Digitising the IUCN Urban Nature Index

RfP Reference: IUCN-22-06-P03534-1

Questions and Answers

The following anonymised questions were received from consultancy companies that have expressed intent to bid. Answers are provided in blue italics.

1. Are you considering international bidders?

   Yes.

2. Could you let us know if you have a local preference or are you open to a Canadian agency that has done similar work with clients globally?

   We do not have a local preference.

3. Under 4. Objectives bullet (v), What is meant by "review and process" the UNI results? Does this reference the internal review wherein IUCN staff manually reviews and approves user submittals for publication (i.e. no automated review)?

   Yes, this is the correct interpretation. 'Review' refers to the activity of an IUCN staff member in checking and approving the submitted data before publication. 'Process' refers to the automated generation of visual representation(s) of the data.

4. Would cities have the option of opting in to having their data publicly viewable?

   Before a local government official chooses to publish their data, they should confirm that they consent to the data being published and have all necessary permission to do so.

5. Would the Launch occur (see section 17 of TOR) at the IUCN leader's forum in October 2022, or the later timeline of the official launch on 30 November?

   The official launch should be 7 December and not 13 October. Please accept our apologies, this was an error.

6. What degree of flexibility are they seeking for updates? How frequently would they be expecting to change content?

For efficiency, it would be best for the IUCN staff members to be able to directly edit the website text. Post-launch, updates are envisaged to be minor and infrequent.

7. For the purposes of having IUCN staff capable of interfacing with the website, what is the degree of pre-existing technical knowledge that staff would bring (i.e. Wordpress or more technical knowledge)?

    The IUCN staff members would have a strong technical grasp of the indicators and a working knowledge of common website software such as Wordpress.

8. What is the internal capacity at IUCN to verify all new users as well as user entries?

    Some 3-4 technical IUCN staff members would be available to work on the platform on a part-time basis. Presumably, local government users can be efficiently verified by checking the domains of their email addresses. IUCN staff members will not have the capacity to cross-check the accuracy of all the users' data entries. Rather, during the review process, we will scan for the most obviously inaccurate entries and limit our cross-checking to them.

9. Is there flexibility in CMS requirements?

    Yes, there is flexibility. We will look to the consultancy company to advise on such matters.

10. Is it correct, that there is no standard format we have to submit the proposal in (like an excel sheet for the financial proposal)?

    We have not provided a template. However, we kindly request that you submit your proposals in password-protected PDF format.

11. How many users are you aiming to reach during this first year?

    We aim to reach at least 50 users in the first year.

12. Do you see a benefit in having a login area?

    Yes, a login area would be advantageous but is not a strict requirement.

13. We don't have documents of our turnover in the past 3 years, as we are only 2 years old. Is this a disadvantage?

    We ask bidders to state their turnover for the past three years to provide an indication of how established and stable the company is. If your company is only 2 years old, you can simply state so in the proposal. This will not disqualify you and, provided you can demonstrate competence in other ways (e.g. via team experience and past projects), it need not be discernibly disadvantageous.

14. Is it a must to use Google Analytics? We usually advise not to use it on the platform itself, but only on a landing page (the initial website informing about the topic).

    The use of Google Analytics, or equivalent, can indeed be limited to the landing page.

15. Do you envision the data being accessed by other applications? Should the data be shared via API or REST Services?

    We do not require the published data to be shared via an API or REST Services.

16. Do you envision any of the charts, graphs, or sections being allowed to be embedded on other websites?

    We did not consider this and so the functionality is not a requirement. However, you could always include it in your proposal with a short explanation of why it would be advantageous.

17. For the user group "local biodiversity officers" will they create their own account via a registration page or will they be invited by the admin (or both)?

    We would like them to create their own accounts via a registration page.