

Request for Proposal (RFP)

Development of SAARC Energy Data Portal

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Background Information

SEC has been annually publishing SAARC Energy Data Books since 2013. These Energy Data Books aims to provide timely and complete energy statistics for helping the member states develop sound energy policies and designing strategic development & investment plans in the energy sector. However, in the current age of fast paced communications, getting the message through and performing data analytics on the big ideas about world transformation to sustainable energy technologies and practices is becoming more challenging. Organizations have shifted their entire energy databases to digital formats, such as web-based energy portals, as reading and analyzing data from voluminous reports and books is time consuming and not convenient. Moreover, digitization of energy data helps with quick filtering of required data in the form of interactive charts and trends. Therefore, SEC has realized the need for shifting its database to a digital format in the form of a web-based portal.

Introduction

The portal is expected to cover all data from 2000 till 2017, subject to availability of data. If data is available for 2018 and 2019, then it shall also be made part of the portal. The energy portal shall consist of a web application on the official SEC website that shall include the whole database in electronic format. The database shall have search filters and graphical data representation to make the data interpretation for researchers as easy as possible. The portal will allow users to investigate and tailor several interactive charts including various energy parameters, fuel types, energy reserves, energy consumption and supply, sector wise consumption etc. The portal will be of interest to researchers, students, teachers, people working in the energy sector, government, media and the general public with an interest in energy supply and use in SAARC region.

Objectives of the Activity

The SAARC Energy Data Portal aims to provide timely, detailed and authentic energy statistics using a visually appealing and user-friendly web interface.

Terms of Reference (TORs)

The SAARC Energy Data Portal will cover, but not limited to, the following aspects:

- Develop a complete responsive web application for the energy portal, containing functionality for data filters, time series and infographics/ charts for better visualization of data. Use Asia Pacific Energy Portal as the recommended reference <https://asiapacificenergy.org/>
- The web application shall be developed as PHP a core programming language and MySQL as the database management system.
- Subsequently, a PHP/ MySQL based reporting tool e.g. Reportico shall be included in the web application for designing, running and embedding reports.
- Identify and make available energy data of all the eight (8) SAARC Member States for the purpose of the energy portal.
- Use the Energy parameters to come up with visually appealing and user-friendly interface for data representation. The data range should be from 2000 to 2017, subject to the availability of data till latest year. However, the Data Portal shall be designed such that subsequent to the creation of web application, each year new data could be added and seamlessly integrated in the existing web application.
- The energy data should be acquired from reputable international energy data sources such as United Nations Statistics Division, International Energy Agency – *Statistics*, BP Statistical Review, Energy Information Administration – *International Energy Statistics*, World Bank – *Data & Statistics* and SAARC Member States starting from 2001. If the data is not available in international sources, then use the national energy yearbooks of respective country to fill the missing data. Collection, verification and correct data entry of all data is the sole responsibility of the consultant/expert.
- Compile data on energy portal in a visually appealing format, showing national and SAARC figures of various energy aspects (e.g. primary energy supply, imports/exports, energy conversion, final energy consumption, sector wise consumption, energy resource, energy reserves, recoverable reserves, cumulative production, balance recoverable reserves etc.)

- Compile key indicators as well as compound indicators (e.g. population, GDP, GDP-PPP basis, per capita total primary energy supply, primary energy intensity-both GDP & GDP-PPP basis, final energy intensity-both GDP & GDP-PPP basis, per capita electricity consumption etc.).
- Provide detail information of electricity particularly capacity mix, generation mix (according to fuel type), electricity trade (reported by source & destination) and consumption (sector wise).
- Provide country-specific calorific values (in uniform units) for all available energy (e.g. coal, gas, crude oil, petroleum products, biomass etc.)
- Provide other energy statistics not defined above, yet given in Asia Pacific Energy Portal
- Include concepts and definitions of products and flows, and explanatory notes on the data.
- The web application should also contain the following functions or pages:
 - i. Main web page layout design
 - ii. Dialog indicating to users what data display options e.g. country is available to them. These options
 - iii. Data display in chart
 - iv. Data display in regular table
 - v. Data display in a pivot table in order to aggregate, compare and calculate etc.
 - vi. Data download: Users will be allowed to export or download the data table/chart/pivot table in CSV or PDF format
 - vii. Location search: User can define state/county/zip code and see the result
 - viii. Print or save picture
 - ix. Help/FAQ page
 - x. User feedback page
 - xi. The web application upload and configuration.
- Maintenance and support services for 6 months after Go-Live of the data portal.
- Training of SEC officials so that they can add/edit/manage data in the Data Portal without requiring help from the hired expert.

General Terms & Conditions

Following terms and conditions would apply for the conduct of assignment by the hired expert(s) / party(ies):

1. The selected expert(s) / party(ies) will enter into a service agreement with SAARC Energy Centre to conduct the assignment.
2. The expert(s) / party(ies) will report to the Director, SAARC Energy Centre and will remain in close contact with SEC Program Coordinator deputed for this particular assignment.
3. E-mail and Skype will be the preferred mode of communication between expert(s) / party(ies) and SEC.
4. SEC will pay honorarium to the expert(s) / party(ies) after completion, review and acceptance of the deliverables by the Center.
5. For conduct of the assignment, SEC will give access to the expert(s) / party(ies) of SAARC Energy Data Book data from 2001 to 2016. However, rectification (if any) of the provided data, and the collection of all additional data/information till 2017 for the purpose of this assignment will be the sole responsibility of the expert(s) / party(ies).
6. The expert(s) / party(ies) will submit the progress of assignment on fortnightly basis to SEC for timely feedback and mutual coordination.
7. The expert(s) / party(ies) shall produce necessary documentation and train the SEC IT team including the programme coordinator so that they can add/edit/manage data in the Data Portal without requiring help from the expert(s) / party(ies).
8. The expert(s) / party(ies) shall provide software maintenance and support services for the next 6 months after Go-Live date of the project.

Duration of the Assignment

- 1) The expert(s) / party(ies) will deliver the beta version of data portal within **four months** of the signing of contract. SEC shall evaluate the draft data portal for it being reasonably satisfactory and notify the expert(s) / party(ies) of its determination as the

approval of the data portal. Any weaknesses/short-comings pointed out by SEC shall be addressed accordingly by the expert(s) / party(ies).

- 2) SEC will share the beta version of data portal with SEC's professionals for review and comments. The expert(s) / party(ies) will incorporate the comments/suggestions of the professionals to finalize the assignment.
- 3) After satisfactorily incorporating the comments/suggestions of the SEC professionals, the expert(s) / party(ies) will deliver the final version of the data portal for acceptance from SEC. SEC will then verify and approve if the data portal is ready to go-live.
- 4) The expert(s) / party(ies) will then make the project live on the internet within **five months** of the signing of the contract.

Deliverables

- 1) Finalized 'Requirements Document' within 2 weeks of the signing of the contract.
- 2) Finalized 'Design Document' within 5 weeks of the signing of the contract.

After Go-Live (finalization) of the project, the expert(s) / party(ies) will submit following:

- 3) Web Application Package along with the Source Code
- 4) Credentials and Administrative rights for the Live Data Portal
- 5) Support documentation of the web application
- 6) A Power Point presentation covering the important features of the data portal.
- 7) Any useful software related to conduct of this project and/or software developed by Expert(s) / party(ies) will be handed over to the SEC including hands-on training for SEC's professionals at the premises of SEC.

Payment Terms

SEC will pay a lump sum (inclusive of all taxes) honorarium to the lead expert/firm as per the financial bid after completion, review and acceptance of the deliverables by the Centre. Taxes shall be deducted as per the prevailing Rules and Laws of the Government of Pakistan, which at present is 15% Withholding Tax.

Hiring Process of Expert (s)/ Party

All interested expert(s)/ party(ies) are encouraged to submit their technical & financial proposals to undertake this activity. **The teams should consist of both the web application developers as well as a technical expert / energy expert to guide the developers on energy related statistics.** Hiring process will be as following:

- 1) Submission of technical & financial Proposals by expert (s)/ party(ies) by the set deadline.
- 2) Screening of technical & financial proposals for their completeness by SEC.
- 3) Technical evaluation of screened proposal by Evaluation Committee for shortlisting of suitable expert(s)/ party.
- 4) Shortlisted expert(s)/ party(ies) shall be interviewed on Skype / Video Link.
- 5) Final selection will be based on combined scores of technical evaluations (70% weightage) and financial proposal (30% weightage).
- 6) The successful expert(s)/ party(ies) will be intimated and offered to enter into agreement with SEC to undertake the activity. In case expert/ party declines, next shortlisted expert/ party will be offered to proceed with service agreement.

Format of Proposal

All proposals should be accompanied by a covering letter indicating your ability and availability to undertake the activity within the stipulated timeframe. The proposal shall comprise of two separate parts: Technical Proposal and Financial Proposal. The Technical Proposal should have following major components:

- 1) Application Development Milestones for the Data Portal
- 2) Curriculum Vitae (CVs) of the expert/ party (Team Lead and others) as per template in Annexure – II. Scanned copies of testimonials/ degrees/ certificates should be attached with the CV.
- 3) Relevant experience

Financial proposal should stipulate a lump-sum amount in US Dollars to undertake the assignment as per format at Annexure – III.

ANNEXURE – I

Technical Proposal

The Technical Proposal should cover the following:

a) **Application Development Milestones for the Data Portal**

a. **Graphic User Interface:**

i. It is an imperative requirement that this web application be user friendly. Therefore, an interactive map of the South Asia with county boundaries is the most necessary required feature. Users will need to be able to see the results of their query by clicking on a country of interest. So, a GUI should be proposed

ii. Prototype of the web application.

iii. Dummy user interfaces of the web application.

b. **Techniques/Tools:** We prefer to use PHP & MySQL in this project. If you think other techniques or tools might be a better fit for this project, please state your reasoning in the proposal.

ANNEXURE – II

Standard Template for Curriculum Vitae

Assignment/ Study/ Task Applied for			
Name			
Nationality			
Present Address			
Postal Address			
Cell and Landline Telephone			
Alternate Contact (If away)			
Email			
Skype ID			
English Language Proficiency (Proficiency in speaking, reading & writing by <i>Excellent, Good, Fair or Poor</i>)			
English Language	Speaking	Reading	Writing
References			
Name, Position, Institution and Country	Email	Telephone	

Academic Qualification / Education *(College/ University & other higher educational institutions)*

Degree	Institution	Specialization	Courses Attended	Year Completed

Professional Courses, Trainings etc. *(professional courses / short courses (other than academic courses) attended)*

Course Title / Description	Institution and Country Attended	Duration (MM+DD)

Work / Job Experience *(All positions held since graduation)*

Period (YY+MM)	Position	Employer	Major Responsibilities

Experience Specifically Related to This Assignment / Study / Task
(Related projects, research work and other (local/ SAARC region/ international))

Brief Description of Project / Research / Field Work Undertaken	Organization and Country / Location	Year	Duration (YY+MM)

ANNEXURE – III

Format for Financial Proposal

FINANCIAL PROPOSAL	
Description of Assignment	Total Amount (USD)
Development of SAARC Energy Data Portal	

It is certified that the given RFP has been thoroughly read, understood and agreed upon. The expert(s)/ party undertake to complete the assignment within stipulated time at the total cost (inclusive of all taxes/ deductions) quoted above.

Expert / Team Lead: _____

Signature with date: _____