Global Greengrants Fund

Request for Proposals:

A Resource and Knowledge Sharing Hub

January 2023

ORGANIZATION

Global Greengrants Fund (GGF) provides grants to grassroots groups around the world at the intersection of human rights and environmental sustainability. The fund's grantmaking decisions are made by a network of over 215 activists and expert advisors located in the countries where we grant and embedded in environmental justice struggles, such as social change leaders, human rights activists, and environmental lawyers. GGF also houses donor collaboratives and donor-advised funds for grantmaking to groups around the world on environmental justice themes.

SUMMARY

GGF is accepting proposals to design a Resource and Knowledge Sharing hub to exchange learning across the GGF network with special consideration for use by our network of advisors and partners. The platform will be an easy to navigate, inviting space by which to explore learning across the network. It will need to have document, video and image storage, as well as search and retrieval capacity, with easily navigable content with pop-up summaries, that can be accessed by registered users across our network. Ideally users would be able to comment on material, but discussion is not the main feature of the platform. The platform ideally would also be integrated with mapping capability, to geographically visualize information, for example with a linked ESRI story map account, where we could visualize information about grants, environmental justice networks, and links to "storymaps[1]".

We are requesting that each candidate submit two scenario bids. The first scenario A, the consultant team custom builds a website for us that is password-accessed. Scenario B, the consultant will identify and support GGF in using an existing application or platform, acting as our representative with a third-party vendor.

We expect the majority of the proposal will be devoted to Scenario A, but we would like as well as an example platform that already exists.

Both scenarios should be proposed given the specifications in this RFP. The purpose of this RFP is to provide a fair evaluation for all candidates, and to provide the candidates with the criteria against which they will be judged.

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[1] Storymapping is an ESRI Arc GIS service which links storytelling to spatial data

CONTEXT

GGF is increasing the capacity of our network to learn from each other.

- Key users: 32 staff members, and between 100-215 network viewers residing in over 70 countries. The users are not all part of the same organization, the majority are volunteers or partners of GGF, from many different organizations and networks.
- Some users reside in places with sporadic to weak internet connectivity, most with low to average bandwidth. A few countries frequently experience rolling black outs or do not have regular broadband WIFI coverage and must occasionally connect to the internet through cellular data networks of varying quality.
- Most will use their laptops in an office or home to access learning and resource platforms, while they generally use their phones to interact and communicate (Whatsapp, Signal, text, Facebook). Staff use Slack. Mighty Networks has also been tried by staff and allies, but with limited uptake.
- More than 50% of our network and grantees face threats to their safety, or restrictions upon their work. Therefore, information on the site must be secure. We will not post confidential or sensitive information.

PURPOSE, DESCRIPTION AND OBJECTIVES

GGF seeks to create a "Resource and Knowledge Sharing hub", where the network can collectively access recent studies and resources, organized by theme, with simple, beautiful and inspiring navigation. There will also be a map where users can explore learning by geography, including "storymaps" from specific places.

Each learning entry or product will have a dialogue box that might pop up or link to a summary with key takeaways. We need a dedicated, appealing resource hub. Key entries or themes could have a link "*What the network is saying*", which takes user to a place to read comments and dialogue about the knowledge product or the wider learning theme.

- The primary audience and users are activist advisors from our partner networks, funds, and environmental justice organizations. We will determine a subset of users who will have ability to upload information. Each entry will have a meta-summary on key takeaways. A few internal staff will have higher-level administrative access, to moderate, organize and remove outdated or extraneous content. The motivation to use the platform would include the following:

  - To share information and learning from and by communities and grantee partners and convenings involving partner groups (as curated by network, this is not to store all grantee reports).
  - To share reflections from advisors and allied funds from their learning initiatives
  - To learn about the strategies of advisory boards and allied funds.
  - To better understand the environmental justice networks in which we operate, including the possibility of mapping overlapping networks with feminist and other human rights networks.
  - To highlight the contribution of various actors in movement building
  - To expand networks of advisors to better learn from each other.
  - To share climate justice sector resources, concepts, and ideas.
  - To better understand donor funding trends and concepts.

- In terms of design, this is an internal learning and sharing site for activists and allies who are not necessarily direct staff of GGF or funded by GGF. They will be less likely to use it if appears to market or benefit GGF or other donors, so overt GGF branding will discourage involvement and lead to less use of the site. If users see the platform as useful to learning and furthering their work with others, they will be more likely to use the site. To put it more simply, an activist feel, and a less sleek or commercial or branded feel is better. GGF will advise on visual look, graphics or designs that might help set the style.

DEVELOPMENT GUIDELINES

The platform, whether an existing application or a custom-built website, the following criteria are important:

Both Scenarios:

- It should be easy to navigate, where information is grouped and presented with a minimal number of levels needed for the user to find the desired information. The navigation design should ideally complement the capabilities of touch-enabled, mobile devices.
- Documents and resource entries should be able to be paired with a pop-up description or summary and a place to comment or discuss.
- The site/platform should provide search capabilities using key words or phrasing that will identify content throughout the platform.
- There will be links or mapping capability integrated in the platform where we can connect storymaps or maps of networks or grants over time.
- It must be acceptable to the typical user having an average home Internet connection speed.
- An assigned project manager will be made available by the successful consultant to present information and coordinate with GGF staff, including a reasonable number of meetings (either in person or via videoconference) to present design and development solutions
- Different language versions. The user should be able to access a Spanish version of the platform or site, and if cost permits and feasible, French and also Portuguese versions would be accessible.

Scenario A: Custom Build Website

- The platform will ideally be comprehensive, allowing for all above specifications. .
- For the Resource and Knowledge Sharing Hub, the landing page will present the user with no more than five potential themes or learning portals to enter, where they can navigate content. GGF will provide the themes.
- The landing page is a portal, where users enter a space or environment (as opposed to scroll. Other pages could scroll, but not the landing page). This can resemble a virtual world to give the user a sense of entering into a space. For example, the company VVenues (vvenues.com/virtual-event-platform/) was used by the UN during the pandemic for virtual events, always starts with a landing page that looks like a place or space (although our needs and budget require more simplicity, in a remote organization, the growing need for virtual spaces for learning and sharing is instructive for our needs):

We could also be interested in new ideas appearing in design, as demonstrated in this website: https://www.waverleystreet.org/welcome

- Graphics could include artwork and drawings and colorful appeal to decorate and help navigate the site. GGF will offer advice.
- There will be a map integrated in the platform where we can connect storymaps or maps of networks or grants over time. Here is an example of an embedded map: https://www.uncclearn.org/resources/good-learning-practices/
- Ideally there are links or capabilities where users could discuss what they are reading or share a main takeaway they have from a resource or learning event mentioned on the site.
- The site must be compatible with current and one (1) previous version of Edge, Firefox, Chrome and Safari browsers.
- The platform must not require plug-ins on the user end as a default.
- It should be developed to meet all current federally mandated ADA access requirements.

Scenario B: Integrate with an existing Platform, Intranet or Application

- The platform can be modified such that unneeded applications are not visible to users. This is primarily a resource hub, first and foremost, ideally with some interaction capacity.
- If no existing platform has mapping capability integrated, we would link to an external resource, this should not deter a search for a compatible existing application.

TESTING

The process must include testing of the site on all applicable platforms to ensure that platform works as promised, including explanation of the testing plan.

TIMELINE

- This RFP is dated January 24, 2023. Proposers may discuss the needs or questions to support the development of a proposal, by contacting Allison Davis (allison@greengrants.org)
- Proposals are due no later than 12:00pm/noon PST, Friday February 24, 2023. Please send by email to allison@greengrants.org
- Proposals will be evaluated immediately thereafter. During this time we may require interviews (via videoconference) with our hiring team before March 7. You will be notified if this is requested.
- The name of the candidate firm who has been selected will be decided on or about March 10, and all other candidates will also be notified at that time. Negotiations will begin immediately with the successful candidate and contract negotiations should conclude no later than March 17, 2023.
- The completion and delivery dates of the project and its' phases will be mutually agreed upon prior to signing a contract.

PROPOSAL GUIDELINE AND REQUIREMENTS

This is an open and competitive process. Proposals received after February 24th, 2023, will not be considered. Two different prices should be quoted, the first is for a custom build, the second,

for support in setting up an existing application or platform, including advising the third-party vendor.

The prices you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

If the execution of work to be performed by your company requires the hiring of sub-contractors, you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined. In your proposal, please provide the name and address of the sub-contractor. GGF will not refuse a proposal based upon the use of sub-contractors but does retain the right to refuse the sub-contractors you have selected.