

# Terms of Reference (ToR) of Request for Proposal (RFP) for Consulting Firm / Web Developer

DEVELOP INTERACTIVE AND USER-FRIENDLY WEBTOOLS AND GUIDELINES ON THE  
PLATFORM DEDICATED TO PROJECT DEVELOPERS /OWNERS  
“MEETMED FINANCE NAVIGATOR”

April 2024



This Terms of Reference (ToR) was produced with the financial support of the European Union. Its contents are the sole responsibility of MEDENER and RCREEE and do not necessarily reflect the views of the European Union.

## meetMED is Implemented by

**MEDENER** is an international no-profit organization gathering governmental energy agencies from North and South of the Mediterranean region in charge of implementing public policies on energy efficiency and the promotion of renewable energy sources, by implementing regional projects facilitating the sharing of know-how and best practices among its members and international partners, as well as accelerating the transfer of skills, methods and technologies in the field of energy efficiency and renewable energy.

**RCREEE** is an intergovernmental organization aiming at enabling the adoption of renewable energy and energy efficiency practices in the Arab region.

**RCREEE** teams with regional governments and global organizations to initiate and lead clean energy policy dialogues, strategies, technologies, and capacity development in order to increase Arab states' share of tomorrow's energy. Its key work areas are capacity development and learning, policies and regulations, research and statistics, and technical assistance.



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## Executive Summary

A Terms of Reference (ToR) is prepared, encompassing the selection criteria for engaging a specialized web development consulting firm. The Regional Center for Renewable Energy and Energy Efficiency (RCREEE) is seeking proposals from qualified consulting firms or web developers to create an Interactive and User-Friendly webtools and guidelines on the platform dedicated to project developers /owners. This initiative falls under meetMED activity 5.2.1 and aims to assist users in identifying and accessing financing options for energy efficiency projects in South Mediterranean Countries. The platform is expected to align with meetMED's brand identity and communication guidelines, providing a seamless digital experience.

The scope of work includes the development of the web platform, content integration, visual design, SEO implementation, and website maintenance. The proposal must be valid for 90 days from the submission date and should include a financial proposal with a lump sum below a specified maximum ceiling, encompassing all costs as detailed in the Terms of Reference (ToR). Payment will be released upon completion of deliverables, with a cost breakdown per deliverable outlined in the financial proposal.

Proposals must be submitted separately for technical and financial aspects by the specified deadline and in English. The selection criteria will be based on the highest combined score, considering 80% technical offer and 20% price weight distribution. The successful applicant will sign a Sub-Consultancy Agreement and must ensure that intellectual property rights and all contents comply with the legal references of the EU-funded project. RCREEE reserves the right not to accept any proposal and is not responsible for any costs incurred during the proposal preparation. Conflicts of interest must be disclosed to RCREEE.



## Request for Proposal (RFP)

Regional Center for Renewable Energy and Energy Efficiency (RCREEE)	DATE: 01/04/2024 REFERENCE: TOR/RCR/002/24- RFP-Med-01-24
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Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consulting Firm / Web Developer to develop an an Interactive and User-Friendly webtools and guidelines on the platform dedicated to project developers / owners, “meetMED Finance Navigator”**

Please be guided by the form attached hereto as Annex II and Annex III in preparing your Proposal.

**The technical proposal and the financial proposal files MUST BE COMPLETELY SEPARATE and may be submitted on or before 27 04 2024 via email with title (ref: GRANT CONTRACT ENI/2020/420-413) to the addresses below:**

[Procurement@rcreee.org](mailto:Procurement@rcreee.org)

Your Proposal must be expressed in the English Language, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by RCREEE after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of RCREEE requirements.

The Proposal that complies with all the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by RCREEE after it has received the Proposal.



Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Consulting Firm / Web Developer accepts the General Terms and Conditions of RCREEE. The PRAG rules of the EU are in place with reference to all aspects concerning this RFP.

Intellectual property rights and all contents shall follow the legal reference of the EU funded project.

Please be advised that RCREEE is not bound to accept any Proposal, nor award any contract, nor be responsible for any costs associated with Consulting Firm / Web Developer preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

RCREEE encourages every prospective Consulting Firm / Web Developer to prevent and avoid conflicts of interest, by disclosing to RCREEE if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, or other information used in this RFP.

"Please note that only the selected bidder will be contacted. The procurement team will inform all applicants of the result once the selection process is completed."

**Thank you and we look forward to receiving your Proposal.**

Sincerely yours,

*Procurement Section*

01/04/2024



## 1. Background and Objective

### 1.1. Introduction

meetMED is an EU-funded project (ref: GRANT CONTRACT ENI/2020/420-413) that aims to contribute to enhancing the energy security of beneficiary South Mediterranean Countries (SMECs)<sup>1</sup>, while fostering their transition to low carbon economy, thereby contributing to more stable, efficient, competitive, and climate-resilient socioeconomic contexts. Launched in 2021, meetMED second phase activities aim at strengthening the implementation of Energy Efficiency (EE) measures and improving countries' energy mix focusing on building and appliances' sectors through a multiscale, multi-partner and inclusive approach at local and regional levels, thereby fostering regional cooperation.

The second phase of the project is implemented by the Mediterranean Association of the National Agencies for Energy Management (MEDENER) and the Regional Centre for Renewable Energy and Energy Efficiency (RCREEE).

Within the current energy context in the region, one of the priorities of the South Mediterranean countries (SMECs) is to secure energy provision and to promote energy saving and EE applications. High risk linked to new technologies, lack of regulatory framework, cumbersome administrative procedures, absence of national standards and incentives and clear financing instruments can be challenging for EE projects implementation basically in the financing phase.

Although financing institutions (including international and commercial banks) are keen on financing energy efficiency, and relevant instruments are indeed available, project developers still encounter obstacles in accessing finance.

Constraints and barriers could come indicatively from the diversity of sources of funding, the lack of visibility on conditions, processes, financing modalities, the sizing of projects, the loan inadequacy and financing instruments (inappropriate grants) regarding the type of projects (maturity of loans, liquidity, and cash flow measurement, etc.). Constraints are both on the offer side and demand side.

Hence, there is an essential need to set up guidelines and/or an online platform providing comprehensive and clear tools and guidance to assist in the development of bankable energy efficiency projects in general and more particularly for building and appliances.

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<sup>1</sup> SMECs includes Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Palestine, and Tunisia.





This Terms of Reference (ToR) for Request for Proposal (RFP) will be under the framework of meetMED activity 5.2.1 Develop Interactive Tool and Guidelines on a Dedicated Platform for the South Mediterranean Countries.

## **1.2. Objective of the Assignment**

The objective of this assignment is to engage a proficient Web Developer to implement an Interactive and User-Friendly webtools and guidelines on the platform dedicated to project developers /owners. This platform will serve as a comprehensive online tool designed to assist users in identifying and accessing financing options for energy efficiency projects in South Mediterranean Countries (SMECs). The Web Developer will be responsible for creating a seamless digital experience that aligns with the meetMED brand identity and communication guidelines, ensuring the platform is both informative and engaging for its target audience.

The content of the Finance Navigator is detailed in the "Report on the content of the webtool and funding guide" document, which will be provided to the Web Developer at the initiation of the project works. Additionally, a preliminary layout design of the platform is included in the Annex IV of this RFP to provide clarity regarding the scope of work. Kindly be advised that the finalized version of the layout design document will be furnished at the initiation of the project works, subsequent to the awarding of this contract.

## **2. Description**

### **2.1. Scope of Work**

The purpose of this document is to outline the scope of work for the engagement of a proficient Web Developer for the implementation an Interactive and User-Friendly webtools and guidelines on the platform dedicated to project developers /owners. The platform aims to serve as a comprehensive online tool facilitating the identification and access to financing options for energy efficiency projects in South Mediterranean Countries (SMECs).

#### **2.1.1. General Requirements**

- Engage (a) proficient Web Developer(s) to implement the meetMED Finance Navigator
- The Web Developer(s) must have at least 5 years of experience in designing visually appealing and navigation-friendly websites



- The Web Developer(s) must create the web platform from inception.
- The platform must serve as a comprehensive online tool for identifying and accessing financing options for energy efficiency projects in South Mediterranean Countries (SMECs).
- The platform should be capable of supporting multiple page styles and custom post types, and it must be available in English. Moreover, it should facilitate the addition of new languages and financing options in the future with minimal effort.
- Draft a comprehensive user manual and conduct at least three training sessions / webinars to train support staff and system administrators.
- Transfer the full source code, along with all developed libraries, to meetMED.
- Establish a regular backups system for the website's files and database to safeguard against data loss and store them securely off-site or on a separate server.

### 2.1.2. Technical Requirements

The domain and hosting information will be provided by meetMED.

The technical requirements for the meetMED Finance Navigator web platform include the following:

1. Design and Content:
  - Develop a graphic concept and visual language that aligns with meetMED branding guidelines. <https://meetmed.org/visual-identity/>
  - Create a multi-device responsive design, and graphic design elements.
  - Upload web sections and content.
  - Integrate additional features such as an AI Chatbot, Info Center, Photo and Video Gallery, Knowledge Hub, and social media platform integration, interactive map, etc.
2. Web Development:
  - Create a web platform from inception.
  - Design and build the website front-end and architecture.
  - Design and manage the website back-end, including database and server integration.



- Install necessary themes and plugins.
- Design and manage the database.
- Ensure the platform includes standard page elements such as header, footer, tabs, persistent navigation, contact us, email, and page print options.
- Incorporate functionalities to display the most recent content on the homepage and section webpages.
- Develop static and dynamic pages with simplified content from meetMED reports.
- Implement a routine backup system for both the website's files and database to prevent data loss, storing them securely either off-site or on a dedicated server.

### 3. Key Features:

- Dynamic layout design with a web tool and interactive funding guide.
- Contact form for each finance program, QR code functionality, and a user-friendly interface.
- Comprehensive database for Green Funds and Financing Programs with a browse tool layout.
- Multiple page styles and custom post types in English allowing the addition of new languages in the future with minimal effort.
- Search function, interactive map, and signup for latest news.
- Automatic e-mail alerts for subscribers upon the introduction of new finance mechanisms to the platform.

### 4. Support, Maintenance and Updates:

- Provide administrative and technical support and quality control.
- Incorporate SEO best practices and conduct site analysis.
- Develop a user manual and conduct at least three training sessions / webinars for training support staff and system administrators.
- Transfer the full source code, including all developed libraries, to meetMED.
- Ensure the operability of the website one whole year after handover and provide detailed explanation in the RFP regarding the methods that will be employed to ensure.



- Rectify any malfunctions occurring on the website and make necessary updates as required.

## 2.2. List of Activities

The main activities will include:

### 2.2.1. Activity 1 - Creation of Visual Design

- Develop three visual design options to capture the overall aesthetic of the website, incorporating various elements such as layout, typography, colour palettes, imagery, and branding components.
- Present these alternatives for review and selection by meetMED.
- Optionally use tools like Adobe XD, Sketch, or Figma to create mock-ups and prototypes that visualize the appearance of the website.
- Conform with the graphic concept and visual language to the meetMED Branding Manual and Communication Guidelines <https://meetmed.org/visual-identity/>
- Comply with the preliminary layout design of the platform included in the Annex V of this RFP to provide clarity regarding the scope of work.
- Create a style guide for the selected visual design that outlines the visual elements, design patterns, and UI components to be used in the website.

### 2.2.2. Activity 2 - Development of the Web Platform

- Create a web platform from inception;
  - Design and build the website front-end.
  - Create the website architecture.
  - Design and manage the website back-end including database and server integration.
  - Install necessary themes and plugins.
  - Design and manage database.
  - Conduct website performance tests.
  - Implement robust security measures.



- Use a standard CMS (e.g. WordPress), preferably WordPress having a modular architecture and a plugin-based structure that supports scalability and expandability and allowing non-technical users to update information and add new content without needing to alter the platform's codebase.
- Select an appropriate bandwidth to enhance loading speeds and optimize website performance, catering to users across various connectivity levels.
- Ensure the platform operates correctly across different browsers (cross-browser testing), operating systems, and devices (mobile, tablet, desktop) to ensure a consistent user experience.
- Fulfil all the preliminary layout design requirements for the platform outlined in the Annex of this RFP to provide clarity regarding the scope of work. Key features of the web platform include:
  - A dynamic layout design that integrates a web tool and interactive funding guide, complete with a contact form for each finance program, QR code functionality for easy access to program information, and a user-friendly interface for viewing all financing programs on a single page, downloadable as PDF.
  - The implementation of a comprehensive database for Green Funds and Financing Programs, with a browse tool layout that allows users to filter based on various criteria such as sector, project type, technology type, finance provider, and more.
  - The development of static pages that provide simplified versions of detailed content from the meetMED reports, including frameworks for securing financing, common approaches to decentralized green energy financing, and basics of energy efficiency finance.
  - The creation of an Info Center that hosts key documents with a search feature based on keywords and date, a Photo and Video Gallery connected to Flickr and YouTube, and a knowledge Hub with links to external resources.
  - The design of a footer with the meetMED logo and a concise description, a header with the main sentence, and integration of social media platforms including LinkedIn, YouTube, and Flickr.
  - The inclusion of additional features such as an AI Chatbot, a disclaimer & copyrights section, success stories and information about partners & sponsors.
- Ensure that the platform is optimized for performance, accessibility, and cross-device compatibility, with a focus on providing a clear pathway for users to discover and apply for financing options that support their energy efficiency projects.



- Comply with the preliminary layout design of the platform included in the Annex IV of this RFP to provide clarity regarding the scope of work.

### **2.2.3. Activity 3 - Search Engine Optimization and site analysis**

- Incorporate SEO best practices, which encompass utilizing meta tags effectively, providing alt attributes for images, and structuring the website in a manner that is favorable for search engine crawlers.
- Offer a dashboard for meetMED to monitor and track SEO performance.
- Create a mechanism for regular automatic reports to meetMED.

### **2.2.4. Activity 4 - Web site maintenance**

- Provide web site maintenance involving several essential steps to ensure its continued functionality, security, and performance.
- Create a maintenance policy document that delineates the procedures and protocols for efficiently managing and maintaining the website.
- The website maintenance will involve the following tasks: regular backups, software and plugin updates, security audits, performance optimization, content updates, broken links and error checks, SEO monitoring, user experience (UX) improvements, security monitoring and customer support and feedback.

### **2.2.5. Activity 5 - Handover**

- Craft a comprehensive user manual.
- Conduct at least three training sessions / webinars to train support staff and system administrators on tasks such as content uploading, system maintenance, and administration.
- Ensure that meetMED has access to the CMS admin panel with appropriate permissions to manage content, plugins, themes, and settings.



- Transfer all relevant documentation related to the website, including design files, development files, content files, domain registration details, hosting account information, and any third-party service accounts used to meetMED.
- Provide meetMED with access credentials for all necessary accounts, including the domain registrar, web hosting control panel, CMS admin panel, FTP/SFTP, database, and any other relevant platforms or services.
- Transfer all website files, including HTML, CSS, JavaScript, images, videos, and other media assets, as well as the website database.
- A one year post-implementation debugging period shall be included, during which the contractor will address and rectify any issues or bugs arising from the use of the platform to ensure that the website functions optimally and performs at its peak capacity.

### 2.3. Expected Timeframe, Outputs and Deliverables

The duration of the assignment is expected between April 2024 to June 2024, where the deliverables will be as follows.

No	Deliverables/ outputs	Tentative due dates
0	Conclusion of the Web Developer selection process	28.04.2024
1	Kick-off meeting and debriefing session on website's prototype	02.05.2024
2	<b>Activity 1:</b> Creation of Visual Design - Submission of visual design proposals and style guide for the selected visual design	13.05.2024
3	<b>Activity 2:</b> Development of the Web Platform and Content Integration	03.06.2024
4	<b>Activity 3:</b> Search Engine Optimization and site analysis - Incorporation of SEO best practices, dashboard, and regular automatic reporting mechanism	10.06.2024



5	<b>Activity 4:</b> Website maintenance – Maintenance, tests and submission of maintenance policy document	17.06.2024
6	<b>Activity 5:</b> Handover - Submission of a comprehensive user manual, at least three training sessions / webinars to train support staff and system administrators, platform launch and finalize the handover. The operability of the website one whole year after handover will be ensured.	30.06.2024

## 2.4. Qualifications

- Being a reputable firm with a minimum of 5 years of proven experience in designing visually appealing and user-friendly websites.
- Possessing familiarity and relevant experience in utilizing various Content Management Systems (CMS), particularly WordPress.
- Having a comprehensive knowledge of current web development technologies, design tools, and emerging software and programming languages in the field.
- Demonstrating excellent awareness of recent trends in graphic design, websites, including online video publishing, and social media integration.
- Showcasing the ability to create innovative and visually compelling designs.
- Understanding end-users' needs and delivering suitable technical solutions.
- Maintaining a strong track record in website design, security, administration, Google Analytics, and Search Engine Optimization (SEO).
- Demonstrate and provide examples of previous experience in the performance of similar services by submitting a list of past work references.
- Providing detailed information about professional staff, including their qualifications and competence, to ensure alignment with the project's requirements.





## 2.5. Requirements for Submission of Financial Proposal

The Consulting Firm / Web Developer must send a financial proposal based on a lump sum lower than a maximum ceiling not exceeding **Euro 20,000**. The total amount quoted shall be all inclusive and include all costs components required to perform the deliverables identified in the TOR,

Payments will be made upon completion of the deliverables/outputs and as per below percentages.

### Payment Terms:

No	Deliverables / Outputs	Tentative due Dates	Percentage of Total Price
1	Kick-off meeting and debriefing session on website's prototype	02.05.2024	40%
2	<b>Activity 1:</b> Creation of Visual Design - Submission of visual design proposals and style guide for the selected visual design	13.05.2024	
3	<b>Activity 2:</b> Development of the Web Platform and Content Integration	03.06.2024	
4	<b>Activity 3:</b> Search Engine Optimization and site analysis - Incorporation of SEO best practices, dashboard, and regular automatic reporting mechanism	10.06.2024	60%
5	<b>Activity 4:</b> Website maintenance – Maintenance, tests and submission of maintenance policy document	17.06.2024	
6	<b>Activity 5:</b> Handover - Submission of a comprehensive user manual, at least three training sessions / webinars to train support staff and system administrators, platform launch and finalize the handover. The operability of the website one whole year after handover will be ensured.	30.06.2024	



Payment release will be made within thirty (30) days from the date of meeting the following conditions:

- a) Written acceptance from RCREEE of the quality of the outputs; and
- b) Receipt of payment request from the Consulting Firm / Web Developer.

#### **Travel Cost:**

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between RCREEE and the Consulting Firm / Web Developer, prior to travel.

#### **Maintenance and Update Services:**

Maintenance and update services shall be performed without any additional charge. The cost of these services is included in the total fee of the project.

#### **Responsibility and Penalty:**

The Web Developer is obligated to rectify any malfunctions on the website and provide necessary updates in a timely and effective manner. If the Web Developer fails to rectify the malfunctions on the website or fails to provide the necessary updates within the specified period, RCREEE reserves the right to claim a penalty of **1% of the contract value for each day of delay, up to a maximum of 5 consecutive days. After 5 consecutive days of delay, RCREEE reserves the right to claim the total value of the failure** against the Web Developer.

The penalty clause is established to provide an additional incentive to rectify any malfunctions or update requirements on the website and is not intended to compensate for the actual damages incurred by the Employer.



## ANNEX I Description of Requirements

<p>Context of the Requirement</p>	<p>meetMED is an EU-funded project aims to contribute to enhancing the energy security of beneficiary countries (namely Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Palestine and Tunisia) while fostering their transition to low carbon economy, thereby contributing to more stable, efficient, competitive and climate-resilient socioeconomic contexts. Launched in 2021, meetMED second phase activities aim at strengthening the implementation of EE measures and improving countries' energy mix focusing on building and appliances' sectors through a multiscale, multi-partner and inclusive approach at local and regional levels, thereby fostering regional cooperation.</p> <p>The second phase of the project is implemented by the Mediterranean Association of the National Agencies for Energy Management (MEDENER) in partnership with the Regional Centre for Renewable Energy and Energy Efficiency (RCREEE).</p>
<p>Implementing Partner of RCREEE</p>	<p>MEDENER</p>
<p>Expected duration of work</p>	<p>2 months</p>
<p><i>Conditions for submitting proposals</i>  <i>(Email Submission)</i></p>	<ul style="list-style-type: none"> <li>- The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The <b>financial proposal shall be encrypted with a password</b> and clearly labelled. The files must be sent to the dedicated email address specified in the RFP.</li> <li>- The password for opening the Financial Proposal should be provided only upon request of RCREEE. RCREEE will request passwords only from Applicant/s whose Technical Proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</li> <li>- The Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. <b>The file with the "FINANCIAL PROPOSAL" must be encrypted with a password.</b></li> </ul>
<p>Ceiling</p>	<p>Payment for this service shall not exceed the amount of EUR 20,000.</p>
<p>Target start date</p>	<p>2<sup>nd</sup> of May 2024</p>
<p>Latest completion date</p>	<p>30 of June 2024</p>



Implementation Schedule indicating breakdown and timing of activities / sub- activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Proposal prices shall be subjected to taxation	<input checked="" type="checkbox"/> Yes, please submit proposal prices inclusive of all applicable taxes <input type="checkbox"/> No, please submit proposal prices exclusive of all taxes
Currency of Proposal	<input type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Euro <input type="checkbox"/> Egyptian Pounds
Payment Provisions	Payment shall be made via bank transfer in EUR
Deadline for Submission	<b>Date: 27/04/2024 1:00 PM EGYPT Time Zone</b> <b>Time: 1.00pm (Local Time)</b>
Deadline for submitting requests for clarifications/ questions	<b>18/04/2024</b>
Contact Details for submitting clarifications/questions	<p>Address: RCREEE, Cairo, Egypt</p> <p>E-mail address dedicated for this purpose: <a href="mailto:Procurement@rcreee.org">Procurement@rcreee.org</a>            Attn. Queries– TOR/RCR/002/24- RFP-Med-01-24 . This email address is officially designated by RCREEE. If inquiries are sent to other person/s, even if they are RCREEE staff, RCREEE shall have no obligation to respond nor can RCREEE confirm that the query was received.</p> <p>Any delay in RCREEE’s response shall not be used as a reason for extending the deadline for submission, unless RCREEE determines that such an extension is necessary and communicates a new deadline to the Proposers.</p> <p>The Applicant/s will not be permitted to take advantage of any errors or omissions in the ToR. Should such errors or omissions be discovered, the Applicant/s must notify RCREEE accordingly.</p>



<p>Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i></p>	<p><input type="checkbox"/> 60 days  <input checked="" type="checkbox"/> 90 days  <input type="checkbox"/> 120 days</p> <p>In exceptional circumstances, RCREEE may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
<p>Partial Quotes</p>	<p><input checked="" type="checkbox"/> Not permitted  <input type="checkbox"/> Permitted</p>
<p>Person(s) to review / inspect / approve outputs / completed services and authorize the disbursement of payment</p>	<p>Project Manager  Sustainable Energy Economics and Policies Expert</p>
<p>Type of Contract to be Signed</p>	<p><input type="checkbox"/> Long-Term Agreement  <input checked="" type="checkbox"/> Sub-Consultancy Agreement</p>
<p>Criteria for Contract Award</p>	<p><input type="checkbox"/> Lowest Price Quote among technically responsive offers  <input checked="" type="checkbox"/> Highest Combined Score (based on the 80% technical offer and 20% price weight distribution)  <input checked="" type="checkbox"/> Full acceptance of the RCREEE Contract General Terms and Conditions. This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</p>
<p>Assessment of the Proposal</p>	<p><b>Technical Proposal (80%)</b>  <u>Only technical proposal receiving a score of 80% points for the technical proposal will be considered technically compliant and have the financial proposal assessed.</u>  <b>Financial Proposal (20%)</b>  To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by RCREEE.</p>
<p>RCREEE will award the contract to:</p>	<p><input type="checkbox"/> One and only one Consulting Firm / Web Developer  <input checked="" type="checkbox"/> One or more Consulting Firm / Web Developer</p>



Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for Expert or Company contracts
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal <input checked="" type="checkbox"/> meetMED Branding Manual <input checked="" type="checkbox"/> Preliminary Layout Design of the Platform Document <input checked="" type="checkbox"/> GENERAL Terms & Conditions
Contact Person for Inquiries (Written inquiries only)	<i>Procurement Section</i> Any delay in RCREEE 's response shall be not used as a reason for extending the deadline for submission, unless RCREEE determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	None



## ANNEX II Form for Submitting Technical Proposal

(This Form must be submitted only using the expert's Official Letterhead/Stationery)

[insert: Location]

[insert: Date]

To the kind attention of  
Regional Center for Renewable Energy and Energy Efficiency (RCREEE)  
Cairo, Egypt  
Procurement@rcreee.org  
Attn. Queries– TOR/RCR/002/24- RFP-Med-01-24

**Subject: Technical Proposal for Consulting Firm / Web Developer ref: GRANT CONTRACT .....**

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to RCREEE in conformity with the requirements defined in the RFP dated .../.../2024, and all of its attachments, as well as the provisions of the RCREEE General Contract Terms and Conditions.

### A. Qualifications of the expert

The expert must describe and explain how and why they are the best entity that can deliver the requirements of

RCREEE by indicating the following:

- a) Profile – CVs describing the nature of business, field of expertise, qualification, licenses, certifications, accreditations,
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Track Record – list of similar services as those required by RCREEE, indicating description of contract scope, contract duration, contract value, contact references;
- d) Work samples: compile relevant examples of design work, publications, layout design an interactive webtools, events, videos, awareness campaigns, videos, social media materials, infographic videos, and other creative art.



## B. Proposed Methodology and approach for the Completion of Services

The Consulting Firm / Web Developer must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

## C. Qualifications of Key Personnel

If required by the RFP, the Expert/Company must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract





## ANNEX III Form for Submitting Financial Proposal

(This Form must be submitted only using the expert’s Official Letterhead/Stationery)

[insert: Location].

[insert: Date]

To the kind attention of  
 Regional Center for Renewable Energy and Energy Efficiency (RCREEE)  
 Cairo, Egypt  
 Procurement@rcreee.org  
 Attn. Queries– RFP#Med-01-23

**Subject: Financial Proposal for Consulting Firm / Web Developer ref: GRANT CONTRACT .....**

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to RCREEE in conformity with the requirements defined in the RFP dated .../.../2024, and all of its attachments, as well as the provisions of the RCREEE General Contract Terms and Conditions:

### Cost Breakdown per Deliverable

No	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for Payment)	Price (Lump Sum, All Inclusive)
1	Kick-off meeting and debriefing session on website’s prototype	40%	
2	<b>Activity 1:</b> Creation of Visual Design - Submission of visual design proposals and style guide for the selected visual design		
3	<b>Activity 2:</b> Development of the Web Platform and Content Integration		
4	<b>Activity 3:</b> Search Engine Optimization and site analysis - Incorporation of SEO best practices, dashboard, and regular automatic reporting mechanism	60%	



5	<b>Activity 4:</b> Website maintenance – Maintenance, tests and submission of maintenance policy document		
6	<b>Activity 5:</b> Handover - Submission of a comprehensive user manual, at least three training sessions / webinars to train support staff and system administrators, platform launch and finalize the handover. The operability of the website one whole year after handover will be ensured.		
	<b>Total</b>	100%	

- Validity Period of Proposal (Counting for the last day of submission of quotes): 90 days
- All-inclusive, encompassing all cost components specified in the TOR.
- Payment release: In accordance with the TOR.
- Travel Costs: In line with the TOR."

[Name and Signature of the expert]

[Designation]



## ANNEX IV Preliminary Layout Design of the Platform Document

# Layout design of a platform including a web tool and interactive funding guide

Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Palestine, and Tunisia

Draft Report Under Reviewing

March 2024



This publication was produced with the financial support of the European Union. Its contents are the sole responsibility of MEDENER and RCREEE and do not necessarily reflect the views of the European Union.

## meetMED is Implemented by

**MEDENER** is an international no-profit organization gathering governmental energy agencies from North and South of the Mediterranean region in charge of implementing public policies on energy efficiency and the promotion of renewable energy sources, by implementing regional projects facilitating the sharing of know-how and best practices among its members and international partners, as well as accelerating the transfer of skills, methods and technologies in the field of energy efficiency and renewable energy.

**RCREEE** is an intergovernmental organization aiming at enabling the adoption of renewable energy and energy efficiency practices in the Arab region.

**RCREEE** teams with regional governments and global organizations to initiate and lead clean energy policy dialogues, strategies, technologies, and capacity development in order to increase Arab states' share of tomorrow's energy. Its key work areas are capacity development and learning, policies and regulations, research and statistics, and technical assistance.



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## Executive Summary

The meetMED Finance Navigator is an innovative web platform designed to facilitate the discovery and utilization of financing options for energy efficiency projects. The platform serves as an interactive funding guide, offering users a comprehensive suite of tools and resources to navigate the complexities of securing financial support for their initiatives.

At the forefront of the platform is the main header message, "Discover financing options for your energy efficiency project today!" which encapsulates the platform's primary objective. The website is structured to provide a user-friendly experience, featuring a navigation menu with dropdown options, a contact form for direct communication with finance program contacts, and the integration of social media platforms such as LinkedIn, YouTube, and Flickr to enhance engagement and outreach.

Key components of the meetMED Finance Navigator include:

- A repository of success stories, showcasing the impact of project finance in the energy efficiency sector, with a map indicating the geographical coverage of the projects.
- A static page offering a simplified explanation of the meetMED Finance Navigator and its purpose, as well as information about the meetMED projects, partners, and sponsors.
- An Info Center that hosts essential documents prepared by the meetMED team, with a search feature for efficient retrieval based on keywords and date.
- A Photo and Video Gallery linked to Flickr and YouTube, respectively, to visually represent the platform's mission and success.
- A section on Energy Efficiency Finance Basics, which provides users with a simplified understanding of green finance, various financing mechanisms, and the characteristics of green financing mechanisms.

The platform also includes a comprehensive FAQ section to address common inquiries, and a general layout that features the logo, social media icons, and a subscription option for newsletters.

To ensure accessibility and convenience, each financing program listed on the platform will have its own QR code, allowing users to download relevant information directly to their mobile devices.

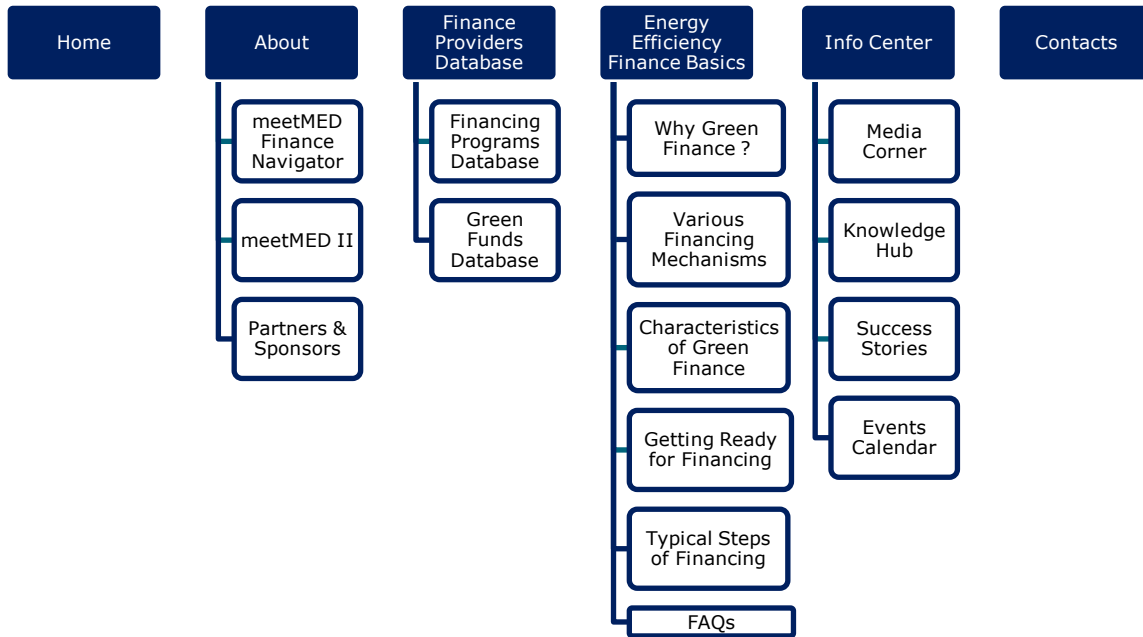
The meetMED Finance Navigator is poised to become an essential tool for stakeholders in the energy efficiency domain, offering a streamlined approach to finding and applying for



financial support, and ultimately contributing to the growth and sustainability of green energy projects.

## 1 General Layout

### 1.1 Navigation Menu (Drop Down)

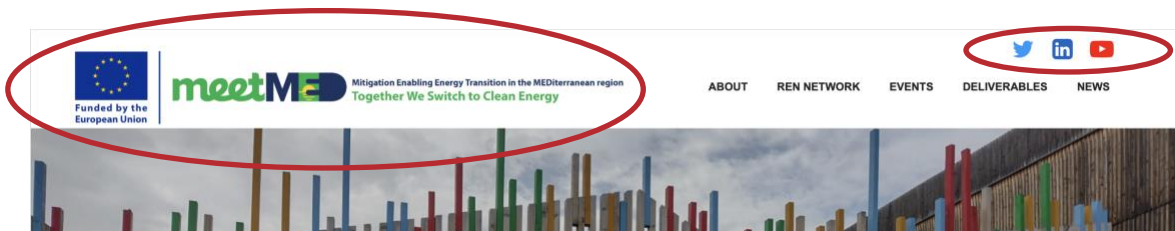


### 1.2 Logo & Social Media

Logo and Social Media Icons on the top.

Social Media: LinkedIn, YouTube, Flickr (Recommended), Other social media platforms of choice (Optional)

Example:



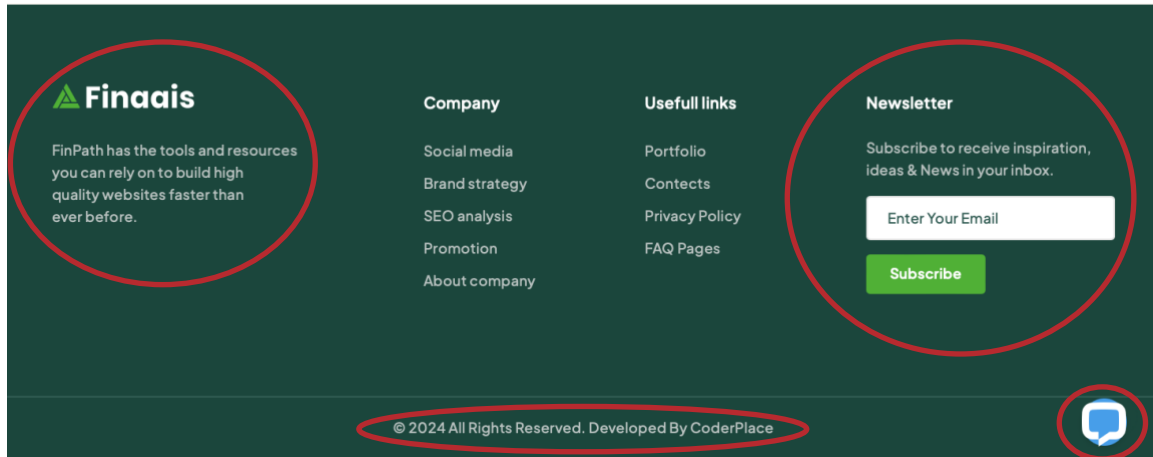
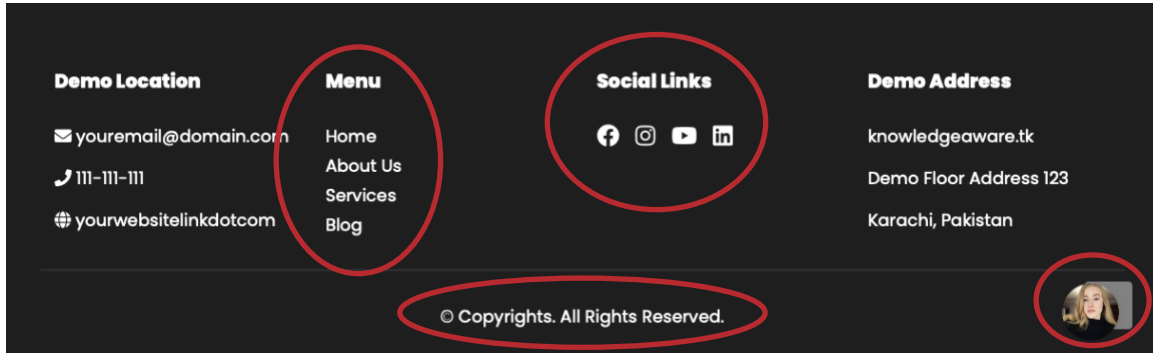
### 1.3 Footer

- Logo & One sentence description
- Menu



- Social Media
- Subscribe Newsletter
- AI Chatbot
- Disclaimer & Copyrights

Examples:



## 1.4 Brand Identity

Please adhere to the meetMED Branding Manual and Communication Guidelines. Ensure that the website's colors, fonts, graphic elements, etc., are aligned with the meetMED Branding standards.

### 1.4.1 The logo

The meetMED logo aims to express the core aspects of the project, specifically the energy transition and the Mediterranean region in which the project takes place.

power cord arrow → right electricity







Mitigation Enabling Energy Transition in the MEDiterranean region  
**Together We Switch to Clean Energy**

seascape arrow → right Mediterranean

sun arrow-right → energy

green arrow → right nature

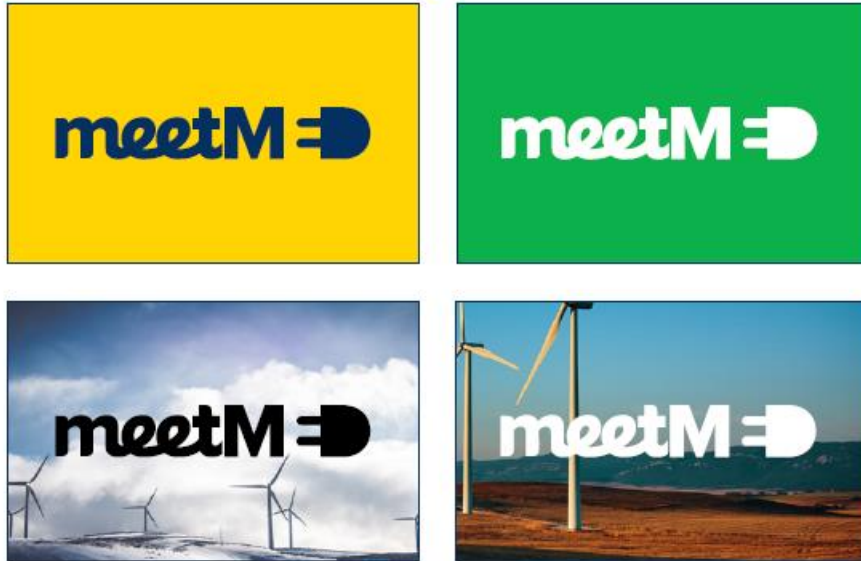


Regional Center for Renewable Energy and Energy Efficiency  
 المركز الإقليمي للطاقة المتجددة وكفاءة الطاقة



This project is funded by  
 the European Union

### 1.4.2 Logo Variations



#### Monochrome logo

For use against a colored or photographic background, it is mandatory to use one of the monochrome variations of the logo to hold enough contrast between the logo and its surroundings.

A monochrome variation is also to be used if the logo is smaller than 35mm wide.

### 1.4.3 Primary Colors

**Green**

print	C80 M0 Y100 K0
screen	R13 G167 B75
web	#0db14b

**Blue**

print	C90 M65 Y0 K55
screen	R5 G48 B98
web	#053062

### 1.4.4 Secondary Colors



**Yellow**

print	C0 M15 Y100 K0
screen	R255 G212 B0
web	#FFD400

**Turquoise**

print	C100 M45 Y45 K0
screen	R0 G118 B135
web	#007687

**Grey**

print	C0 M0 Y0 K10
screen	R230 G230 B230
web	#E6E6E6

**Orange**

print	C0 M60 Y85 K0
screen	R245 G131 B60
web	#F5833C

### 1.4.5 Typography

The primary typeface is Proxima Nova. This typeface is to be used for all meetMED communications.

Stylistically, Proxima Nova straddles the gap between typefaces like Futura and classic sans faces. The result is a hybrid that combines modern proportions with a geometric appearance. When use of Proxima Nova is not possible, use Arial.

**Titles: Proxima Nova Extra Bold**  
**abcdefghijklmnopqrstuvwxy**  
**1234567890!?\* \$&@%()**

**Subtitles: Proxima Nova Semibold**  
**abcdefghijklmnopqrstuvwxy**  
**1234567890!?\* \$&@%()**

**Body: Proxima Nova Regular**  
**ABCDEFGHIJKLMNOPQRSTUVWXY**  
**abcdefghijklmnopqrstuvwxy**  
**1234567890!?\* \$&@%()**

### 1.4.6 Graphic Elements

The sunset graphic used in the meetMED logo can be used as a separate branding element<sup>2</sup>.

To keep this element more discrete and not take the focus away from the content, use a lower contrast between the color of the graphic element and the color of its background.

<sup>2</sup> The use of the sunset branding element does not exempt from the obligation to place the full logo on every meetMED document.



Recommended Color Pairings:

Green + Turquoise

Grey + White

Blue + Turquoise

Yellow + Orange



## 2 Page Details

### 2.1 Home

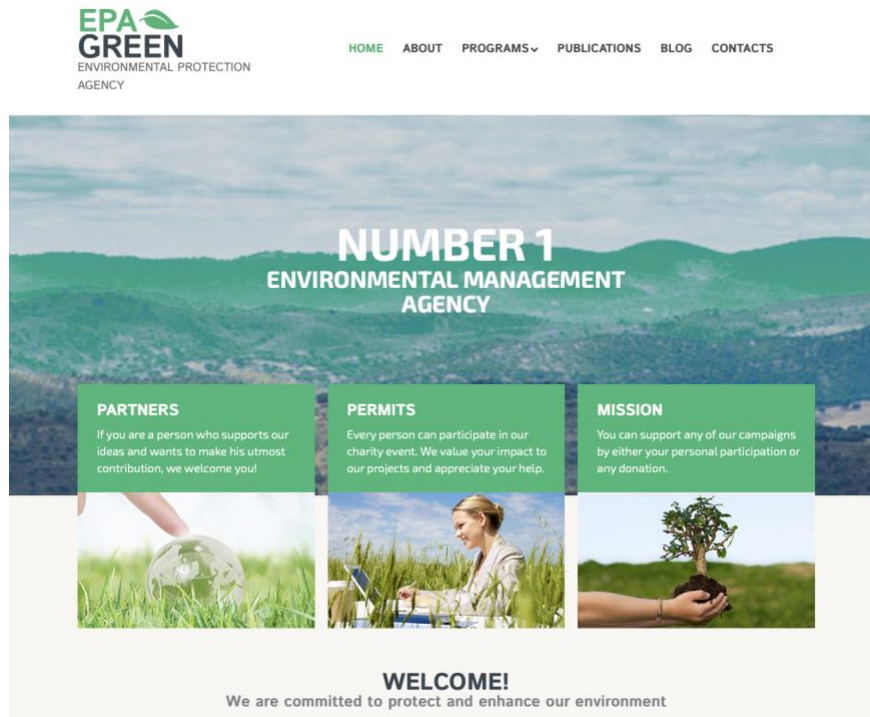
The header examples provided are intended to demonstrate placement.

There will be Slider with various Photos in the Header.

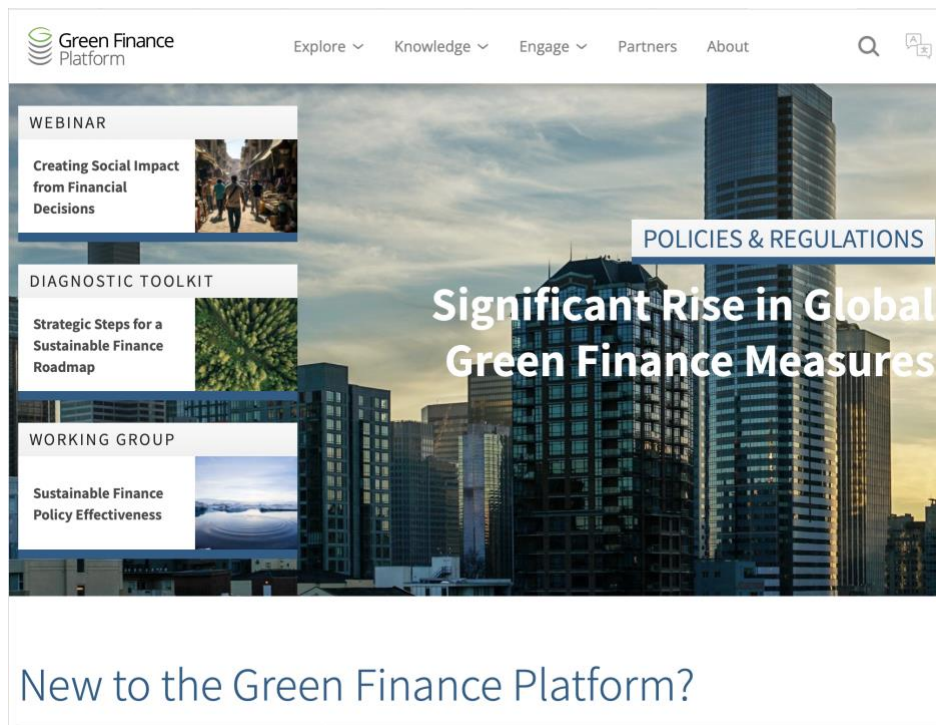
Main sentence on the Header: Discover financing options for your energy efficiency project today!



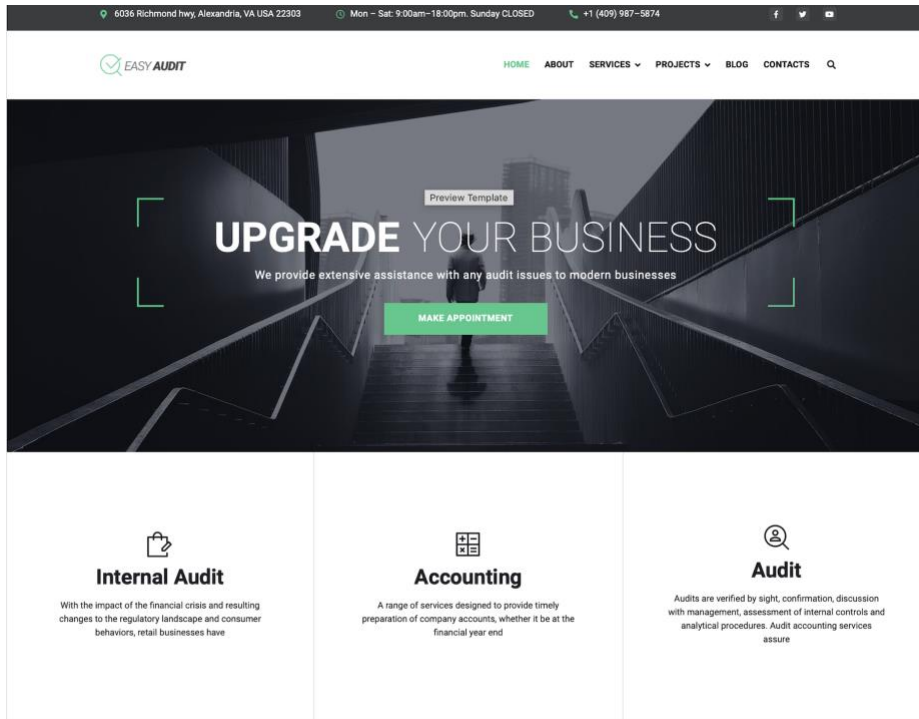
Example 1:



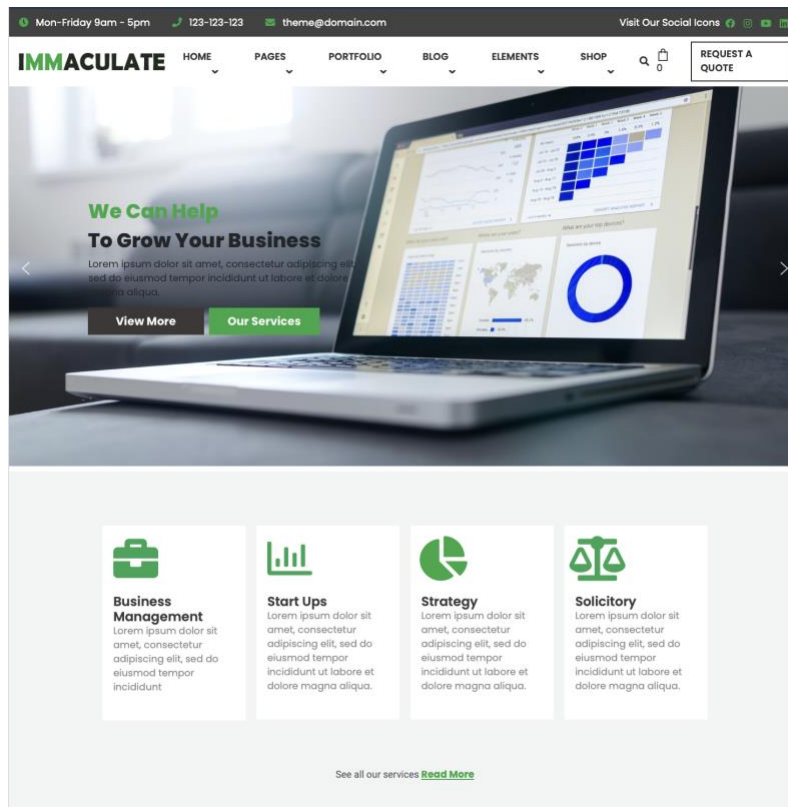
Example 2:



Example 3:



Example 4:



Boxes within or just after Header;

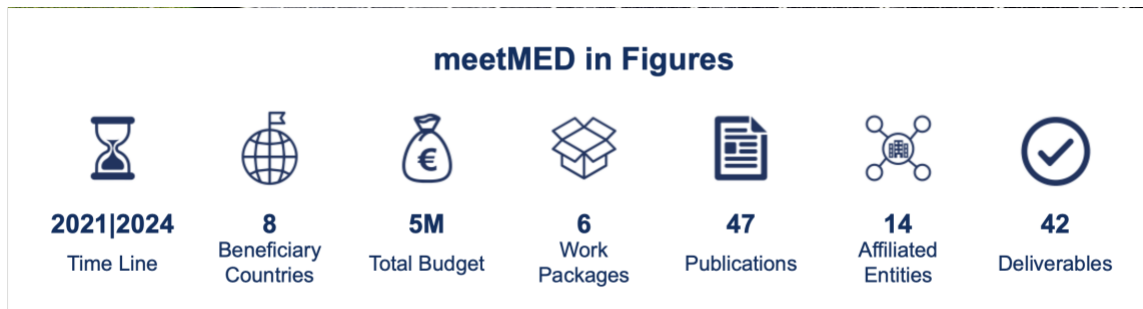
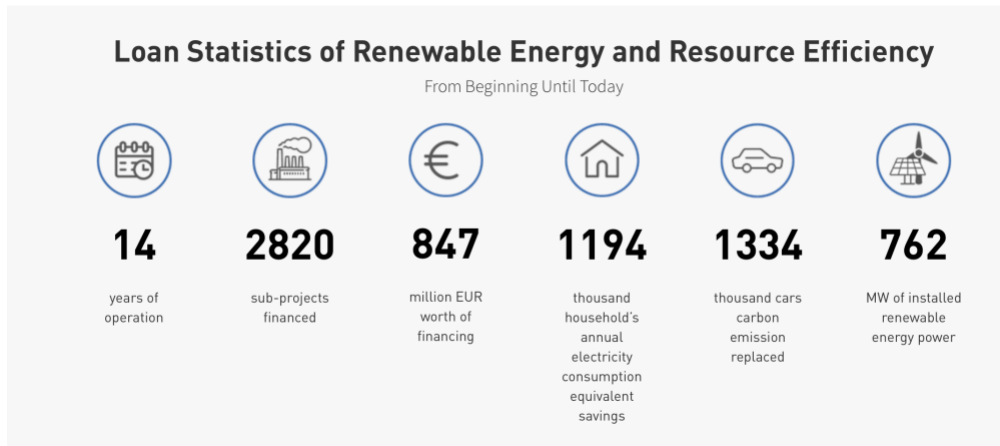
Energy  
Efficiency  
Finance Basics

Financing  
Programs  
Database

Green Funds  
Database

Then, some statistics of the projects forwarded to finance programs;

Examples:



Possible indicators;

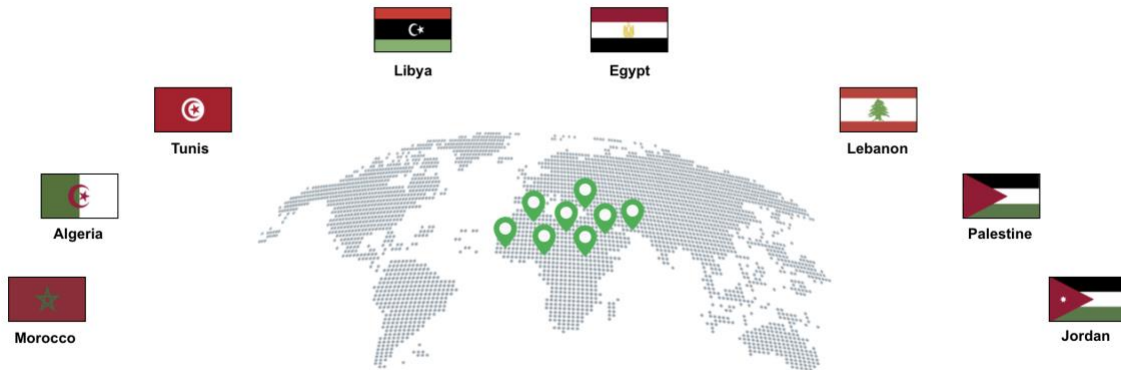
- Years of operation
- Number of countries
- Number of active funds in the database
- Number of active financing programs in the database
- Number of applications forwarded to financial institutions



- Number of success stories

After that, there will be a list of names along with a map indicating the countries covered geographically.




### Beneficiary Countries



Three success stories will be shown in the Home page as well.

Example:

**Featured News** SEE MORE NEWS →

 <p><b>TRANSPORT &amp; URBAN DEVELOPMENT</b> UfM workshop in Ouarzazate explores solutions to strengthen the resilience of local heritage in the face of future earthquakes</p>	 <p><b>INSTITUTIONAL</b> UfM member states gather in Barcelona to discuss the next steps of the organisation's reform</p>	 <p><b>WATER, ENVIRONMENT &amp; BLUE ECONOMY</b> More than 350 join forces in Athens to forge a sustainable blue economy future for the Mediterranean</p>
--	--	--

Then, partners in the bottom.

Example:





### Partners



## 2.2 About

- a. MeetMED Finance Navigator

Static Text. Short information explaining the meetMED Finance Navigator and its purpose.

- b. MeetMED II

Static Text. Short information about the meetMED projects.

- c. Partners & Sponsors

Information about partners & sponsors of meetMED Finance Navigator.

Example: <https://meetmed.org/partners/>

## 2.3 Finance Providers Database

- a. Financing Programs Database

Browse Tool on the left, based on the Criteria listed in Task 3 – Annex I - DetailedSearchTemplate-09.03.2024-Rev0

Simple Search:

Status

Main Criteria 1 – Country

Main Criteria 2 – Source of Funds

Main Criteria 3 – Eligible Beneficiary

Main Criteria 4 – Financing Mechanisms

Detailed Search:

Detailed Criteria 1 – Sectors

Detailed Criteria 2 – Project Type

Detailed Criteria 3 – Technology Type

Detailed Criteria 4 – Finance Provider

Detailed Criteria 5 – Finance Intermediary



## Detailed Criteria 6 – Technical Assistance

### Sample Browse Tool Layout

The sample browse tools at the following link are appealing and user friendly:  
<https://www.greenfinanceplatform.org/tools-and-platforms/search>

For each item in the list the Template for one-pager is;

Logo	To be collected in contact with relevant financing program.
Financing Program / Facility:	<b>SHORT FORM</b> - Name in English



Status:	Will start or Active or On hold or Completed
Website:	Website or Not yet available
Country:	Choose one from Detailed Search Template Excel, Main Criteria 1
Source of Funds:	Choose one from Detailed Search Template Excel, Main Criteria 2
Eligible Beneficiaries:	Choose more than one from Detailed Search Template Excel, Main Criteria 3
Financing Mechanisms:	Choose more than one from Detailed Search Template Excel, Main Criteria 4
Sectors:	Choose more than one from Detailed Search Template Excel, Detailed Criteria 1
Project Types:	Choose more than one from Detailed Search Template Excel, Detailed Criteria 2
Technology Types:	Choose more than one from Detailed Search Template Excel, Detailed Criteria 3
Finance Provider:	Choose more than one from Detailed Search Template Excel, Detailed Criteria 4
Financial Intermediaries:	Choose more than one from Detailed Search Template Excel, Detailed Criteria 5
Technical Assistance:	Choose more than one from Detailed Search Template Excel, Detailed Criteria 6
For more information contact:	Contact Person:  Web:  Phone:  Fax:  e-mail:
Short Background of the Fund:	Shortly explained.  All other details not mentioned as criteria are mentioned here.



How to apply?	Step by step details or Will be announced
---------------	---

The content for all the one pagers are in Task 2 - Report on the Content of the Webtool and Funding Guide – Section 5 and Task 3 – Annex I - DetailedSearchTemplate-09.03.2024-Rev0.

Under each page;

Example:

### Print friendly pdf

 **The Carbon Border Adjustment Mechanism starts this weekend**  
English 36.619, kB - PDF [Download](#) 

In each page;

A contact form will be implemented to send emails to the relevant contact person of each finance program. The email will automatically include a note stating, “This email is sent through meetMED Finance Navigator - [Finance Navigator Web Address]” and a copy will be sent to the meetMED Finance Navigator contact person.

There will be an option to view all the financing programs in one page. Each program will have its own QR code. By scanning the QR code via mobile phone, the user will be able to download the one pager he/she is interested in, to his/her mobile phone.



**Sample QR code page**

b. Green Funds Database

Here a simple categorization based on “Country” and “Source of the Fund” is sufficient. The content for all the one pagers are in Task 2 -- Report on the Content of the Webtool and Funding Guide – Section 4 and Task 3 – Annex I - DetailedSearchTemplate-09.03.2024-Rev0.

Example: <https://www.greenfinanceplatform.org/tools-and-platforms/search>

Under each page;

Example:

**Print friendly pdf**

**The Carbon Border Adjustment Mechanism starts this weekend**

English 36.619, kB - PDF

[Download](#)

Note: A contact form is not included here since the funds are provided solely for informational purposes, and the audience is not intended to directly contact the funds.

## 2.4 Energy Efficiency Finance Basics



a. Why Green Finance?

Static Page. Simplified version of the Text in Task 2 – Report on the Content of the Webtool and Funding Guide - 6.1 Why Green Finance?

b. Various Financing Mechanisms

Static Page. Simplified version of the Text in Task 2 – Report on the Content of the Webtool and Funding Guide - 6.2 Financing Mechanisms for Decentralized Energy Solutions

c. Characteristics of Green Finance

Static Page. Simplified version of the Text in Task 2 – Report on the Content of the Webtool and Funding Guide - 6.3 Characteristics of Green Financing Mechanisms

d. Getting Ready for Financing

Static Page. Simplified version of the Text in Task 2 – Report on the Content of the Webtool and Funding Guide - 6.4 Framework for Securing Financing and Incentives for Energy Efficiency Projects

e. Typical Steps of Financing

Static Page. Simplified version of the Text in Task 2 – Report on the Content of the Webtool and Funding Guide - 6.5 Decentralized Green Energy Financing Common Approach

f. FAQs

A list of frequently asked questions will be shared here.



## 2.5 Info Center

Example: <https://ufmsecretariat.org/info-center/>

The screenshot shows the 'Info centre' page of the Union for the Mediterranean Secretariat. The page features a top navigation bar with language options (English, Français, العربية) and social media links. Below the navigation is a large hero image of a camera lens. The main content area includes a paragraph about communication and visibility, followed by a grid of six media-related categories: Media corner, News, Agenda, Publications, Photo, and Video. To the right of this grid is a 'Press contact' box with phone numbers and an email address. Below the grid is a 'Visual Identity' section with a logo and a link to download guidelines. The footer contains a menu with categories like 'Who we are', 'What we do', 'How we work', 'Work with us', and 'Info centre', each with a list of sub-items. A 'Tweets from @UFMSecretariat' widget is also present, showing a tweet about the UFM's 10th anniversary. The footer also includes a 'Co-financed by the European Union' logo and social media icons.



In our case;



a. Media Corner

Media Corner showcases content produced by the meetMED Finance Navigator Team and provides news related to the Finance Navigator.

Example: <https://ufmsecretariat.org/info-center/media-corner/>

We may have it in a simplified format;

- Key Documents – This section hosts documents prepared by the meetMED Finance Navigator Team. A system allowing the upload of PDF documents, alongside a search feature based on keywords and dates will be implemented.

Example: <https://ufmsecretariat.org/info-center/publications/>

- Photo and Video Gallery –

For photos a connection to Flickr and for videos a connection to YouTube may be used.

Example: <https://www.flickr.com/photos/ufms/>

Example: <https://www.youtube.com/channel/UckKRWfvdEee5RRdcTu4rXPA>

- News – This segment encompasses news articles, newsletters, and mentions of meetMED Finance Navigator in the media. They will be consolidated into a single feed categorized into three sections. Additionally, a search feature based on keywords and dates will be included.

Example: <https://ufmsecretariat.org/info-center/news/>





Union for the Mediterranean  
 Union pour la Méditerranée  
 الاتحاد من أجل المتوسط



Media Corner

Key documents



UfM Institutional Brochure



UfM Grant Scheme 2023



How the UfM Works?



UfM Annual Report 2022

[See all Publications](#)

Register to receive press releases

[SUBSCRIBE](#)

Write to us to receive media updates on WhatsApp

Press releases

- Alexandria and Tirana named 2025 Mediterranean Capitals of Culture and Dialogue  
 | |
- UfM and Union of Arab Banks sign Memorandum of Understanding strengthening cooperation  
 | |
- Euro-Med Agenda on the Socioeconomic Inclusion of Persons with Disabilities one step closer to reality following Amman conference  
 | |
- Turkish, French and Spanish students crowned winners of UfM Urban Solutions to Climate Change in the Mediterranean competition  
 | |

**Press contact**

+34 935 214 137  
 /+34 691 51 96 34  
[media@ufmsecretariat.org](mailto:media@ufmsecretariat.org)

Read UfM Biographies and download high resolution portraits

[SEE MORE](#)



Photo and video gallery

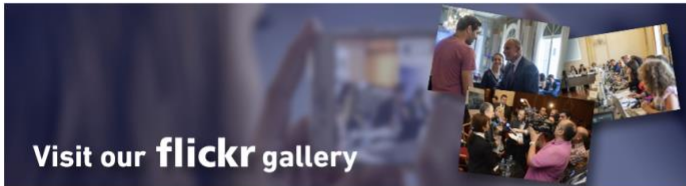


#MediterraneanDay 2023 – Find the Med in your city



2023 UfM Youth Agenda: Call for action

[See our Youtube channel](#)



UfM in the media

- 25 February 2024 – Radio 3 – Mediterráneo [View article](#)
- 18 February 2024 – Kantara – L' Afrique, berceau des origines de la vie [View article](#)
- 9 February 2024 – MENA – السفير ناصر كامل لـ 3 ش أ: الدور المصري بعد ركيزة أساسية للاستقرار وترسيخ السلام بالمنطقة [View article](#)
- 4 February 2024 – Al Rai – دوراتجربيشيا: الأردن شريك أساسي للحد من التغير المناخي [View article](#)
- 24 January 2024 – Khaberni – خبراء يدعون للقضاء على التمييز وعدم المساواة بحق ذوي الإعاقة [View article](#)

[See all UfM in the media](#)

Tweets from @UfMSecretariat

**Union for the Me...** @UfM... · Sep 14, 2018  
 As the #UfM turns 10, take a look at our first labelled project: The #Gaza desalination plant, which will supply drinking #water to 2 million Palestinian inhabitants. #UfM10years #Water4Gaza ufmsecretariat.org/10-years-regio... @pwapalestine @PalestinePMO @EUpalestinians



14 ❤️ 2K

Agenda

UfM-Sciences Po high-level conference: Regional cooperation in the face of global challenges  
 13 / 03 / 2024

Webinar of the Water Finance Task Force  
 22 / 03 / 2024

[See more](#)

Latest news

UfM workshop in Ouarzazate explores solutions to strengthen the resilience of local heritage in the face of future earthquakes  
 01 / 03 / 2024

UfM member states gather in Barcelona to discuss the next steps of the organisation's reform  
 22 / 02 / 2024

[See more](#)

<p><b>Who we are</b></p> <ul style="list-style-type: none"> <li>Member States</li> <li>Meet the team</li> <li>Partners</li> <li>History</li> </ul>	<p><b>What we do</b></p> <ul style="list-style-type: none"> <li>Economic Development &amp; Employment</li> <li>Higher Education &amp; Research</li> <li>Social &amp; Civil Affairs</li> <li>Water, Environment and Blue Economy</li> <li>Transport &amp; Urban Development</li> <li>Energy &amp; Climate Action</li> </ul>	<p><b>How we work</b></p> <ul style="list-style-type: none"> <li>Political Framework</li> <li>Regional Platforms</li> <li>Projects and Initiatives</li> </ul>	<p><b>Work with us</b></p> <ul style="list-style-type: none"> <li>Vacancies</li> <li>Secondments</li> <li>Internships</li> <li>Procurement</li> <li>Roster of experts</li> </ul>	<p><b>Info centre</b></p> <ul style="list-style-type: none"> <li>Media corner</li> <li>News</li> <li>Agenda</li> <li>Publications and key documents</li> <li>Stories of Euro-Mediterranean Cooperation</li> <li>Photo gallery</li> <li>Video gallery</li> </ul>	<p>Tweets from @UfMSecretariat</p> <p><b>Union for the Me...</b> @U... · Sep 14, 2018              As the #UfM turns 10, take a look at our first labelled project: The #Gaza desalination plant, which will supply drinking #water to 2 million Palestinian inhabitants. #UfM10years #Water4Gaza ufmsecretariat.org/10-years-regio... @pwapalestine @PalestinePMO @EUpalestinians</p>
--	--	---	--	---	--



b. Knowledge Hub:

This section may include the list and links to documents, reports, tools, and calculators etc. generated by other institutions that may be useful on the subject. Here, there is no need to upload the documents or files, just the following may be included;

File/Document's Cover Photo  
File/Document's Name  
File/Document's Issuer  
File/Document's Date of Issue  
Link to the Document/File

Style like <https://www.peeb.build/knowledge-network/downloads>

It may be useful to include a "search button" for documents based on key words and time.

c. Success Stories

In this section, the project finance success stories will be shared.

Style like <https://ufmsecretariat.org/human-stories/>

d. Events Calendar

In this section, meetings and events will be shared.

Style like <https://ufmsecretariat.org/info-center/agenda/>

## 2.6 Contacts

Contact page will include a contact form, contact details and a map.

Example:



[Preview Template](#) [Home / Contact Us](#)  
**Contact Us**

**Contact Information**

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**Contact us for any questions**

Your name

Your email

Subject

Your message (optional)

**Submit**



## Annex V GENERAL Terms & Conditions

### 1. Definitions

#### 1.1 Definitions

The meanings of the terms used in this Agreement are set out below.

Term	Meaning
<b>Affiliate</b>	with respect to any person, any other person that, directly or indirectly, through one or more intermediaries, Controls or is Controlled by or is under common Control with that person.
<b>Commencement Date</b>	has the meaning given to it in clause#4 <b><u>COMMENCEMENT DATE &amp; DURATION</u></b>
<b>Assignments</b>	<ul style="list-style-type: none"> <li>The objective is to engage a proficient Web Developer to implement an Interactive and User-Friendly webtools and guidelines on the platform dedicated to project developers /owners, aiding in identifying and accessing financing options for energy efficiency projects in South Mediterranean Countries (SMECs), aligned with meetMED's brand identity and guidelines, with detailed content provided in the "Report on the content of the webtool and funding guide" document and a preliminary layout design in Annex IV of the RFQ RFP.</li> </ul>
<b>Project</b>	<p>Consulting Firm / Web Developer</p> <p>Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Palestine, and Tunisia</p>

Term	Meaning
<b>RCREEE</b>	Regional Center For Renewable Energy and Energy Efficiency “RCREEE”
<b>Business Day</b>	a Gregorian calendar Day except Fridays, Saturdays and official holidays in the Arab Republic of Egypt.
<b>Day</b>	a Gregorian calendar day, consisting of 24 hours from midnight to midnight.
<b>Dispute</b>	a dispute or difference of whatever nature between all or any of the Parties as to the Technical Assistance or implementation (or both) of this Agreement or as to any matter of whatsoever nature arising under or in connection with this Agreement, including any Claim and any dispute relating to this Agreement’s validity.
<b>Law</b>	any law, statute, decree, decision, rule, directive (to the extent having the force of law in the Arab Republic of Egypt), order, treaty, code or regulation (including any relating to health or safety matters or any environmental matters)
<b>Party</b>	each of RCREEE or Service Provider (as the case may be), and Parties means RCREEE and Service Provider
<b>SERVICE PROVIDER Provided Services</b>	The services related to the Assignments and the Technical Assistance Service as described in Annex I, to be undertaken by Service Provider.

Term	Meaning
Deliverables	MENTIONED IN in point 2.3. Expected Timeframe, Outputs and Deliverables
RCREEE Provided Payment Terms	is defined in clause#6( <u>PAYMENTS TERMS</u> )



## 1. INTRODUCTION:

This Agreement embodies the entire agreement between RCREEE and the Service Provider. The Parties referenced above, shall not be bound by or be liable for any statement, representation, promise, inducement or understanding of any kind or nature not set forth herein. No changes, amendments or modifications to any of the terms or conditions of this Agreement shall be valid unless in writing and signed by both Parties.

RCREEE shall not be bound by any obligations to the Service Provider other than what is stated in this Agreement.

## 2. PURPOSE OF THE AGREEMENT:

“Develop an Interactive and User-Friendly webtools and guidelines on the platform dedicated to project developers /owners” MeetMED Finance Navigator

## 3. SCOPE OF SERVICES:

As mentioned in TOR/RCR/002/24- RFP-Med-01-24 and will be attached to final agreement

4. In accordance with Annex 1 with full compliance to RCREEE policies, regulations, and terms & conditions. COMMENCEMENT DATE & DURATION

Service Provider will commence the relevant Services on the date of signing the agreement (the “**May ,2024**”), and will be valid from May 2,2024 until June 30,2024.

Service Provider acknowledges that the timing of completion of the Services and delivery of the service is of utmost importance to RCREEE and to the Project, and that any delay in the completion of the Services will have a significant impact on RCREEE and the Project.

RCREEE has the right to renew this agreement for further periods by serving the Service Provider (30) days’ notice prior the expiry date of the agreement.





In case the two parties failed to renew the agreement for another period, Service Provider adhere “upon RCREEE request” to continue rendering services for one month with the same rates and conditions.

#### **5. REMUNERATION:**

For the performance of Service, Service Provider shall be remunerated according to what has been mentioned above

#### **6. PAYMENTS TERMS:**

Payments shall be made through bank transfer in Egyptian Pounds within (30) days’ from receiving an approved invoice by RCREEE mentioned agreement Reference Number. Service provider is expected to bear bank charges as a normal cost of doing business except local bank charges will bear by RCREEE.

#### **7. OWNERSHIP OF INFORMATION, DATA AND MATERIALS:**

Information provided to the Service Provider by RCREEE and/or developed by the Service Provider in carrying out its duties under this Agreement shall be deemed the property of RCREEE and shall be assigned by the SERVICE PROVIDER unconditionally to RCREEE without additional compensation to the Service provider.

#### **8. STANDARDS AND DELIVERABLES:**

The Service performed and the resulting deliverables, outputs, outcomes, products or reports produced by the SERVICE PROVIDER will be suitable for their intended purpose.



Service Provider will, in the course of performance of the Service, create and maintain files, working papers and records relating to the performance of the Services as directed by RCREEE. Such files, working papers and records, including any appendices, attachments or supporting information, will be the sole and absolute property of RCREEE.

When requested, Service Provider will promptly disclose and provide to RCREEE fully and completely, together with all related and supporting data, information, reports, methods, formula, computer designs, inventions, conceived or prepared by the Client as a consequence of the performance of the Service referenced in this Agreement or under a Project Specific Agreement.

All such Information, Data and Materials will be deemed to be confidential and will be the sole and exclusive property of RCREEE.

#### **9. CONFIDENTIALITY:**

Service Provider will maintain confidentiality and will not disclose, use or publish any information relating to the Service under this Service Agreement except as required to perform the Service to RCREEE in circumstances where prior written consent has been obtained from RCREEE to allow such disclosure, use or publishing.

Notwithstanding anything in this Agreement to the contrary, the Contractor retains the right to disclose, use or publish any information that is in the public domain or otherwise becomes known to the public through no fault of the Service Provider.

This clause will continue in force for a period of two (2) years after termination of this Agreement.

#### **10. RELEASE OF INFORMATION:**

Service Provider agrees not to divulge to third parties, without the written consent of RCREEE, any information obtained from or through RCREEE in connection with the performance of this agreement unless; (i) the information is known to Service Provider prior to obtaining the same from RCREEE; (ii) the information is, at the time disclosure by Service Provider, then in the public



domain , (iii) the information is obtained by Service Provider from a third party who did not receive same, directly or indirectly from RCREEE and who has no obligation of secrecy with respect thereto, (iv) the information is required by law or legal process, or (v) the information is developed by Service Provider.

Service Provider's proprietary information and information regarding Service Provider's business obtained by RCREEE in connection with this agreement will be held in strict confidence by RCREEE and will not, except as required by law or legal process, be disclosed by RCREEE to any third party without authorization from Service Provider as long as such information is not in the public domain

## **11. TERMINATION:**

**11.1** The Agreement herein shall be deemed null and void 30 days after receipt of written notice provided by either of the PARTIES, for a justified reason.

**11.2** The Agreement herein shall be rendered null and void without any prior notice or other formal procedure if any of the following events occur, namely:

Bankruptcy of either of the PARTIES.

**11.3** In the case of a termination event mutually, RCREEE agrees to pay for the work already invoiced as well as fees and related expenses for work in progress up to the date of the termination event of the Agreement, and

**11.4** SERVICE PROVIDER to adhere to submit all due deliverables.

## **12. VARIATION**

No variation of this agreement, including any modification of the Scope of Work, Remuneration, shall be effective unless it is in writing and signed by the parties. Modification of the terms and conditions of this agreement, may only be made by written amendment of this agreement as agreed to between the Parties.



### **13. APPLICABLE LAW:**

This Agreement shall be governed by and take effect in accordance with the laws of the Arab Republic of Egypt.

