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Request for Proposals

Party Member and Supporter Database Project (Phase 1)

Asia-Pacific Greens Federation (APGF)
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AUSTRALIA

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Proposal deadline: Proposals will be considered until a suitable Consultant is selected

Budget: Negotiable based on Consultant's experience and typical cost in Consultant's country or residence

Overview
The Asia-Pacific Greens Federation (APGF) has received funding for a party database pilot project. The purpose of the project is to provide two parties within the Federation with a member and supporter database that allows them to administer and communicate with their members and supporters.

This Request for Proposals is for Phase 1 of the project, which will consist of 1) scoping the needs of selected parties, 2) scope publicly available solutions, 3) evaluate the suitability of publicly available solutions, and 4) recommend a Phase 2 project implementation plan and budget for either implementing a publicly available solution or a custom solution.

Background
APGF is a federation of 21 Green political parties across the Asia, Pacific, and Middle East regions. The Federation exists to support its member parties, build their capacity, create a regional political presence, represent the region to the Global Greens, and generate regional networks of leaders and activists pursuing political change aligned with the Global Greens Chater.

Member and supporter databases, and the ability to easily communicate with members and supporters, are necessary for political parties to govern their affairs and pursue political change. However, many of APGF's member parties are small or emerging and lack the financial and technical capacity to implement their own solutions.

APGF has received a grant to implement a member and supporter database and communication platform in 2 pilot member parties. The project is split into two Phases. Phase 1 concerns scoping the needs of selected member parties and identifying practical and achievable solutions to meet these needs, and is the basis for this Request for Proposals. Phase 2 concerns the implementation of solutions in two selected APGF member parties, as a pilot.

Project Goals
The overarching goal of this Phase 1 project is to identify a member and supporter database and communication solution that meets the requirements of two APGF member parties.

This first Phase of the project will not implement the solution(s), but lay the foundation for implementation in Phase 2.

Scope of Work
This Phase of the project is expected to:

1. Scope the member and supporter database and communication needs of selected pilot parties
   a. Meet with the APGF Party Database project team to clarify expectations and grant constraints
   b. Meet and have ongoing dialogue with selected pilot parties
   c. Understand the legal and regulatory requirements of pilot parties
   d. Articulate the core and secondary technical required functionality of the database solution
   e. Articulate the core and secondary technical required functionality of a database communication integration
   f. Understand pilot parties' financial capacity to maintain a database solution
   g. Identify required language support (for example, the solution must include support for *X* language(s))
2. Scope publicly available solutions
   a. Identify and review publicly available member and supporter database options, such as CiviCRM, NationBuilder, ActionNetwork, etc.
      i. Include and document native communications features and costs
      ii. Include extensibility and available communications integrations
   b. Identify publicly available communications integrations, such as SendGrid, MailChimp, Amazon SES, etc.
3. Evaluate the suitability of publicly available solutions against pilot party needs and budget constraints
   a. Compare and document the functionality of publicly available solutions (and required integrations) against pilot party requirements, including financial considerations
   b. Present evaluation to the Party Database project team
   c. Identify a preferred solution(s) from those evaluated
      i. *Note: If no publicly available solution adequately addresses the needs and constraints of the pilot parties, the evaluation may recommend **both** the most applicable public solution **and** a custom solution*
4. Recommend a Phase 2 implementation plan based on the results of the evaluation
   a. Where a suitable publicly available solution (or combination of solutions) exists, document and recommend a Phase 2 implementation plan articulating:
      i. The solution components and their required integration

      ii.   A suggested work plan, timeline and budget for Phase 2

      iii.   An estimate of ongoing subscription, maintenance, hosting, and other ancillary costs

   b. Where a suitable publicly available solution (or combination of solutions) *does not* exist, document and recommend a Phase 2 implementation plan articulating:

      i.   What solution components can be sourced from publicly available sources

      ii.   What solution components cannot be sourced from publicly available sources

      iii.   What custom functionality is required to meet the core needs of pilot parties

      iv.   A suggested work plan, timeline, and budget to develop custom components

      v.   An overall suggested work plan, timeline, and budget to implement and integrate custom and publicly available solution components

      vi.   An estimate of ongoing subscription, maintenance, hosting, and other ancillary costs

Submission requirements

To submit a proposal, please email the APGF General Secretary, Nick Cooper, at secretary@asiapacificgreens.org. You should include:

1. Name and contact information
2. A cover letter (maximum 2 pages) outlining:
   a. Your previous relevant experience
   b. How you would approach this project
3. Your proposal, including:
   a. A project work plan and timeline addressing the Scope of Work
      i. Including number of hours per work plan item
   b. A proposed budget
      i. Including rate per hour
   c. 2 references for similar work