

## REQUEST FOR PROPOSALS (RFP)

### Power BI Hydrogen Job Role Database Tool: Design and User interface

*Request for a suitability qualified and experienced service provider to design a Power BI database tool and user interface*

|   |  |
|---|--|
| <b>Date advertised</b>                                | 24 January 2025  |
| <b>Compulsory briefing session</b>                    | 5 February 2025; 11h00 – 12h00<br><a href="#">Zoom link</a> <sup>1</sup> |
| <b>Closing date to submit proposals and quotation</b> | 12 February 2025, 12h00  |

#### INTRODUCTION

Established in 2010, GreenCape is a non-profit organisation that drives the widespread adoption of economically viable green economy solutions from South Africa. GreenCape works with businesses, investors, academia, and government to unlock the investment and employment potential of green technologies and services, and to support a transition to a resilient green economy.

As part of work on an international task force focused on advancing skills development for hydrogen and fuel cell technologies, a database of hydrogen value chain job roles and associated skills is being developed. The work is funded by the Department of Science, Technology and Innovation (DSI) via the DSI Energy Secretariat at the South African National Energy Development Institute (SANEDI).

GreenCape is seeking to appoint a service provider to produce a Power BI-based tool based on a Microsoft Excel database that the GreenCape team has constructed from publicly available data on hydrogen-related job roles.

Interested organisations are invited to submit proposals to undertake this work.

#### BACKGROUND

Globally, a large number of countries and regions have or are in the process of developing strategies for their hydrogen economies. Ensuring that there is an appropriately skilled workforce available forms a key pillar of these strategies. Skills needs assessments are typically undertaken to provide more detail on the types of occupations and skills that will be required and what training or augmentation will be needed. Several countries and regions have published such studies. By creating a central repository of this information, there is the potential for countries to learn from and build on each other's efforts. The Power BI database tool described in this RFP is to be developed to provide such a user-friendly centralised information source.

The database is intended as a tool for representatives from international organisations, government departments and agencies, as well as the industry to gain insights into the job roles and skills required for the hydrogen economy. It is also intended to serve as a resource for training institutions to enable

<sup>1</sup><https://us06web.zoom.us/j/81894351623?pwd=RnbvHbrsbQZ4AmqVh1Q36hdod4wldP.1>

#### GreenCape Sector Development Agency

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Company Registration No. 2012/039750/08

Refer to the GreenCape website for director details

relevant curricula to be augmented and new courses to be developed to meet the needs of the growing hydrogen economy.

## SCOPE OF WORK

The GreenCape team has synthesised the data from seven skills needs assessment into an Excel-based dataset. The data is of a qualitative nature with each entry containing a job role title, a description of the role and related skills, and a series of tags with which to filter the data.

The service provider is expected to create a functional, user-friendly Power BI tool that will be publically available via a website. The tool must allow users to search for key terms and filter according to the tags assigned to the data. The tool should also have the functionality to generate reports for users to download, but ideally also an approach to display the data for users to more easily compare and analyse data points.

The following are the required specifications for the Power BI tool:

- Data entries with clear and consistent formatting
- Ability to filter displayed roles by tags allocated to the data
- Ability to search for user-defined keywords
- Ability to generate PDF reports of the roles displayed based on queries
- Additional functionalities to enable easy analysis and comparison of the data, where possible
- Attractive and user-friendly interface that aligns with the branding and style conventions of the international host organisation<sup>2</sup>
- Accompanying instructions or how-to guide
- Suitable performance for typical queries (i.e. reasonable response rate)
- Ability to be easily updated as new data is published.

The preferred service provider will be provided with the following after a service level agreement is entered into:

- The consolidated data in Excel that is to form the basis of the database tool
- A working example of the database tool on Power BI to illustrate the kind of functionality required (indicative but not exhaustive)
- A briefing on design and branding requirements.

The current structure of the data in Microsoft Excel is illustrated in Figure 1. Each job role has been tagged with an “x” according to its related characteristics for a given category. There are five categories and 41 potential characteristics in total. The dataset contains 693 roles spread over seven worksheets. More information on the source data will be provided at the **compulsory briefing session** (5 February via zoom, see link on preceding page).

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<sup>2</sup> Where relevant icons are already in use on the host website, these are to be used. It is expected that a limited number of new icons that are consistent with the style of the existing icons may need to be designed.

| Job role title | Description   | Category 1 | Characteristic 1 (related to category 1) | Characteristic 2 (related to category 1) | ... | Category 2 | Characteristic 1 (related to category 2) | ... |
|----------------|---|------------|--|--|-----|------------|--|-----|
| e.g. Engineer  | Text-based bio that contains information on associated skills, qualifications, certifications, recruitment risks and opportunities (contains lists and subheadings) |            | x  |  |     |            | x  |     |
| ...            |   |            |  |  |     |            |  |     |

**Figure 1 Diagram illustrating format and content of source data for database**

As the Power BI tool is being developed, there will be an initial progress update meeting followed by a demonstration session and a trialling period of the demo. The trialling period will be managed by the GreenCape team. Following feedback from the trial, a final published tool along with handover documentation is required as the final deliverables. After a handover meeting with the relevant stakeholders, provision needs to be made for ongoing support for a fixed period after the tool is published.

## DELIVERABLES

| Deliverable  | Due date   |
|--|--|
| Inception meeting (60 min) <sup>3</sup>  | Within 3 working days of signature of service level agreement by both parties                |
| Interim feedback meeting (60 min)  | Max. 2 weeks after inception meeting   |
| Demo meeting (120min)  | Max. 2-3 weeks after interim feedback meeting  |
| Demo version of database tool  | Max. 1 week after demonstration meeting to enable changes to be made in response to feedback |
| Respond to any queries during a three-week trial period and correct any small errors which may inhibit testing.<br>The trial will be managed by the GreenCape team | For 3 weeks following provision of demo version  |
| Feedback meeting following three week trial period (120 min)   | 3 weeks following provision of demo version  |
| Demonstration and handover meeting (120 min)   | To be proposed by service provider (ideally 1-2 weeks before end of April)                   |
| Final database tool integrated into host website   | 30 April 2025  |
| Accompanying handover documentation  | 30 April 2025  |
| Limited maintenance support once database is published (max 8 hrs)   | Until 31 December 2025   |

<sup>3</sup> Meetings can be virtual.

## ESTIMATED DATE OF DELIVERY

Final online database (i.e. integrated and functioning on the host website) and accompanying documentation should be completed by 30 April 2025.

## GENERAL INFORMATION

1. Any quotation submitted after the closing date and time will **not** be considered.
2. GreenCape reserves the right to cancel the procurement process without notice at any time and not make any appointment.
3. All quotations will be evaluated on the basis of a functionality/price (50/50) or functionality/price/B-BEEE weighting (50/30/20) depending on the total cost. B-BBEE points will be calculated as per the table set out in Annexure A to this RFP.
4. Each bidder must include in its proposal a confirmation that it does not and will not have any actual or potential conflict of interest in submitting its proposal (see Declaration of Interest attached as Annexure B to this RFP).
5. Functionality will be based on the following criteria: Proposed approach, team composition (team member(s) CVs and management structure), track record (previous similar project experience), adherence to the scope of work, level of innovation/value add.
6. The acceptance of a proposal and the awarding of this project or any part thereof to a bidder will be communicated in writing by GreenCape.
7. Following acceptance of a quotation, the appointed bidder will be expected to enter into a service level agreement including a non-disclosure with GreenCape.
8. The successful quote submitted by the bidder will form part of the service level agreement and may not be amended at any time after acceptance unless agreed to in writing by GreenCape and the service provider.
9. The appointed bidder will be expected to comply, inter alia, with the following:
  - 9.1. any applicable health and safety rules and regulations, including, but not limited to, the provisions of the Occupational Health and Safety Act No. 85 of 1993;
  - 9.2. where relevant (should the bidder have employees), registration and good standing with the Commissioner for Compensation for Occupational Injuries and Diseases and having the necessary employer's liability insurance in respect of its employees/agents in line with the provisions of the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993, as amended; and
  - 9.3. sufficient insurance to cover its liabilities in respect of the services to be provided and any other insurances that may specifically be required by GreenCape in relation to its appointment on this project, if any. (This could include professional indemnity insurance, if relevant to the services required, if requested by GreenCape.)

## SUBMISSION REQUIREMENTS

Interested organisations are invited to submit a proposal for the outlined scope of work that should include the following:

1. Quotation for the work, broken down by activity
2. A brief work plan that outlines the proposed approach and activities that would be taken to achieve the required scope of work. The work plan should include:
  - a. a brief description of the proposed approach to the functionality of the Power BI database tool
  - b. the proposed activities to achieve the required scope of work
  - c. the timeframes for each activity
  - d. a risk register and mitigation plan that addresses any key project risks.
3. CVs of proposed team and team structure/organogram
4. Company profile, indicating previous projects with similar requirements
5. Tax Clearance Certificate
6. Company Registration Certificate
7. Declaration of Interest (see Annexure B)
8. BEE credentials with certificate or affidavit as relevant
9. Letter of good standing from the Compensation Fund in South Africa (COID) (if applicable)

Note that proof of required insurances (if any) may be requested from the preferred service provider once notified.

**Please email the above documentation to [christina@green-cape.co.za](mailto:christina@green-cape.co.za) by 12 February 2025, 12h00 using the reference: Power BI Hydrogen Job Role Database. Please note that a failure to submit any of the required documentation could result in the bidder being excluded from the tender process.**

**For any queries related to this RFQ,  
please email: [christina@green-cape.co.za](mailto:christina@green-cape.co.za) and [matthew@green-cape.co.za](mailto:matthew@green-cape.co.za)**



**Annexure A: B-BBEE score weighting**

Table 1 – B-BBEE score weighting

| <b>B-BBEE Level Status of Contributor</b> | <b>Number of Points</b> |
|---|-------------------------|
| 1   | 20                      |
| 2   | 18                      |
| 3   | 16                      |
| 4   | 12                      |
| 5   | 8                       |
| 6   | 6                       |
| 7   | 4                       |
| 8   | 2                       |
| Non-compliant                             | 0                       |



**Annexure B: Declaration of Conflict of Interest**

Any legal person/s having a relationship with persons employed by The GreenCape Sector Development Agency or any of the funders listed in this RFP may make an offer/s in terms of this invitation to bid. In view of the possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to The GreenCape Sector Development Agency or any of the funders listed in this RFP, it is required that the bidder or his/her authorised representative declare his/her interest as required below.

1. Have you previously provided services/products to The GreenCape Sector Development Agency or any of the funders listed in this RFP?

YES NO  
If yes, please furnish further particulars:

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2. Do you have any relationship (family, friend or otherwise) with employees of The GreenCape Sector Development Agency or any of the funders listed in this RFP?

YES NO  
If yes, please furnish further particulars:

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3. Were you previously employed by the GreenCape Sector Development Agency or any of the funders listed in this RFP?

YES NO  
If yes, please specify further details of previous employment:

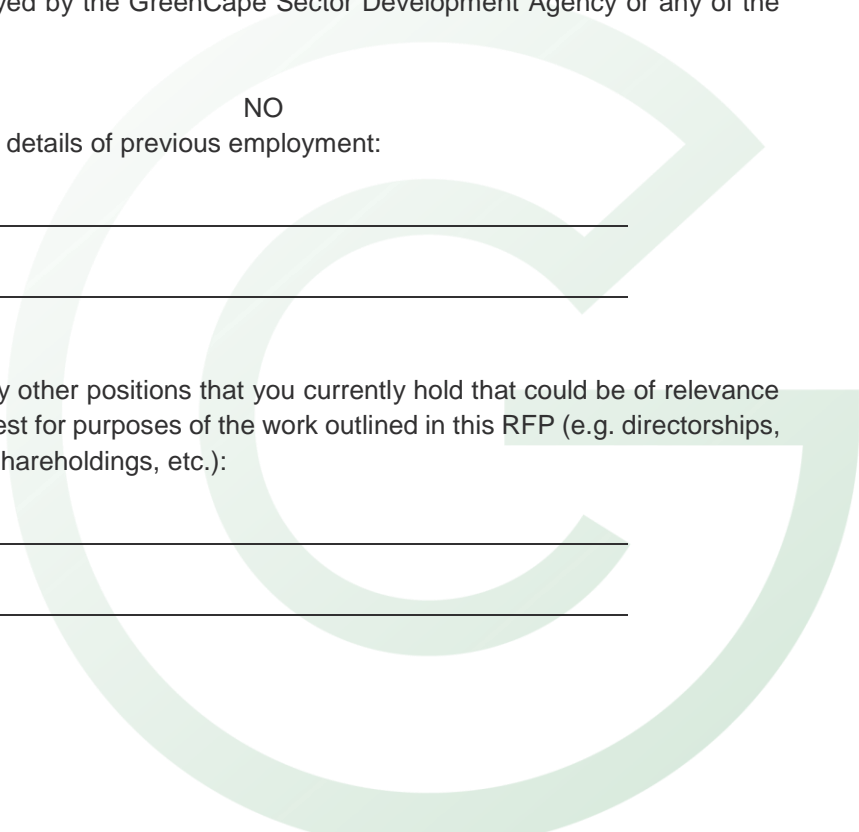
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4. Please provide details of any other positions that you currently hold that could be of relevance to assessing conflict of interest for purposes of the work outlined in this RFP (e.g. directorships, partnerships, trusteeships, shareholdings, etc.):

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I am aware that in the event of not accurately declaring any of the above, The GreenCape Sector Development Agency is entitled to terminate the agreement, and take any further action it deems necessary.

I hereby confirm that all the information provided above is true and correct.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
CAPACITY

