REQUEST FOR PROPOSAL - SUMMARY PAGE

RFPS-PFP-2014-141126

RFPS Issuing Date: 21 August 2014
RFPS Closing Date: 10 September 2014, 12:00 CET

UNITED NATIONS CHILDREN’S FUND (UNICEF)

Wishes to invite you to submit a proposal for

UNICEF Private Fundraising and Partnerships Intranet: Redesign and redevelopment on SharePoint online 2013

The purpose of this Request for Proposal (RFP) is to seek proposals from qualified companies to Redesign and redevelop of the UNICEF Private Fundraising and Partnerships Intranet on SharePoint online 2013.

BACKGROUND

PFP initiated a project in 2012 to redesign and redevelop its Intranet. The first phase of the project focused on the development of a new information architecture (IA) and navigation principles. Stressing the need for the new Intranet to not replicate PFP's organizational structures online and to better meet the information seeking and consumption needs of its audiences, the first phase successfully delivered the following:

- A new site architecture
- Wireframes with alternative navigation principles
- A report summarizing the user research that lead to the new IA as well as opportunities for the redevelopment of the Intranet

Based on the findings of the user research\(^1\) and previous assessments and feedback, PFP defined the concept behind the new Intranet and the key features that would drive the way publishers / administrators and users would interact with the new Intranet\(^2\).

In a nutshell, PFP aims for an Intranet that will be the central gateway to find information or access platforms that support every aspect of the UNICEF Private Sector family's work. Interactive by nature, the new Intranet will deliver, through a unified user experience and consistent look and feel, what its audiences need at any point in time, wherever they are located, while also providing an intuitive and simple to use web publishing interface for publishers and administrators.

\(^1\) Please refer to the 'Information Architecture Project – Summary of findings' (August 2014). 
\(^2\) Please refer to the 'New PFP Intranet Concept Note' (July 2014).
SUMMARY SCOPE OF WORK

The intent of this RFP is to select a vendor with whom PFP will collaborate to:

1. Develop the publishing environment defined in the ‘New PFP Intranet Concept Note’;
2. Develop the features listed in the technical requirements matrix;
3. Create a new visual design that supports the findings of and recommendations from the IA project.

The selected vendor is expected to:

1. Review and analyse the deliverables of the IA project, the ‘New PFP Intranet Concept Note’, the technical requirements matrix and any other relevant background materials; this includes a workshop with the project team.
2. Based on this analysis, propose the methodology to redesign and redevelop the Intranet using a combination of SharePoint 2013 online and Yammer; this includes the development of a detailed project plan that meets PFP’s timeline outlined below.
3. Develop the publishing environment and associated templates as defined in the ‘New Intranet Concept Note’.
4. Develop the features and functionalities listed in the technical requirements matrix.
5. Propose and develop a new visual design including style guide for the Intranet to meet PFP’s needs as expressed in the findings of the IA project.
6. Throughout the development cycle, validate the new visual design and functionalities through usability tests.
7. In close collaboration with the PFP project team, perform user acceptance testing.
8. Train and advise relevant PFP staff in their use of the new publishing environment; this includes the identification of missing skillsets that PFP will need to support the new Intranet after launch.
9. Document all the work including technical reference materials and design elements supporting the new Intranet.
10. Propose a model for the support, maintenance, further enhancement, integration with other systems and ad-hoc consulting of the Intranet after launch.

Should your company be qualified and interested in this bidding opportunity, please register in the UNICEF-PFP e-tendering system to access the complete RFP package - please follow the registration procedure attached to this notification.