



Inter-Parliamentary Union
For democracy. For everyone.

Request for Proposals

Redevelopment of the Parline database

10 December 2021

1. Introduction and background

About IPU

The IPU is the global organization of parliaments. It was founded in 1889 as the first multilateral political organization in the world, encouraging cooperation and dialogue between all nations. Today, the IPU comprises 179 national Member Parliaments and 13 regional parliamentary bodies. It promotes democracy and helps parliaments become stronger, younger, gender-balanced and more diverse. It also defends the human rights of parliamentarians through a dedicated committee made up of MPs from around the world. Twice a year, the IPU convenes over 1,500 parliamentary delegates and partners in a world assembly, bringing a parliamentary dimension to global governance, including the work of the United Nations and the implementation of the 2030 Agenda for Sustainable Development.

The IPU is entering a new strategic period, taking the organisation from 2022 through to 2026. The development of Parline (<https://data.ipu.org>) therefore coincides with a renewed ambition to place data at the heart of the work of the IPU, and reinforce Parline's position as "the place to go" for parliamentary data, and better support and promote the work of parliaments. Parline should be viewed as a 'global good' - an open data platform collaboratively built and maintained by and for parliaments around the world, managed and hosted by the IPU. It will continue to meet the evolving needs of the organisation's support to parliaments, its website visitors and data users, and in providing data which measures youth and women's representation in parliament, track progress towards the UN's Sustainable Development Goals.

Parline

Parline is the IPU's data platform on national parliaments. It allows users to consult and compare data on national parliaments including information on structures and composition, working methods, gender parity, women's caucuses, youth and MPs' human rights.

Parline covers 272 parliamentary chambers in 193 countries and the database comprises more than 500 fields. Much of the data contains historical records, detailing changes in parliaments over many years, allowing users to see evolutions and trends over time. Parline is fully bilingual with all content published in English and French.

The information on the platform is currently provided to IPU by national parliaments through regular commissions via Word documents. It is updated regularly to take into account any changes that result from elections and changes to organisational structures. The data covers a wide range of themes; for example, the number of chambers, the number of women MPs, the number of laws initiated by parliament and the average age of MPs.

Parline allows users not only to find information on national parliaments but also to compare the data points across all parliaments or a particular region. Users can access this data through the web front-end or via a basic API, and download data in different formats, including spreadsheets, charts and maps, and share it according to the Terms of Use.

Audiences

The main audiences/users of Parline are the staff of national parliaments (library and research services, international departments, procedural services etc), parliamentary development practitioners, researchers working on parliaments (scholars, students, etc) and the IPU Secretariat. Each parliament has a Parline correspondent, responsible for providing data about their parliament. Secondary audiences include international organizations (UN agencies and civil society) as well as the media.

To date, the focus of the current website has been to provide the information about national parliaments in a web-friendly format, alongside bespoke tables of summary information and tailored data exports. In future, we wish to meet the needs of audiences who require direct access to data; such as those who

need to manipulate the data for their own needs, e.g. data analysts, as well as better supporting IPU's internal teams with improved data services.

2. Parline redevelopment

Over the next 12 months, we wish to redevelop Parline. This redevelopment will review and refine the underlying data model, provide a fully-featured API, and overhaul the database and administration functionality to allow more efficient management of the data. The website will also be enhanced, building on existing functionality to offer end-users a more feature-rich experience, particularly in relation to data services.

The current data model requires amending to better accommodate changes in data over time and reflect the real-world structures and processes of parliaments. Once these data structures are in place, the API should be redeveloped as a modern, standards-compliant REST API. This will ensure that both Parline itself and external data users will be able to access, export and visualise data in appropriate and intuitive ways, providing a consistent interface to all. This should provide a more scalable and extendable framework for future development.

The administration tools for managing Parline data require significant changes to enable effective and speedy data management. The current system is based on the outdated version 7 of the Drupal content management system and does not offer sufficient quality assurance and reporting tools. Data updates are not reflected on the front-end in a timely manner inhibiting the validation and sharing of updates. The redevelopment should resolve these issues and help move to a modern content services architecture.

All of the current website functionality and design will continue to be provided, based on the new technical architecture. It is expected that enhancements to search tools, data access and presentation of visualisations will be facilitated by the modernisation of the underlying technology stack.

This is an exciting opportunity to upgrade a key component of global knowledge on parliaments, and to support work towards internationally-recognised standards for parliamentary data.

3. Project Scope

The scope of this RFP covers planning, development and support for rollout of the platform. The work will comprise of the design and documentation of an updated data model, design and build of a new data platform and API, the migration of current data and content, and update of the front-end website to reproduce existing functionality. It also encompasses hand-over, training and post-launch support.

As a minimum, the work will provide all the current functionality on an upgraded and more sustainable platform. However the expectation is that the solution provided will offer improvements to the scalability, management, performance and maintainability of the platform. Proposals should not be limited to the minimum requirements and will be assessed on the additional capabilities which are offered by the chosen solution.

The three stages of the project should all form part of the overall proposal:

- A **discovery and scoping** stage,
- **Development** of a new data platform, and migration of data,
- Training and support for **launch and rollout** with updates provided as the new platform beds in.

A breakpoint is planned at the end of the scoping stage to ensure that the objectives and deliverables for development are captured and well understood and the technical solution design is fit-for-purpose.

4. Requirements

4.1 Discovery and scoping

The objective of the discovery and scoping stage is to allow for agreement and understanding of the scope and requirements, refinement of the technical proposal in preparation for the redevelopment.

i. Discovery

The supplier will audit and review the current system, and work with the Parline team to develop a deep understanding of the platform and detailed requirements. This will also assess appropriate working practices and any changes required to the approach. It is expected that one or two workshops will be required to ascertain these organisational and technical requirements.

ii. Data model

In consultation with the Parline team, the logical data model for the content held in Parline will be updated. This review of the current model will identify any updates and refinements required to address any existing issues and improve performance. In particular, this will focus on the inefficiencies and inconsistencies in the organisation of time-based data and to identify data points which change over time, or which are valid for a fixed period, and distinguish absent data from default values. Computed fields and aggregated data will be identified to ensure effective implementation and performance. This data model will be clearly documented for IPU and used to inform documentation for data users. It is anticipated that this will form a basis for data standards for parliamentary information.

iii. Technical architecture and technical design document

The technical architecture of the platform should be redesigned. This is expected to move away from a single system to a set of connected components which together deliver the required functionality. A technical design document will be produced which describes the architecture of the redeveloped data platform and relationship with other components of Parline. This will describe detailed technical requirements for the front-end, API, data layer and administrative tools. A migration pathway for existing data will also be provided.

4.2 Development

4.2.1 Functional requirements

The platform will comprise of the following components:

i. CMS capabilities for narrative pages

The platform will allow IPU admins to create and edit the home page, narrative pages and text content of data pages with the ability to embed images and upload documents in-line. Pages may be saved in draft and published states but there is no requirement for more complex content moderation functionality. The site structure and all navigation should be editable and flexible, and multilingual, allowing users to switch between language versions of each page. The site will include all web pages of the current website and the functionality required to provide this content. The solution should provide clear pathways for new data pages to be added in the future.

Examples on the current website include:

- <https://data.ipu.org/> Landing page, with news items and calls to action.
- <https://data.ipu.org/content/about-data> containing an overview of the platform, with links to the logical data structure and list of fields.
- <https://data.ipu.org/women-speakers> displaying embedded visualisations and bespoke data table.
- <https://data.ipu.org/elections> an example of a narrative page with filterable table of election-related data.

The platform will provide features to control and monitor user access, to allow hiding of content from the public before it is made live.

ii. Country and chamber pages

The site will display country pages, which encompass all data for a country. These pages present all available data available for each chamber and associated parliamentary bodies, elections etc. As an example, see the Austria page <https://data.ipu.org/content/austria>, which by default shows the lower chamber. Data points with historical information are presented with previous values as a pop-up, and linked to comparison pages where active.

iii. Summary data tables

All bespoke data-driven pages on the site will be reproduced on the updated site. These pages contain tables of aggregated data and averages relating to elections, women and youth representation. They are broken down by chamber types, geographical region and custom fields. The tables are filterable and columns are sortable and the data is exportable. The Excel exports contain basic documentation of the provenance of the data, which should capture the query generating the data. These datasets will be incorporated into the API in the new platform. An example can be seen at <https://data.ipu.org/specialized-bodies/womens-caucus>

iv. Multilingual front-end

The platform will allow the publishing of all content in English and French including web URLs, page titles, narrative content and data labels and descriptions. Ideally, the language versions of pages will be edited through one administration form. Where the pages embed data tables and visualisations, these will inherit the parent page language so that all content is displayed consistently. The ability to add more languages would be a desirable feature.

v. Data explorer

The redevelopment of the API will provide an opportunity for a revamped “data explorer”, which currently has a rudimentary implementation at <https://data.ipu.org/search>. This implementation currently limits the number of fields which may be selected due to performance issues with the underlying technical architecture. The new data explorer will allow users to navigate through the data, based on the logical data model, and identify collections of data points to be selected, allowing bespoke data exports. The fields will be grouped into logical sets of data so that users select from these predefined sets (e.g. a set of election data will be grouped by age and gender breakdown, or speaker data will be grouped to include name, gender and date of birth). Users will be able to filter results by country or region and time period.

It is envisaged that this functionality will be delivered through an extension of the API service and proposals should explain how this will be achieved. Enhanced functionality which allows storing of pre-defined, previously viewed or saved searches is a desirable feature.

vi. Search (site and data)

The platform will support rapid simple and advanced searching across the site, including both webpage narrative text and data content. Search results will be displayed in a simple format, allowing a user to identify the type of content (web page, document and data) easily. Filtering of and sorting of search results is a desirable feature. It is expected that the functionality of the data explorer and data search will overlap to some extent and could be delivered through the same interface.

vii. Visualisation tools

The platform will allow the user to select data to generate the most common types of charts (bar, column, line, pie, scatter plot/bubble, stacked bar, stacked column, radar) and maps (simple bubble maps differentiating varying countries groups by colour, flow bubble maps, ordinary statistical map).

These visualisations will be displayed on screen, as well as be available to be embedded and/or shared on other websites and platforms. The data which underpins the visualisation will be available for display on screen, or exported. A basic single-field cross-parliament compare visualisation is available at <https://data.ipu.org/compare>. This shows data about one or more chambers for each country, with time-based data available where the data point supports it, and dependent on whether the data point is related to the country or an individual chamber.

viii. Additional front-end tools

The following features should be included as part of the site:

- **Print versions of any page** in a presentable format.
- **Printable data tables**, within the limitations of presenting wide tables in portrait fixed-width formats.
- **Single-page country** export, containing all current content about a country and its related chambers and specialised bodies, with the ability to print or download this data in one document.

ix. API and data download/export

The API will be redeveloped as a fully-documented standards-compliant RESTful interface. It will allow users to access all data points within the Parline. The field definitions and descriptions will be integrated into the administration system to allow for editing in both English and French, and feed into documentation for the API and exported datasets. The fields provided within API should be extendible by IPU staff, allowing new data points to be added to existing entities via an administrative interface, which allows the characteristics of data to be controlled from one place. The structure of the API should follow the logical data structures as far as possible to support an intuitive user experience. This will include the grouping of data points into logical constructs, such as session types per month for parliamentary sessions data.

The API will drive the ability to export and download common and bespoke datasets. Usage of the API should be tracked through integration with Google Analytics or through in-built tools.

The IPU.org website makes use of the current API to display content, for example on <https://www.ipu.org/parliament/austria>. Support will be given to the developers of that site to ensure that the same content and data continues to be available and tested. Currently, there is no evidence that other external sites make use of the API, although this will be checked before launch to ensure continuity of service for any which do.

x. Data table export

The platform will provide facilities for reformatting and exporting all data tables presented on the site in Excel and/or CSV/tab delimited format, based on user selections. Ideally this will be based on underlying API functionality, rather than bespoke front-end constructs.

xi. Database

The platform will include a data store which contains all data required to support the data model, including historical and aggregated data, and optimised to efficiently provide content for the API and administration of the platform. It is expected that this will be developed as an SQL database, but alternative solutions will be considered. The database may also contain CMS content although this is not a strict requirement if CMS content may be more efficiently or cost-effectively stored separately.

xii. Additional data - Elections

A set of historical data on elections and their results will be added to the platform as part of the data migration. As the data for this is held varying formats, a mechanism will be designed to allow semi-automated or bulk adding of this data.

xiii. Administration

Data administrators will have functionality to add, edit and delete all data and web content across the platform. The administration interface will include but not be limited to:

- A feature-rich data navigation and reporting tool, based on predefined criteria, to give visibility to the scope of the data, support analysis of data gaps and incomplete data commissions and to allow administrators to navigate to required data quickly. This will be supported through the *single page country* functionality described above, and summary pages showing.
- Dashboards containing summary information and statistical analysis of content available in the platform.
- “Single page” editing - editing of comprehensive country and parliamentary chamber-level dataset from a minimal number of screens or forms, to support efficient updating of data from one place.
- The ability to group fields into logical and visual sets of data, with intuitive layout and related dependencies, to support editing, usability of administration forms and front-end layout, and data integrity. For example, tabular data should be editable in a grid layout which matches the front-end presentation.
- Automatic URL checking to identify external broken links, with pre-emptive reporting for administrators, for example via email alerts.
- Field-level update tracking, with update roll-back functionality for changes. The system should log information about all data changes (user name and time). The ability to keep track of revisions would be a desirable feature.
- The ability to add, modify or remove any of the fields in the system, either from public access or from the system completely. These fields may be designated as mandatory to ensure data integrity.
- The ability to edit data field labels and descriptions, in both English and French.
- Ability to view changes immediately as they will appear on the front-end, and for changes to be reflected on the front-end with minimum delay.

The addition of new data types will be a relatively rare occurrence and the platform is not required to allow ad-hoc addition of new data types.

4.2.2 Optional enhancements

The following functions should be considered as desirable enhancements to the core system.

xiv. Enhanced administration features

- Bulk updating for data points across parliaments.
- Embedded links on web pages for logged-in administrators, providing direct access to administration forms when viewing data on the front-end website.
- Cache-clearing tools to force-update calculated fields and update front-end data.

xv. External user updating

Data for Parline is provided by representatives of national parliaments, as described at <https://data.ipu.org/content/parliaments>. Currently, this data is provided via Word documents and manually entered by the data administrator. Potential solutions which allow automatic upload of this data should be considered, including the ability of authorised users to enter data via online forms or via authenticated API, and which the administrator can approve before publication. This functionality should be supported through an interface which allows administrators and parliaments themselves to access an overview of current data submissions, and which highlights any missing data.

xvi. Integration of external datasets

In some instances, data from externally available datasets is used to supplement Parline data, for example for currency conversion data. The platform will therefore provide a facility to import data in predefined formats, for example from Excel/CSV or external APIs to populate Parline automatically. Overwrite functionality and duplicate checking will be needed to guarantee the integrity of the data.

xvii. User feedback tools/mechanism

The site will provide mechanisms for users to easily report data issues, providing contextual information about the data under review, and to submit queries and comments on the site. Standard webforms will be available to website administrators to design feedback forms. Submissions from these forms will be emailed to administrators and logged for reference.

xviii. Ongoing maintenance and support

After rollout has been completed and the redevelopment has gone into production, ongoing maintenance and support will be required. If they wish, suppliers can include in their responses to this RFP a proposal for annual maintenance and support.

4.2.3 Technical requirements

a. Systems specification

The whole of Parline, database and website, has been developed as a Drupal 7 turnkey solution with some bespoke code to provide augmented queries across multiple content types (used primarily on the Compare pages). This means that Drupal is providing the technology to deliver each component of the system. Whilst Drupal has many of the tools needed to deliver the requirements of Parline, and was an appropriate solution when the original requirements were set, the limitations of the data structures and API implementation has resulted in poor performance in administering the site. The redevelopment is seen as an opportunity to move away from a single software solution and assess the most appropriate technology stack for future needs, particularly as upgrading Drupal from version 7 is a non-trivial task.

The below figure shows the various components of the Parline platform.

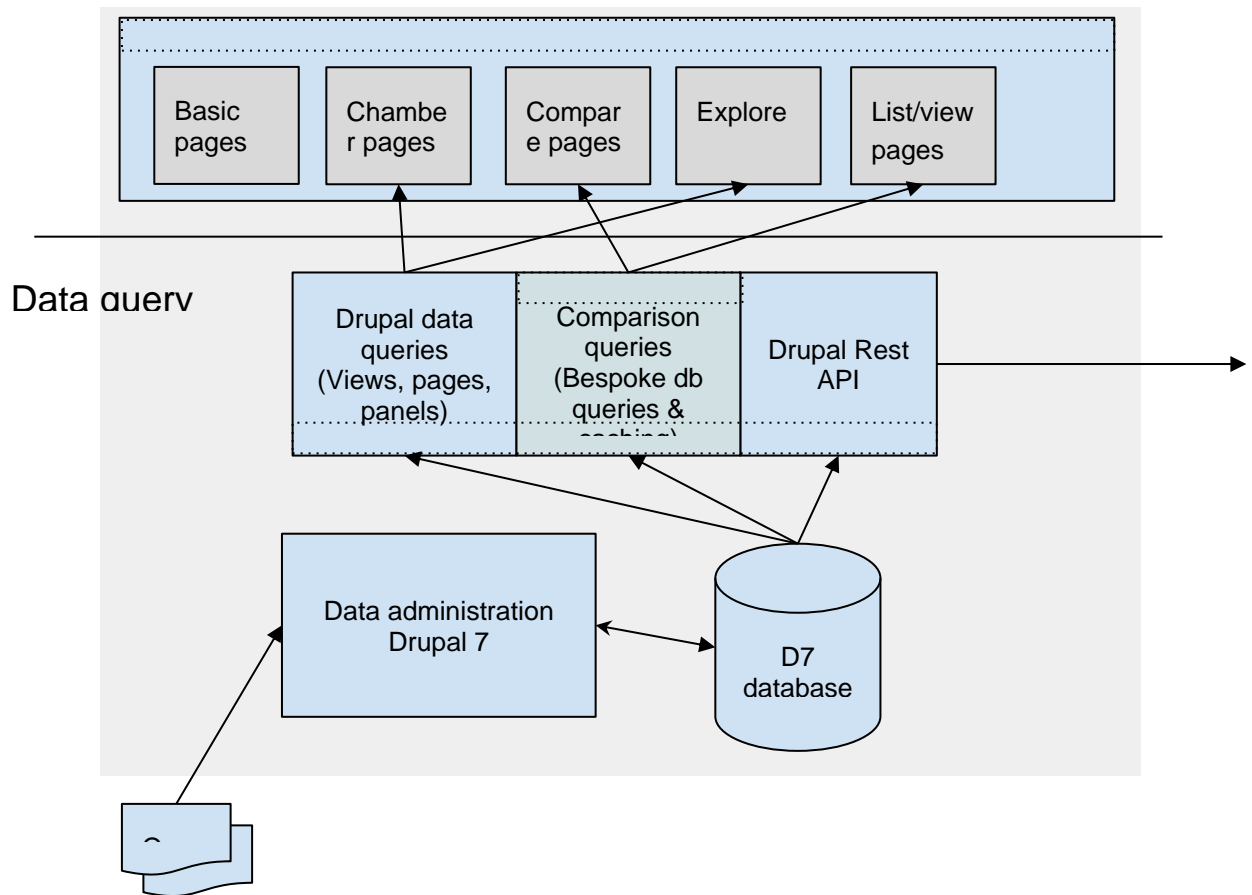


Figure 1: Current Parline architecture schematic

b. Design considerations

The site will continue to use the existing look and feel with clean layout and simple three-level navigation.

Any changes to URLs will need to implement redirects to ensure continuity of service. Quality graphics and design, simple navigation and clear information architecture, with suitable taxonomy and hierarchy for the website are all requirements. The current design assets will be provided along with the .

c. HTML standards compliance

The website will adhere to W3C standards and coding practices in the use of HTML or XHTML, with Cascading Style Sheets (CSS) to define the layout, colors, and fonts of a web page to ensure maximum interoperability of the platform. There is a particular issue with the layout of Country pages, which does not contain well-structured HTML for data fields which will be updated, and all pages will be reviewed for compliance. For visitors in the European Union, there will be cookie consent requirements as per the ePrivacy Directive 2002/58/EC.

d. Accessibility

The content of the website will be accessible to people with various disabilities. The platform will implement the accessibility recommendations of the Web Content Accessibility Guidelines (WCAG) 2.1. The focus will be given to the following characteristics:

- Information and user interface components must be presentable to users in ways they can perceive.
- User interface components and navigation must be operable.
- Information and the operation of the user interface must be understandable.

- Content must be robust enough that it can be interpreted by a wide variety of user agents, including assistive technologies.

The site should be tested to WCAG 2.1 level AA and for US Rehabilitation Act Section 508 compliance. The existing styling for the site has been tested to meet the required standards, but a desirable feature is to re-test key components once they have been redeveloped to ensure these standards continue to be met.

e. Device independence

The interface of the system will be responsive and designed in the way to support the website operation on desktops, tablets, and mobile devices. For example, data tables should be horizontally scrollable in the browser window if necessary. The platform will be fully compliant with the latest version of the browsers, including Chrome, Microsoft Edge, Mozilla Firefox, and Opera.

f. Development and staging environments

The platform site should be built utilising a standard development-staging-production environment workflow. The development environment should be accessible to IPU for preliminary or prototype testing, and to support scoping of requirements. The staging environment should be available more widely to support QA processes and user testing. All functionality and code should be thoroughly tested in this environment before it is moved to production. There will be a similar workflow for CMS content to allow testing of content and migrated data, before it is made available on the live site.

g. Performance

The site should perform at 'Good' level based on Google PageSpeed Insights testing or similar. For administration pages, a maximum of 5 seconds for page refreshes is satisfactory, outside of any batch processes.

h. Open source frameworks

The solution will be based on existing or bespoke open-source data management, content management MS/CMS/framework platforms. It is not a requirement for the solution to use any of the existing technology or Drupal CMS. We would be interested in seeing proposals that include cost-effective solutions that are built on existing frameworks.

i. Security and patching strategy

The solution will be built with maintainability in mind, with a clear plan for installing security upgrades and identifying where bespoke code may need to be assessed. Penetration testing should be included for any bespoke code not covered by core framework functionality.

j. Analytics

The site and API will support detailed tracking of usage, ideally through Google Analytics. Any analytics accounts will be owned by IPU and access provided to suppliers as required.

k. Hosting and backup

Parline is currently hosted Platform.sh alongside the IPU.org site and managed by IPU. As well as inbuilt back-up facilities in the CMS and data auditing tools in the administration interface, the hosting platform should be configured to provide full-stack automated back-ups for disaster recovery. The supplier will be responsible for configuration of hosting, and access shared with IPU staff. The site will be set up with site monitoring tools, such as Pingdom or Uptrends to ensure reliability.

l. Code repository

All code and documentation will be stored in a Git repository, and made available to IPU staff. The current code base will be made available to future suppliers to allow comprehensive review of functionality and documentation.

m. Migration requirements

1. The platform will include all data from the previous website – the full migration of data needs to be performed following a review of the validity of that data. The supplier will develop necessary procedures for the data migration and discuss the proposed steps with IPU.
2. The supplier will also provide the plan on data migration describing the steps and validation processes during the data migration process, with reports available which measure success.
3. Data migration procedures will be available during the early development stage, allowing test migrations of the data before final commencement.

n. Licensing and ownership requirements

1. **Licensing.** The web-portal should come with a lifetime license transferred to the IPU. The operation of the platform will not require any third-party licensing software components which require recurring payments unless agreed with IPU.
2. **Ownership.** After final acceptance of the platform, the ownership should be transferred and become the IPU's property and can be changed if necessary. The source code, as well as the database (schema and data) must be deleted from the supplier's systems and computers.
3. The supplier will be prohibited from disclosing **confidential and proprietary business documents and information** that is to be shared between both parties to develop the platform.
4. **Source code.** Source code of the system will be provided in the manner that the programmer/analyst possessing the relevant knowledge (not from the supplier organisation) can use it and the software codes to recreate the platform from scratch. If needed, the source code will also be accompanied by user operation diagrams, program process logics, table relationship descriptions, all data components, and description of data.

4.3 Rollout support requirements

4.3.1 Pre-launch testing

Before the website is approved for deployment, evidence of testing should be provided, covering

- Accessibility: A report detailing AA compliance and/or any mitigating narrative.
- HTML standards compliance report.
- Cross-browser and device testing report, detailing devices and systems tested, with illustrative screenshots where appropriate.
- Performance testing to ensure the front-end is performant in different geographic regions, and that administration tools are fit-for-purpose.
- Usability testing results and moderations made, based on amendments made as a result of front-end user tests and IPU review of administrative functions.

4.3.2 Training

The supplier will organise all necessary training for at least two administrators of the IPU. The topics of this training will include the data management, administrative and reporting functions and site page creation and editing. The training will be delivered online or at IPU offices in Geneva. All the training materials will be prepared and produced by the supplier.

4.3.3 Ongoing technical support

Once launched, the platform will be supported for a period of time, up to the end of the contract term. This will include addressing any bugs or performance issues and may include additional development where required functionality has not been met. During this period, all administration tasks will be undertaken in the live environment and any issues reported.

5. Project approach

It has been acknowledged that there are limitations to the current technical implementation of the platform; these include redundancy of technologies, the lack of a substantive API, performance and caching issues and an inadequate query tool. It is also recognised that previous developers have taken time to understand the implementation and have needed to build on existing code due to time constraints.

It is for these reasons that we are proposing a staged approach to this project. We expect the supplier to spend time understanding the current system so that objectives and deliverables for development are captured and well understood and technical solution design is fit-for-purpose.

Once the technical solution design and development stage plan are presented to the IPU, there will be a breakpoint to assess the feasibility of the proposed solution. This will include revisiting the deliverables and budget. It is expected that this will be a straightforward process, but the supplier may proceed to the development stage only after the reports have been approved by the IPU.

The development and rollout stages are more straightforward and include the building of the new system and decommissioning of the existing one.

Working practices

The supplier will be working closely with a dedicated IPU project manager/product owner who will provide the main point of contact between the organisation and the supplier. The expectation is that there is regular reporting and check-in on progress. The supplier should propose an appropriate methodology for managing the project, however it is not a requirement that an agile methodology is used to deliver the project. The supplier should also propose an online system for tracking delivery against requirements, and recording discussions and decision points. IPU have had experience in using Jira.

Discovery and scoping stage

This stage includes the analysis and planning to ensure successful redevelopment of the platform. It includes refinement of the technical requirements and their costs in preparation for the redevelopment. It will also identify any opportunities for streamlined or expedited delivery, and confirm that the solution is best-placed to support expected future needs and functionality that IPU may require.

Activities	Deliverable
Discovery & requirements gathering A deep dive into the components of the current data platform to understand the architecture and requirements for the site including, but not exclusively, the front-end, API, data layer and administrative tools.	A1. Proposed technical architecture and technical design document
Logical data model review/capture Workshops or online meetings with IPU staff to agree and document the data model. The model should be provided in a format which may be updated in future.	A2. Documented data model
Project planning with IPU Presentation of the plan for the development stage to IPU and discussions about technical choices, priorities, resource expectations from IPU and budgetary impacts.	A3. Summary of resources needed from IPU A4. Detailed plan and cost breakdown for the development stage

Development stage

This stage includes the technical development of the platform, user testing and migration of content and data from the existing platform.

Activities	Expected deliverables
Technical development Development of the main components of the platform, sequenced to allow integration and ongoing testing and refinement.	B1. Data store B2. Website B3. Administration tools B4. API
Migration Build and testing of migration plan and automated process for transfer of front-end CMS content and all parliamentary data to the new platform.	B5. Migration plan

<p>User testing</p> <p>Testing for key user roles: Data administration, CMS editor, Data user and website visitor.</p>	<p>B6. User test plan</p> <p>B7. Test sessions and summary report</p>
<p>Rollout planning</p> <p>Development of a schedule for training, go-live and post-launch support in discussion with IPU.</p>	<p>B8. Rollout plan and timetable</p>

Rollout stage

This stage includes the deployment of the new platform and decommissioning of the existing one. As the administration platform is expected to be different from the existing system, there is a requirement for the training of IPU staff and robust documentation of both the administration interfaces and technical information.

Ongoing post launch support is to continue until the platform has been in use for enough time for performance and functionality to be assessed in practice, and any issues addressed.

Activities	Expected deliverables
<p>Closedown</p> <p>Decommissioning of existing site, with existing code and database packaged up for archiving by IPU. For an agreed time period, a password-protected snapshot of the existing site will be kept online for reference by IPU.</p>	<p>C1. Packaged version of files and documents</p>
<p>Training</p> <p>Support for administration staff in managing the site, including CMS management, updating of datasets and reporting functionality. This should include online, updatable guidance (for example in an admin-only section of the site) and training sessions as required for staff to undertake all administrative and management tasks on the site.</p>	<p>C2. Minimum 2 x training sessions</p> <p>C3. Online documentation to support training/how-to guides</p>
<p>Technical documentation</p> <p>Documentation for developers including set up of development environment, hosting requirements and high-level descriptions of components. This documentation should form part of the code repository.</p>	<p>C4. Repository, including documentation</p>
<p>Go-live and support</p> <p>Running of final migration of CMS and Database content. Update of analytics, website redirects and search engine notifications; post-live monitoring and support for 72 hours after switch-over.</p>	<p>C5. Updates to web service subscriptions</p> <p>C6. Final migration</p>
<p>Post-launch support</p> <p>The site will continue to be supported for minor amendments and any bug fixes or updates following</p>	<p>C7. Support package and service level agreement</p>

completion of development for an agreed period of time and/or capped support hours.	
-------------------------------------------------------------------------------------	--

Qualifications, competencies and experience required

6.1 Expertise of the Firm

Minimum of 5 years’ experience in ICT with a focus on building data platforms.

Experience of requirements gathering and documentation.

Experience in data platform design, installation, data migration and technical support.

Developer team with proven technical understanding of how to deliver a project of this scale and ability to recruit additional developers if the project requires.

6.2 Key personnel

Project manager (Development Team leader),

At least a Master’s (or equivalent) degree in Mathematics, Computer Science, Engineering or another relevant field.

Minimum of 3 years’ professional experience in project management and/or team management.

Minimum of 3 years’ experience in software development and implementation.

Development lead/data architect

At least Bachelor’s (or higher) degree in Mathematics, Computer Science, Engineering or another relevant field.

Minimum of 5 years’ experience in software development and implementation.

Minimum of 5 years’ experience in developing data platforms and data visualization.

Database specialist

At least Bachelor’s (or higher) degree in Mathematics, Computer Science, Engineering or another relevant field.

Minimum of 5 years’ experience in relational database management. Proven ability to organize the migration of large databases. Skills to manage ETL (Extract, Transform, Load) processes.

Additional experts in UX and training

6. Instructions to bidders

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

Project Timeline

Delivery of the project should commence early in 2022 with a target date for completion by the end of 2022. The supplier should propose a realistic sequencing to include all stages of the work, including a date for launch of the new platform.

Milestone	Dates
	Note: The deadline for bids will be (a minimum of) 4 weeks after the RFP is posted. The dates in the table will be updated accordingly, once the posting date is determined.
IPU RFP published	10 December 2021
Queries and comments from prospective suppliers	10 February 2022

Final date for submissions	17 February 2022
Short-listed suppliers contacted	28 February 2022
Contracting	<i>Dependent on IPU internal processes</i>
Project delivery	From 1 April 2022
Project completion	To be discussed. Target: 31 December 2022

Budget

There is a maximum budget of CHF 250,000 allocated to the work. This budget should cover all expenditure on the project, including services delivered, licencing, travel and expenses. Hosting costs are exempt.

Content of response

Proposals should contain the following:

- Your company's qualifications, alongside credentials and biographies of the core team, including a named point of contact for the work.
- Contact details from a minimum of two previous clients who may be contacted for references.
- Brief narrative to describe how you would approach the project, including methodology, working practices and any requirements on IPU.
- A proposed technical architecture and approach for the platform including software/application choices, with rationale.
- Detailed explanation of how you will meet the functional and technical requirements for each stage.
- A suggested schedule for achieving the project timeline. This is a fixed term project which must be completed by December 2022, however the supplier should propose an expected timeline and milestones within these constraints.
- A minimum of three case studies demonstrating your experience to successfully deliver this project. Examples to illustrate key functionalities or technologies would also be welcome.
- Detailed financial proposal with breakdown of cost by stage and top-level functional requirement, and any ongoing hosting or licencing costs. (We appreciate that as the system is unknown to you this may be an estimate, but we are interested in the proportions of the budget allocated to each stage.)

Before submission, written queries and questions for clarification may be submitted to IPU. All queries and IPU responses will be shared and published on the IPU website, anonymously, before final proposals are due.

Up to 3 proposals will be shortlisted. Each will be invited to give an online presentation and Q&A session with the IPU team and their technical advisors. Short-listed bidders will be allowed 30 minutes briefing calls prior to their submission due date to ask questions or ask for clarifications.

For the successful bidder, references will then be taken up before the contract is issued.

Further information can be obtained upon request by contacting Mr. Andy Richardson ar@ipu.org with the subject line "RFP Parline redevelopment"

Please send proposals to **Ms. Andrée Lorber-Willis**, Director, Division of Support Services at rfp@ipu.org, by no later than 17 February 2022

Miscellaneous

- Proposals must contain the signature of a duly authorized officer or agent of the company submitting the proposal.
- IPU must own, have full access to and have the right to customize code and designs.
- The bidder must disclose any relevant conflicts of interest and/or pending lawsuits.

- IPU will negotiate contract terms upon selection. All contracts are subject to review by IPU legal counsel, and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget, timeline, and other necessary items.
- IPU will not cover costs related to preparing or issuing proposals.

7. Reference documents

These documents are provided as background and context to IPU's work on Parline.

IPU Strategy for the period 2022-2026. The Strategy sets the strategic objectives for the organization in coming years. These strategic objectives include Effective and empowered parliaments, Representative and inclusive parliaments, Resilient and innovative parliaments. Data underpins much of the work towards these objectives. The Strategy was approved by the IPU governing bodies at the IPU Assembly 26-30 November 2021. <https://www.ipu.org/file/13159/download>

IPU-UN Map of Women in Politics. An example of a widely-used and long-standing communication tool that uses data from Parline <https://www.ipu.org/women-in-politics-2021>

IPU Youth in Parliament infographic. Another example of an IPU publication incorporating data from Parline <https://www.ipu.org/resources/publications/infographics/2021-05/youth-in-parliament-infographic>

United Nations SDG Global Database. IPU is the custodian of data for indicators 5.5.1 and 16.7.1a. Data for these indicators can be retrieved through the SDG Global Database, managed by the United Nations <https://unstats.un.org/sdgs/unsdg>

IPU's Centre for Innovation in Parliament: Open Data hub <https://www.ipu.org/innovation-hub/open-data-hub>. This hub is hosted by the Brazilian Chamber of Deputies and aims to promote use of open data among parliaments. The hub is not directly connected to Parline, but is provided as an example of IPU's engagement with and commitment to open data.