

Request for Proposals (RFP)

Summary

The United Nations Foundation's (UNF) Clean Cooking Alliance (CCA) is accepting proposals to provide hosting and technical support to their [Clean Cooking Catalog](#) ("Catalog") website, an online global database for cookstoves and cooking technologies.

Background of Organization

The Clean Cooking Alliance works with a global network of partners to build an inclusive industry that makes clean cooking accessible to the three billion people who live each day without it. Established in 2010, CCA is driving consumer demand, mobilizing investment to build a pipeline of scalable businesses, and fostering an enabling environment that allows the sector to thrive. Clean cooking transforms lives by improving health, protecting the climate and the environment, empowering women, and helping families save time and money.

Objective

This request for proposals (RFPs) will provide hosting and technical support for the Catalog. The Catalog is an online resource of stoves, fuels, and testing data that can be used by policymakers, researchers, implementers, and other stakeholders.

Having a global repository of test data supports CCA's standards implementation and climate activities by helping countries to identify the best available technologies in each context around which to structure their national policies and climate goals. These may include tax and tariff policies that favor clean cooking products; required minimum performance standards, which protect consumers and drive research, development and innovation; and the development of consumer labels, which can increase consumer awareness and demand. Access to publicly available high-quality testing data also supports results-based financing initiatives.

Scope of Work and Deliverables

CCA is currently seeking bids for technical expertise for the following tasks. The Catalog is currently hosted on an Ubuntu framework, using Nginx as a reverse proxy for security, managing load balancing, and handling SSL/TLS termination for encrypted data transmission. It employs a combination of SQL and NoSQL databases to handle structured and unstructured data, with synchronization mechanisms ensuring consistency across both. API gateways are integrated to securely serve data, enforce strict authentication and authorization protocols, and manage external server connections through encrypted communications.

1) Maintenance and hosting of the Catalog site

The proposal is expected to outline hosting and data security needs required for this project. This should include, but not be limited to, where the database will be hosted, how you plan to have this accessible from the CCA website, and what the hosting fees (if any) will include.

2) Functional updates

Based on continued user feedback, additional updates will be needed. Proposals will also need to outline how the applicant(s) will conduct updates that may include, but are not limited to, developing a comparison tool to compare details of multiple cookstoves, developing a manufacturer portal, and developing email notification system for users. Applicants are welcome to make additional suggestions for updates.

3) Cookstove testing data review

The applicant is also expected to review all cookstove testing data received and maintain systems of data quality and integrity. This includes both upkeep of current systems in place that flag erroneous data and reviewing the testing reports for any procedural errors.

4) Provide input into capacity building materials

The applicant will also need to be able to give expert guidance on online training applications to bolster the testing capabilities of testing centers based on the latest ISO cookstove laboratory standard.

Project Period of Performance

The project period of performance will cover 19 months from December 2024 to July 2026.

Technical Requirements

The selected organization(s) will need to have:

- Deep knowledge of the clean cooking sector,
- Expertise in ISO and IWA cookstove testing data, and
- Experience with website hosting and data management, including best practices in data security.
- Knowledge of developing enterprise level web products, data automation and quality assurance checks, development and management of API gateways and endpoints, and integration of web products with 3rd-party hosted websites.

Timeline

Date	Deliverable
10/08/2024	RFP posted online
11/05/2024	Proposals due
11/08/2024	Consultant(s) selected and notified via email

December 2024	Kickoff meeting with selected Consultant(s)
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Budget

A detailed budget in US Dollars must be submitted with the proposal. Budget should include both pre-tax and net of tax values. The budget should include direct costs (Personnel, Fringe Benefits, Travel, Sub-Agreements, Equipment, Supplies, etc.), as well as indirect costs (overhead). For indirect costs, please indicate a list of expenses covered by the indirect rate. For all direct cost, please include assumptions that were made to arrive at line-item costs (e.g. 2 trips @ \$1,500/trip = \$3,000 or 10 staff hours @ \$60/hour = \$600).

If a bid has a mathematical discrepancy, CCA may correct the discrepancy and notify the Consultant of the adjustment. In such circumstances, the Consultant may choose to withdraw their bid.

Evaluation process

The Clean Cooking Alliance will review all written proposals and may request a phone or in-person interview and/or updated submission to address questions or provide clarification. CCA will use the following criteria in our evaluation.

Evaluation criteria	Weighting
Approach: e.g the analytical framework and methodology answering the project's key questions and deliverables	20%
Subject matter expertise: e.g experience with cookstove testing data; managing online databases and websites	30%
Project management: e.g achievable action plan that will deliver the project on time and on budget	10%
Capabilities and experience: e.g demonstrated firm experience with similar projects	30%
Value for money: the proposed pricing demonstrates a competitive price and good value for the money	10%

Intent and disclaimer

This RFP is made with the intent to identify a Consultant to deliver results as described in this RFP. UNF/the Clean Cooking Alliance will rely on the Consultant's representations to be truthful and as described. The Clean Cooking Alliance assumes it can be confident in the Consultant's ability to deliver the product(s) and/or service(s) proposed in response to this RFP.

If the Clean Cooking Alliance amends the RFP, copies of any such amendments will be sent to all respondents to the proposal.

Proposal Guidelines and Requirements

- This RFP is open to multiple partners and is a competitive process.

- Proposals received after 11/05/2024 at 8pm ET will not be considered.
- The price provided should be in US dollars, and should contain both pre-tax and net of tax values. If the process excludes certain fees or charges, the applicant must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.
- CCA prefers a single point of contact who manages deliverables. If the execution of work to be performed by the Consultant requires the hiring of sub-contractors, the Consultant must clearly state this in the proposal. Sub-contractors must be identified and the work they will perform must be defined. Subcontractors are subject to vetting and approval of UNF/CCA.
- CCA will not refuse a proposal based upon the use of subcontractors; however, we retain the right to refuse the sub-contractors you have selected.
- Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

Format for Proposals

Proposals must include applicant signature as well as a signed declaration form. Proposals must include the full legal name of applicant, as well as legal formation and ownership structure (e.g. incorporation certification, tax status and ID, etc.).

Proposals must not exceed 10 pages.

Contracting and Compliance

CCA will negotiate contract terms upon selection. A copy of the contract terms and conditions will be provided upon selection. All contracts are subject to review by the UN Foundation's Business Services and Budget Reporting team. The project will start upon the complete execution of the contract. The contract will outline terms and conditions, scope, budget, and applicable flow down terms. Selected recipient(s) must comply with Alliance, United Nations Foundation, and funder compliance requirements. The selected recipient(s) must also undergo detailed legal, financial, and commercial due diligence.

Release

The Consultant understands that the Clean Cooking Alliance has chosen to solicit an RFP for consulting services, and that the Consultant's response does not guarantee that the Clean Cooking Alliance will enter into a new contract with the Consultant or continue any current contract(s) with the Consultant.

The Consultant agrees that Clean Cooking Alliance may, at its sole discretion:

- Amend or cancel the RFP, in whole or in part, at any time
- Extend the deadline for submitting responses
- Determine whether a response does or does not substantially comply with the requirements of the RFP
- Waive any minor irregularity, informality or nonconformance with the provisions or procedures of the RFP

- Negotiate with all Consultants UNF deems acceptable
- Issue multiple awards
- Photocopy the responses for evaluation/review

This RFP is not an offer to contract. The Clean Cooking Alliance assumes no responsibility for Consultant's cost to respond to this RFP. All responses become the property of the Clean Cooking Alliance and United Nations Foundation.

The Consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

The Consultant represents that it has responded to the RFP with complete honesty and accuracy. If facts provided in the Consultant's response change, the Consultant agrees to supplement its response in writing with any deletions, additions, or changes within ten (10) days of the changes. The Consultant will do this, as necessary, throughout the selection process.

The Consultant understands it may receive proprietary and confidential information from the Clean Cooking Alliance during the RFP process ("Confidential Information"). The Consultant and CCA agree to not use Confidential Information for any purpose other than the Consultant's participation in the RFP process, and to not reveal Confidential Information directly or indirectly to any other person, entity, or organization without the prior written consent of the other party. The Consultant and CCA further agree to exercise all reasonable precautions to maintain the proprietary and confidential nature of Confidential Information where it can best demonstrate its value and capacity to delivery ecosystem-wide, meaningful value.

Grounds for Exclusion

Material misrepresentations, including omissions, may disqualify the Consultant from a contract award.

Submissions will be rejected in the Clean Cooking Alliance's sole discretion if it finds that the Consultant has engaged in any illegal or corrupt practices in connection with the award.

The Consultant will be excluded from participation for the reasons below. By submitting a proposal in response to the RFP, the Consultant confirms that none of the below circumstances apply:

- The Consultant is bankrupt or being wound up, is having their affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations.

- The Consultant or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a final judgment.
- The Consultant has been found guilty of grave professional misconduct; proven by any means which CCA can justify.
- The Consultant has not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, or within the United States of America, or those of the country where the contract is to be performed.
- The Consultant or persons having powers of representation, decision-making or control over them have been convicted for fraud, corruption, involvement in a criminal organization or money laundering by a final judgment.
- The Consultant makes use of child labor or forced labor and/or practice discrimination, and/or do not respect the right to freedom of association and the right to organize and engage in collective bargaining pursuant to the core conventions of the International Labour Organization (ILO).

Principal Point of Contact

Please send questions to Shannon Lloyd (slloyd@cleancooking.org) with cc: to Elisa Derby (ederby@cleancooking.org) by October 29, 2024.

Submission details

Please send proposals in a single PDF via email to Shannon Lloyd (slloyd@cleancooking.org) with cc: to Elisa Derby (ederby@cleancooking.org) by November 5, 2024, at 8pm ET.