

Request for Proposal (RFP)

Energy Transition Preparedness Initiative Website Development

1 Summary of Procurement

1.1 Organization Overview

WRI India, an independent knowledge organisation registered as the India Resources Trust, provides objective information and practical proposals to foster environmentally sound and socially equitable development. Know more: wri-india.org

1.2 Project Overview

Energy Transition Preparedness Initiative (ETPI) is a multi-sectoral, multi-state endeavour to understand state-level plans, actions, and governance processes towards an energy transition. ETPI aims to build understanding around critical political-economy and institutional aspects of the transition as a necessary complement to the techno-economic discourse.

In collaboration with Sustainable Futures Collaborative (SFC) and Prayas (Energy Group), WRI India's energy program is working on the Energy Transition Preparedness Initiative (ETPI). With comparable analysis across states and over time, ETPI will track progress, highlight good practices, and underscore lessons from variegated transition trajectories in the states. Using a governance lens to understand energy transition, ETPI will support the quicker uptake of clean energy technologies and inspire a 'race to the top' among state-level actors.

With this regard, WRI India invites you to submit a proposal to maintain the existing [ETPI \(www.etpi.in\)](http://www.etpi.in) website, develop new pages/features for the Energy Transition Preparedness Initiative (ETPI) and offer ongoing maintenance and services. The proposals being invited are for the **project period of 18 months from the date of signing of the contract.**

2 Submission of Proposal

2.1 The ETPI website serves as the primary knowledge sharing and learning platform for the program's key stakeholders, with the goal of becoming a hub of information on energy transition preparedness of states along with their key actions. We are seeking proposals by 26 June, 2026. The key dates of application are¹:

RfP Issue Date	16 June 2026
Deadline for queries	19 June 2026
Submission of proposals	26 June 2026
Estimated contract award date	30 June 2026

We are seeking a vendor to update and develop new pages, sections and features for the ETPI website, based on ETPI brand guidelines and the functional and technical requirements listed below. At the completion of the vendor's contract, the ETPI website will be managed, updated, and maintained by WRI India. The vendor will be asked to facilitate this handover in the weeks/months prior to the contract end date. Estimated dates, and maybe changed by WRI India or any of the partners based on any contingencies.



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Queries and questions during the RfP period

- Proposers are to direct any queries and questions regarding the RfP to IndiaEnergy@wri.org
- No other WRI India personnel are to be contacted in relation to this RfP.
- Proposers may submit their queries no later than June 26, 2026, 23.59 IST.

2.2 Late and Incomplete Proposals

Any proposal received by WRI India later than the stipulated RfP closing date and time, and any Proposal that is incomplete, will not be considered. There will be no allowance made by WRI India for any delays in transmission of the Proposal from Proposer to WRI India.

2.3 Withdrawals and Changes to the Proposal

Proposals may be withdrawn or changed at any time prior to the RfP closing date and time by written notice to the aforementioned WRI India email. No changes or withdrawals will be accepted after the RfP closing date and time.

2.4 Validity of Proposals

Proposals submitted in response to this RfP are to remain valid for a period of 60 calendar days from the RfP closing date.

2.5 Evaluation of Proposals

The evaluation of Proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in section 7 of this RfP.

2.6 Proposal lodgment methods and requirements

- Proposers must submit their Portfolio and proposal no later than June 26 2026, 23.59 IST
- The subject heading of the email shall be [RfP ETPI_Web Development – [Proposer Name]].
- Electronic copies are to be submitted in PDF only with **relevant links**.

3. Scope of Work

- **End-to-End Development of new sections:** Design, develop, host, and maintain the ETPI website in discussion with the team.
- **provide project management support**
- **UX & UI Design:** Create and maintain intuitive, highly visual UI aligned with ETPI brand guidelines and responsive, mobile-friendly UX for the website.
- **Accessibility:** Integrate web accessibility (eAccessibility) features for inclusive access.
- **Content Migration:** Support automated migration of relevant content from ETPI project website to the organizational websites of consortium partners or to the designated organization as informed by WRI India.
- **Testing & Deployment:** Conduct full testing of the website.
- **Hosting & Infrastructure:** Set up and configure hosting environment.
- **Maintenance & Security:** Provide ongoing monitoring, maintenance, and security support.
- **Content Management System (CMS):** Implement a robust, scalable, and user-friendly CMS with modular design.



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- **Content Management Features:** Enable easy content updates, preview before publishing, approval workflows, and a ticketing system for issue management.
- **Integration Capability:** Ensure CMS supports integrations and future content migration from partner sites.
- **Design Inputs:** Work with design assets, style guides, and information architecture provided by WRI India.
- **Website Sections:** Develop, update and maintain key sections including Publications, new sectoral pages, update dashboard/findings, create blog/news section, events calendar, and Social Media integration of these pages.
- **Search & Navigation:** Provide advanced search and filtering across the website and within sections.
- **Social Media Integration:** Enable social sharing and automatic meta tagging of page elements.
- **SEO & Analytics:** Follow SEO best practices, integrate Google Analytics and Google Tag Manager, and provide monthly analytics reports.

Key audiences to be kept prioritized for effective SEO

- Public policy experts
 - Private sector or development agency
 - WRI India, SFC and Prayas Staff and associated stakeholders and other organizations.
 - Research professionals, scientists, and other academics. Need fast access to ETPI reports and other knowledge products.
- **Partner Linkages:** Clearly link the website with partner websites and related platforms.

4. Technical Requirements

4.1. Development and enhancements

The current website has been developed using DRUPAL 9.5.11 CMS and based on project requirements need to be further updated with new pages, functionalities, and features.

4.2. Hosting

Proposers should include details on the proposed hosting solutions, as well as a nonbinding hosting proposal for **12 months**. Currently, it's hosted at Digital Ocean with Runcloud. Vendors may propose other solutions provided they manage content migration and updates as needed.

4.3. Support and maintenance

- **Modifications and improvements that do not modify the core structure of the website but add functionalities as required by the project team,**
- **Standard maintenance, backup and updates to the server and the CMS environment,**
- **Security maintenance of all components/tools required by the website,**
- **Ongoing maintenance and improvement of SEO.**
- **Response time to queries and issues:** The vendor must respond with a solution within 8 hours to any issue regarding security and 24 hours to any client request involving modifications. The vendor must put in place an issue management protocol that allows WRI India and its partners to track progress on issues and hours spent by the vendor.

5. Additional considerations:

We are looking for a vendor who can help the consortium navigate technological decisions by clearly explaining the risks, benefits and potential alternatives for meeting certain objectives. The vendor should also be proactive in their maintenance of the website, offering advice and solutions to WRI India on an ongoing basis. Vendor must note the following:

- The development and maintenance contract for the website will be offered for 18 months starting with the date of contract. The contract maybe extended beyond this period based on mutual agreement between WRI India and the vendor.
- At the end of contract period, the vendor needs to handover all website related data and permissions to the project manager at WRI India or its designated contact person.
- WRI India reserves right to terminate the contract prior to the end date by providing one month's notice of termination, specifying reasons for termination. Once terminated, the contract terms along with liabilities of both parties will come to an end.

6. Budget

Proposers are required to submit a price for all items listed in the table below. Submitted rates and prices are deemed to include all costs, insurances, taxes, fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the Requirement. Any charge not stated in the Proposal as being additional, will not be allowed as a charge against any transaction under any resultant Contract.

The proposed agencies must submit their financial proposal or budget breakdown in a tabular format, clearly indicating the monthly, quarterly, annual, and total cost for 18 months. The proposal should include following components:

Section	Details
1. Project Breakdown & Costing	Considering technical and functional requirements with proposed components and total price
2. Payment Schedule	Quarterly payment schedule is preferred
3 New page development	New pages based on project requirements
3. Maintenance & Support	Monthly maintenance retainer (updates, backups, security monitoring)
4. Assumptions & Exclusions	Example: WRI India to provide branding assets; API integrations limited to specified tools
5. Validity of Proposal	Example: Prices valid for X days from submission date
6. Signature Block	Authorized Signatory Name, Title, Date

7. Guidelines for Proposal Submission

7.1. Requirements

Prospective vendors should be able to demonstrate:

- Ability to provide stated deliverables and services;
- Ability to fulfill stated functional and technical requirements;



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- Ability to complete the project by the stated deadlines;
- Completeness, thoughtfulness and creativity of proposal;
- Project management approach and capabilities;
- Cost-effectiveness;
- Experience in website design for non-profits;
- Leadership of creative process with multiple stakeholders.

7.2. Proposal content

Prospective vendors are encouraged to submit:

- A statement of interest describing the proposed team and how it meets the above requirements;
- CVs of team members;
- Examples of and three references of previous work of similar scope and scale
- An outline of the proposed workplan, including a timeline with key milestones
- A proposed budget with a breakdown of costs sufficient to assess reasonableness and compliance;
- Website of the proposer;
- Technology and systems – A proposal detailing the technology (CMS) and systems (functionalities) or approaches (from relevant previous experience) of the Proposer;

7.3. Expression of Interest, Deadline for Questions and Proposal

All **expressions of interest, questions and proposal** in response to this RFP must be received via email to the contact below by **COB June 26, 2026**.

indiaenergy@wri.org