented through the firm portfolio will be evaluated to assess the quality of

the company's work;

- Experience and qualifications of the team proposed to deliver the work by the company. This part of the evaluation will be based on the CVs of the individuals comprising the team that need to be shared by the firm in their proposal;
- Experience in developing websites, launch and its maintenance;
- Timeline to deliver the objectives of the assignment based on the deadlines provided in this document;
- Experience working in the development sector producing high-quality outputs

UNOPS's evaluation of a Proposal shall take into account the following evaluation criteria.:

Eligibility and Formal Criteria – evaluated on Pass/Fail basis and checked during Preliminary Examination

Criteria	Documents to establish compliance with the criteria
1. Offeror is eligible as defined in Instructions to Offerors, Article 4	<ul style="list-style-type: none"> • Form A: Offeror Information Form • Form B: Joint Venture Partner Information Form, all documents as required in the Form, in the event that the Proposal is submitted by a Joint Venture. • Form C: Proposal Submission Form
2. Completeness of the Proposal. All documents and technical documentation requested in Instructions to Offerors Article 10 have been provided and are complete	<ul style="list-style-type: none"> • All documentation as requested under Instructions to Offerors Article 10, Documents Comprising the Proposals
3. Offeror accepts UNOPS General Conditions of Contract as specified in Section VI	<ul style="list-style-type: none"> • Form C: Proposal Submission Form

Qualification criteria – evaluated on Pass/Fail basis

Criteria	Documents to establish compliance with the criteria
1. Financial capability. Liquidity: the ratio Average Current assets / Current liabilities over the last 2 years must be equal or greater than 1. Offerors must include in their Proposal audited balance sheets covering the last 2 exercises.	<ul style="list-style-type: none"> • Copy of audited financial statements for the last two years
2. Financial capability. Offerors should have annual sales turnover of minimum 150,000 in any one of the last five years.	<ul style="list-style-type: none"> • Copy of the relevant audited financial statements

3. Offeror should be in continuous business of supplying similar services as specified in the Schedule of requirements during the last 5 (five) years prior to Proposal opening.	<ul style="list-style-type: none"> • Certification of incorporation of the Offeror • Form F: Performance Statement Form
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Technical criteria – evaluated based on a cumulative analysis methodology

Criteria	Documents to establish compliance with the criteria
<p>Evaluation will be conducted based on the cumulative analysis of Technical and Financial Proposals with a weighting of 70%-30% (Technical Proposal-Financial Proposal)</p> <p>The total number of points which an Offeror may obtain for its proposal is as follows:</p> <ul style="list-style-type: none"> • Technical Proposal = 70 points • Financial Proposal = 30 points <p>The maximum number of technical points is detailed in the below <u>Technical Proposal Evaluation sections</u>.</p> <p>To be substantially compliant, Offerors must obtain a minimum threshold of 70% of total points.</p>	<ul style="list-style-type: none"> • Form C: Technical Proposal Form • Form E: Format for Resume of Propose Personnel • Form F: Performance Statement Form • Form G: Statement of Exclusivity and availability • Statement on the organization's commitment to sustainability - how diversity and inclusion / anti-discrimination is ensured in the organisation

Technical Proposal Evaluation sections:

Section number/description		Points Obtainable
1.	Offeror's qualification, capacity and expertise	25
2.	Proposed Methodology, Approach and Implementation Plan	25
3.	Key Personnel proposed	20
Total Technical Proposal points		70

Section 1 - Offeror's qualification, capacity and expertise		Max Points Obtainable
1.1	<i>Description of the organisation, incorporation and experience</i>	
1.1.1	Maximum points will be given to the service provider that fully meets or exceeds the requirements listed in the schedule of requirement	5
1.1.2	The company clearly showcases including relevant knowledge and experience on similar engagements done in the past.	4

1.2	<i>Past portfolio presentation</i>	
1.2.1	The company's portfolio is presented in a structured and relevant matter. Samples, link and references are provided as support.	4
1.2.2	The company's experience in Content Management Systems (CMS), current web development technologies, design tools in the field, new software and web programming languages, creating innovative and visually appealing web designs and adapting recent trends in graphic design, web sites, including online video publishing, and social media networking clearly showcases the company's capacity to carry out the task	4
1.3	<i>General organisational capability which is likely to affect implementation:</i>	
1.3.1	The company's organisational capability is fit for the purpose of this project. Any aspects that might affect implementation are listed, such as: management structure, financial stability, project financing capacity, project management controls.	4
1.4	<i>Quality assurance - the procedures and risk mitigation measures for the services requested in Section II: Schedule of Requirements are clearly stated</i>	
1.4.1	The procedures and risk mitigation measures for the services requested in Section II: Schedule of Requirements are clearly stated	2
1.5	Organization's commitment to sustainability - The company's commitment to gender - The proposal includes a maximum 2 pages documents that showcases how diversity and inclusion / anti-discrimination is ensured in the organisation	2
Maximum number of points obtainable		25

Section 2 - Proposed Methodology, Approach and Implementation Plan		
2.1	Description of the approach and methodology	
2.1.1	The service provider demonstrates its understanding of the required outputs and deliverables	10
2.1.2	The tasks are addressed in sufficient detail to showcase the service provider's expertise	5
2.2	Implementation plan	
2.2.1	The Implementation plan to complete the work meets or exceeds the requirements set out in Section II: Schedule of Requirements	5
	The service provider showcases that it has the capacity to offer the different services required as per the requirements and timeline	5
Maximum number of points obtainable		25

Section 3 - Key Personnel proposed		Max Points Obtainable
3	Description of the organisation, incorporation and experience	
3.1	The team structure is appropriate and had the capacity to fully meet the requirement	5

3.2	The proposed project manager fully meets or exceeds the requirements set in the Schedule of requirement. The CV demonstrate their capacity top carry out the tasks required in this project	4
3.3	The proposed lead developer fully meets or exceeds the requirements set in the Schedule of requirement. The CV demonstrate their capacity top carry out the tasks required in this project	4
3.4	The proposed junior developer fully meets or exceeds the requirements set in the Schedule of requirement. The CV demonstrate their capacity top carry out the tasks required in this project	3
3.5	The proposed graphic designer fully meets or exceeds the requirements set in the Schedule of requirement. The CV demonstrate their capacity top carry out the tasks required in this project	4
Maximum number of points obtainable		20

XIII. TERMS AND CONDITIONS

PLEASE Project reserves the right to:
Modify the scope of work.
Negotiate and finalize the terms of the contract with the selected service provider.