

REQUEST FOR QUOTATION

**Procurement of Non-Consulting Services under RFQ/Shopping
Procedures**

Purchaser: *Meghalaya Basin Management Agency (MBMA)*

Contract title: *Hiring of an agency for NRM Centre of Excellence - website development*

RFQ No: *MBMA/CLLMP/52/2020-21/NCS-4/891*

S#	Description	Date & Time
1	Date of Issue of RFQ	March 20, 2021
2	Last Date and Time of submission of RFQ	April 3, 2021 by 1400 Hrs.
3	Opening of RFQs	April 3, 2021 at 1430 Hrs.

Applicable Procurement Guidelines/Regulations Date:

[Procurement Regulations July 2016]



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

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MBMA/CLLMP/52/2020-21/NCS-4/891

Date: March 20, 2021

INVITATION FOR QUOTATION FOR COE - WEBSITE DEVELOPMENT UNDER RFQ/SHOPPING PROCEDURES

To,

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Subject: INVITATION FOR QUOTATION FOR COE - WEBSITE DEVELOPMENT

Dear Sir,

Government of India has received a funding from the **International Bank for Reconstruction and Development (IBRD)** in the form of Loan toward the cost of **Meghalaya Community- Led Landscape Management Project (MCLLMP)**, **Meghalaya Basin Management Agency (MBMA)** is the implementing agency of the Project and intends to apply part of the proceeds of this loan to eligible payments under the contract for which this invitation for quotations is issued.

You are invited to submit your most competitive quotation for developing website for "Centre of Excellence" which should comprise the following scope of work:

1. Background

The Government of Meghalaya and the World Bank have entered into an agreement to support selected communities in Meghalaya to plan and implement community-driven landscape management of their natural resources, through the Community-Led Landscape Management Project [CLLMP, 2018-2023] (Project hereafter) which will help restore and sustainably manage forests, land and water resources, and biodiversity in the state. This project is being implemented by the Meghalaya Basin Management Agency (MBMA).

At present, due to a combination of climate change impacts and anthropogenic activities leading to rampant mis-use of natural resources, forests, land and water resources are rapidly degrading. A majority of Meghalaya's population relies on these natural resources for their livelihood. This degradation, therefore, is a major cause of concern, from socio-economic- ecological point of view. The project seeks to address these issues holistically – by adopting a community- based approach to stem the natural resources degradation.

The Centre of Excellence (CoE) on NRM for the state of Meghalaya will be established by MBMA to be the nodal agency for anchoring all NRM.

The CoE on NRM will cater to the requirements of the state and the entire NE Region. The key functions of the CoE is as follows:

- a. Consolidation of all NRM knowledge into a central repository which will be made accessible to all.
- b. Identification, adoption and development of tools, resources, methodologies and strategies for enabling large scale planning and implementation of NRM.
- c. Onboarding and developing the technical capabilities of government functionaries, institutions, communities, etc. to enhance the overall capabilities of the state on NRM. This includes maintenance of database of all trained practitioners and knowledge holders for future programmes and projects.

The Meghalaya Centre of Excellence on NRM needs a website design to update its brand and presence on the web. The site design will be built to allow the public and institutional users to access information, facts and data pertaining to NRM, Programs and initiatives across the state, the COE, and its operations. Furthermore, the COE needs a website that can be maintained by a COE employee, without the need to regularly employ the vendor to make changes. The employee needs to be able to add and revise both text and photos and additional pages if necessary.

The vendor will provide NRM COE with a fresh new web design that is easy to navigate and provides useful information to current subscribers. The design will also convey to potential subscribers that COE is a professional entity that is entrusted with the responsibility to enabling NRM programs across the state. The design should include the creation of a logo (brand identity) and color palette so it will maintain a consistent look across the site and can also guide any extensions in the future. It would also include login access for users that have access to restricted elements of the site where they can access detailed program data, documents, and other artefacts (which may also be opened for unrestricted/ open use in the future).

1. Content Management System

Central to the new design will be a robust Content Management System (CMS or similar capability based on WordPress or other Website builder tools) that will allow COE to make changes easily to the website, without requiring a dedicated workstation or additional software, to ensure that the website stays fresh and up to date.

2. Design and Organisation of Website

The new design will have 5-7 main landing pages– each linked to multiple sub-pages. The CMS should allow for as many pages as necessary.

Working in conjunction with MBMA, the vendor will recommend templates based on their needs. Once a template is approved by MBMA, the vendor can begin incorporating the Content Management System and getting it ready for initial design and content setup.

The preliminary design concept for the new website will include the basic layout, color palette, font choices, logo, infographics, sitemap, etc. MBMA will provide the basic website content within the first week of initial design beginning. The vendor will provide a basic template to assist in developing the site content if needed upon request.

3. Website Design review

Designated focal point from MBMA along with vendor will conduct the website design review at least twice to go through the changes/edits as required and suggested by MBMA.