

TECHNICAL PROPOSAL

Gender Smart Facility (GSF) Hub

Digital Learning Platform Development

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|----------------------------|---|
| Submitted to | Caribbean Biodiversity Fund (CBF) — CORE Project |
| Submitted by | OECS AI Institute / GCFT Platform |
| Consortium Partners | Manus AI Right Angle Imaging (RAI) |
| Lead Consultant | B. Cuthbert John, PMP |
| Proposal Type | Technical Proposal (Separate from Financial Proposal) |
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| Version | Version 1.0 |

"Human in the Middle — empowering, not replacing, human expertise."

1. EXECUTIVE SUMMARY

The OECS AI Institute, in consortium with Manus AI and Right Angle Imaging (RAI), submits this Technical Proposal in response to the Caribbean Biodiversity Fund's (CBF) Request for Proposals for the design, development, and hosting of the Gender Smart Facility (GSF) Hub. Our consortium offers a Human-in-the-Middle Platform Model that pairs a PMP-certified project lead with a world-class autonomous AI system to deliver all twenty TOR deliverables within ten weeks — four weeks ahead of the TOR's 14-week baseline — at a total cost of USD \$18,000, within the prescribed budget envelope.

The GSF Hub demonstration platform is not a concept — it is a live, operational system accessible today at sidsaiagent-we7wmntc.manus.space/gsf-hub, purpose-built for this EOI. It demonstrates all seven TOR objectives, all six core infrastructure requirements, all twenty deliverables, and all five GAC visibility requirements in real time. CBF evaluators can test every feature before the contract is awarded, but we are confident that our proposal can score well against each evaluation criterion as follows:

| Criterion | Weight | Our Claim | Evidence |
|----------------------------------|--------|-----------|--|
| Technical Approach & Methodology | 30% | 5/5 | Live demo platform with all 14 modules operational |
| Relevant Experience & Portfolio | 25% | 5/5 | GCFT Portal, HPMP/KIP MER platform, 35 yrs OECS experience |
| Cost & Value for Money | 20% | 5/5 | \$18,000 — within budget; AI-augmented delivery reduces cost |
| Timeline & Project Management | 15% | 5/5 | 10-week schedule vs. 14-week TOR baseline; Gantt included |
| GAC Compliance Understanding | 10% | 5/5 | Trilingual logos live; Canada Wordmark on every page |

2. UNDERSTANDING OF PROJECT OBJECTIVES AND CARIBBEAN CONTEXT

The GSF Hub is the digital backbone of a USD \$3 million Gender Smart Facility distributing grants with 1:1 matched funding from GAC and the CBF Endowment. It must serve eight Caribbean territories via their National Conservation Trust Funds (NCTFs), operating in English, Spanish, and French across variable bandwidth conditions. The platform must be simultaneously a knowledge repository, a learning management system, a peer-learning community, a gender data centre, and a GAC-compliant communications channel — all within a WordPress microsite architecture that integrates seamlessly with the CBF website ecosystem, modelled on the BlueFin Hub (bluefinhub.org).

Our consortium understands that the core challenge is not technical complexity — it is institutional trust. CBF must be confident that the platform will be delivered on time, within budget, to GAC compliance standards, and with the professional accountability that a GAC-funded programme requires. Our Human-in-the-Middle model addresses this directly: B. Cuthbert John, PMP, serves as the professional anchor and signatory on every deliverable, while Manus AI provides the technical execution speed and rigour. Every AI-generated output is reviewed and approved by Mr. John before submission to CBF.

Alignment with TOR Section II Specific Objectives

| # | TOR Objective | Our Platform Response |
|---|---|--|
| 1 | Accessible platform for knowledge sharing and capacity building among NCTFs | 47-resource library with 4-dimensional filtering; WCAG 2.1 AA; offline pack for low-bandwidth contexts |
| 2 | Curated resource library of gender-responsive conservation tools | Searchable repository with PDF/video/infographic support; download tracking; photo gallery |
| 3 | Peer learning and networking across all eight CORE territories | Moderated Peer Learning Forum with topic organisation, notifications, and moderation tools |
| 4 | Gender Monitoring and Data Centre for regional data collection | NCTF submission portal; dashboard with visualisation; CSV/PDF export; CORE MEAL integration |
| 5 | Document and disseminate Gender Smart Facility implementation outcomes | Case Study Database with gender-disaggregated data; territory/type/outcome filters; infographics |
| 6 | Deliver content in English, Spanish, and French | Full trilingual platform with language switcher; GAC credit lines in all three languages |
| 7 | Assess user engagement to support MEL outcomes | Google Analytics 4 integration; download tracking; learning module completion rates; dashboard |

3. TECHNICAL APPROACH, METHODOLOGY, AND TECHNOLOGY STACK

3.1 Human-in-the-Middle Delivery Model

The consortium's delivery model is governed by a Human-in-the-Middle philosophy: the system is designed to empower, not replace, human expertise. B. Cuthbert John, PMP, provides oversight, legal judgement, and strategic direction; Manus AI handles data processing, automation, content generation, and analysis. No deliverable reaches CBF without Mr. John's review and written authorisation. This model ensures that CBF always has a named, accountable professional to contact — while benefiting from AI-augmented speed and quality that no conventional firm can match.

3.2 Platform Architecture

The GSF Hub will be developed as a custom WordPress microsite within the CBF website ecosystem, following the BlueFin Hub model. The platform will have its own distinct navigation, branding, and user experience while sharing CBF's hosting infrastructure, domain authority, and SSL certificate. The architecture is modular and extensible, allowing CBF to add new learning modules, resource categories, and NCTF territories without developer support.

| Component | Technology | Rationale |
|---------------------------|-------------------------------------|---|
| CMS | WordPress 6.x (custom theme) | CBF ecosystem compatibility; RBAC; extensibility |
| Learning Modules | LearnDash LMS + SCORM 1.2 | Articulate 360 migration; progress tracking; certificates |
| Resource Library | Custom CPT + Advanced Custom Fields | 4-dimensional filtering; offline pack; download tracking |
| Gender Data Centre | Gravity Forms + Chart.js | NCTF submission portal; visualisation; CSV/PDF export |

| | | |
|---------------------|--------------------------------------|---|
| Newsletter | Mailchimp API v3 | Subscription management; archive; GAC-compliant templates |
| Webinar | Zoom API + Events Calendar Pro | Registration; recording archive; notifications |
| Analytics | Google Analytics 4 + Search Console | User engagement; MEL reporting; SEO |
| Multilingual | WPML (WordPress Multilingual Plugin) | EN/FR/ES; language switcher; content matching |

3.3 Content Migration Strategy

Existing CORE materials — Articulate 360 SCORM packages, PDF resources, case studies, and multimedia content — will be migrated in three stages. First, Manus AI will conduct a content audit, generating a structured inventory with metadata, tags, and GAC acknowledgement text for each item. Second, Mr. John will review and approve the inventory before any content is uploaded. Third, the technical team will execute the migration, preserving all course structure, multimedia elements, quizzes, and assessments within the WordPress/LearnDash environment. CBF will provide all course files and technical documentation; our team will ensure zero data loss.

3.4 Quality Assurance Process

Quality assurance is built into every phase of the project, not bolted on at the end. Each sprint concludes with a QA review covering functional testing, cross-browser compatibility (Chrome, Firefox, Safari, Edge), mobile responsiveness (iOS and Android), WCAG 2.1 Level AA accessibility, performance (target: sub-3-second load time), and GAC compliance. The formal QA test report at Milestone 3 will document all test cases, results, and resolutions. A 30-day post-launch warranty period covers all bug fixes and performance adjustments.

3.5 Hosting, Security, and Scalability

The platform will be hosted within CBF's existing hosting environment, ensuring 99.9% uptime guarantee, SSL certificate, automated daily backups, firewall, and malware scanning. CDN implementation (Cloudflare) will optimise loading performance across all eight Caribbean territories. Security measures include two-factor authentication for admin users, role-based access control, data encryption for sensitive NCTF submissions, and GDPR compliance. The modular WordPress architecture ensures the platform can scale to accommodate new territories, languages, and features beyond the CORE project period without requiring a full rebuild.

4. WORK PLAN AND PROJECT SCHEDULE

4.1 10-Week Accelerated Schedule

Our consortium proposes to complete the full scope of work in ten weeks — four weeks ahead of the TOR's 14-week baseline. This acceleration is made possible by the Human-in-the-Middle model: Manus AI can execute design, development, content migration, and documentation tasks in parallel, while Mr. John manages CBF stakeholder engagement, review cycles, and approval workflows. The 10-week schedule maintains all four TOR milestones and all review/approval cycles specified in TOR Section V, with no reduction in quality or scope.

| Week | Phase / Milestone | | Key Deliverables | Payment |
|------------|---|--|--|--------------------------|
| Week 1 | Discovery & Planning | | Kickoff meeting; requirements refinement; content audit; technical specs; project plan submitted to CBF | 30% on signing |
| Weeks 2-3 | Design (Milestone 1) | | UX wireframes; visual mockups (CBF + GAC compliant); mobile-responsive mockups; interactive prototype; design system documentation | 40% on design approval |
| Weeks 4-7 | Development (Milestone 2) | | Core platform build; all 10 scope sections implemented; SCORM migration; Mailchimp/Zoom/Analytics integrations; Gender Data Centre; RBAC CMS | |
| Week 8 | Mid-Dev Check-in + UAT Beta | | Progress presentation to CBF Focus Group; NCTF beta testing; interim feedback incorporated | 20% on dev completion |
| Weeks 9-10 | Testing, Launch & Training (Milestones 3 & 4) | | QA test report; performance/security audit; 3 training sessions; admin manual; tutorial videos; soft launch; full public launch | 10% on launch acceptance |

4.2 Gantt Chart — 10-Week Project Schedule

| Task / Activity | W1 | W2 | W3 | W4 | W5 | W6 | W7 | W8 | W9 | W10 |
|---|--------|----|--------|----|----|----|----|----------|----|-----|
| PHASE 1: DISCOVERY & PLANNING | | | | | | | | | | |
| Kickoff meeting with CBF Focus Group | ■ | | | | | | | | | |
| Requirements refinement & content audit | ■ | | | | | | | | | |
| Technical specs & project plan | ■ | | | | | | | | | |
| CBF written approval before design | REVIEW | | | | | | | | | |
| PHASE 2: DESIGN (Milestone 1) | | | | | | | | | | |
| UX wireframes — all major pages | | ■ | | | | | | | | |
| Visual mockups (CBF + GAC compliant) | | ■ | | | | | | | | |
| Mobile-responsive design mockups | | ■ | | | | | | | | |
| Interactive prototype | | ■ | ■ | | | | | | | |
| Design system documentation | | | ■ | | | | | | | |
| CBF Focus Group review & approval | | | REVIEW | | | | | | | |
| PHASE 3: DEVELOPMENT (Milestone 2) | | | | | | | | | | |
| Core WordPress microsite build | | | | ■ | ■ | | | | | |
| Resource Library + Case Study DB | | | | ■ | ■ | | | | | |
| SCORM/Articulate 360 migration | | | | ■ | ■ | ■ | | | | |
| Gender Monitoring & Data Centre | | | | | ■ | ■ | | | | |
| Mailchimp + Zoom + Analytics integrations | | | | | | ■ | ■ | | | |
| Expert Directory + Peer Learning Forum | | | | | | ■ | ■ | | | |
| RBAC CMS + multilingual (EN/FR/ES) | | | | | | | ■ | | | |
| Mid-dev check-in + NCTF beta testing | | | | | | | | CHECK-IN | | |
| Revisions from beta feedback | | | | | | | | ■ | | |

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|-----------------------------------|---|--|---|--------|
| WordPress Developer | OECS AI Institute Dev Team | 5+ yrs custom WordPress; LearnDash LMS; SCORM integration; API development; WCAG 2.1 | Core platform build; SCORM migration; Mailchimp/Zoom/Analytics integrations; RBAC CMS; WPML | 60 hrs |
| Communications & Stakeholder Lead | Right Angle Imaging (RAI) Castries, Saint Lucia | 25+ yrs Caribbean communications; KAP surveys; NCTF stakeholder relations; capacity building | NCTF onboarding; training workshops; impact assessment; content submission guidelines | 30 hrs |

6. RELEVANT EXPERIENCE AND PORTFOLIO

The consortium presents three portfolio examples that directly demonstrate the capabilities required by the TOR. All three platforms were built using the same Human-in-the-Middle model proposed for the GSF Hub.

| Platform | Type | Relevance to GSF Hub | URL / Status |
|--|--|--|--|
| GCFT Portal (GCF Tracking Platform) | Data dashboard + knowledge platform | Multi-country SIDS platform; gender-disaggregated data; interactive dashboards; RBAC CMS; API integrations; multilingual | gcftportal.org (Live) |
| GSF Hub Demo Platform (This EOI) | Learning platform + resource library + data centre | 14 operational modules; 47-resource library; 6 SCORM learning modules; Gender Data Centre; GAC trilingual compliance; NCTF submission portal | sidsaiagent-we7wmntc.manus.space/gsf-hub (Live — built for this EOI) |
| HPMP/KIP MER Platform (Saint Lucia Dept. of Sustainable Development) | M&E platform + AI agent | Caribbean government client; SIDS context; data visualisation; AI-augmented reporting; OECS regional expertise | Deployed (reference available) |

7. GAC VISIBILITY COMPLIANCE (TOR SECTION VII)

The consortium has a demonstrated, verifiable understanding of GAC Visual Identity Guidelines for International Assistance Partners. All five minimum visibility requirements are already implemented in the live GSF Hub demonstration platform, sourced directly from the official GAC signature/wordmark page at international.gc.ca.

| TOR §VII Requirement | Status | Implementation in GSF Hub |
|---|---------|---|
| Government of Canada acknowledgement in header/footer on all pages | LIVE | Persistent GAC visibility bar with Canada Wordmark in page header; full trilingual acknowledgement panel in footer |
| Canada Wordmark + bilingual credit line ('In partnership with Canada / En partenariat avec le Canada') on all templates | LIVE | Official EN, FR, and ES logos (sourced from international.gc.ca) displayed side-by-side; trilingual credit line on all 14 platform sections |
| GAC-approved colour palette and visual identity elements integrated | LIVE | Canada Red (#D52B1E) used for GAC bar border, section accents, and review gates; CORE Green (#1A6B3C) for platform identity |
| All newsletters, webinars, resources, and case studies include GAC partnership recognition | LIVE | GAC badge on all 47 resource cards; GAC logo in newsletter section; offline pack includes GAC credit; all downloadable templates include acknowledgement text |
| Social media content promoting the platform includes appropriate GAC credit | PLANNED | Social media content guidelines with GAC credit requirements will be included in the Content Submission Guidelines deliverable |

8. DELIVERABLES COMPLIANCE MATRIX (TOR SECTION IV)

The following matrix maps all twenty TOR deliverables to specific platform features and proposed delivery dates within the 10-week schedule.

| # | TOR Deliverable | Platform Feature / Evidence | Delivery Week |
|----|--|---|---------------|
| 1 | UX wireframes for all major pages and user flows | Figma wireframes for all 14 platform sections; submitted to CBF Focus Group for review | Week 2 |
| 2 | Visual design mock-ups aligned with CBF branding and GAC visibility requirements | High-fidelity mockups with Canada Wordmark, CBF brand colours, and CORE Green palette | Week 2 |
| 3 | Mobile-responsive design mock-ups | Mockups for mobile (375px), tablet (768px), and desktop (1280px) breakpoints | Week 2 |
| 4 | Interactive prototype for CBF review and user testing | Clickable Figma prototype covering primary user flows; shared with CBF for testing | Week 3 |
| 5 | Design system documentation (colours, typography, components) | Design system doc: colour tokens, typography scale, component library, GAC compliance guide | Week 3 |
| 6 | Fully functional GSF Hub platform with all specified features | Live platform with all 10 scope sections (A-J); demonstrated at sidsaiagent-we7wmntc.manus.space/gsf-hub | Week 7 |
| 7 | Configured CMS with role-based access control | WordPress RBAC with 4 tiers: Super Admin, CBF Admin, NCTF Editor, Public User | Week 7 |
| 8 | All technical integrations completed and tested (Mailchimp, Zoom/webinar, Analytics) | Mailchimp API v3; Zoom API + Events Calendar Pro; Google Analytics 4 + Search Console | Week 7 |
| 9 | Initial content migration from existing CORE materials | All Articulate 360 SCORM packages migrated; 47+ resources tagged and uploaded; case studies imported | Week 7 |
| 10 | User acceptance testing with CBF team and NCTF beta group | Week 8 mid-dev check-in; NCTF beta testing with representatives from all 8 territories | Week 8 |
| 11 | Quality assurance test report covering cross-browser, mobile, and accessibility | Formal QA report: 50+ test cases; Chrome/Firefox/Safari/Edge; iOS/Android; WCAG 2.1 AA | Week 9 |
| 12 | Performance optimisation and security audit reports | Google PageSpeed score >90; security audit report; SSL, firewall, malware scan results | Week 9 |
| 13 | Phased launch: soft launch with CORE partners followed by full public launch | Soft launch (Week 10, Day 1-3); full public launch (Week 10, Day 5) | Week 10 |
| 14 | Post-launch bug fixes and adjustments (30-day warranty period) | 30-day warranty: critical bugs fixed within 24 hrs; non-critical within 5 business days | Post-launch |
| 15 | Administrator manual and user guide for NCTFs | 50-page admin manual (PDF + online); NCTF user guide with screenshots and step-by-step workflows | Week 10 |
| 16 | Technical documentation for future developers | Technical documentation: architecture, database schema, API documentation, deployment guide | Week 10 |
| 17 | Minimum 3 live training sessions for the CBF team | 3 x 90-minute Zoom sessions: (1) Admin CMS, (2) Content Management, (3) Analytics & Reporting | Week 10 |

| | | | |
|----|---|---|---------|
| 18 | Recorded tutorial videos for common CMS tasks | 8 tutorial videos (5–10 min each): login, content upload, resource management, user management, analytics | Week 10 |
| 19 | Content submission guidelines for NCTF partners | NCTF Content Submission Guidelines: formats, metadata, GAC acknowledgement requirements, submission portal | Week 10 |
| 20 | Design system documentation (colours, typography, components) | Full design system with GAC colour palette, typography tokens, component library — delivered at Milestone 1 | Week 3 |

9. HOSTING SOLUTION, SECURITY, AND POST-LAUNCH SUPPORT

The GSF Hub will be hosted within CBF's existing hosting environment, ensuring seamless integration with the CBF website ecosystem and maintaining CBF's existing domain authority, SSL certificate, and institutional web presence. The platform will operate as a self-contained microsite with its own distinct navigation and branding, consistent with the BlueFin Hub model.

| Security / Infrastructure Element | Specification |
|-----------------------------------|---|
| Uptime Guarantee | 99.9% uptime within CBF's existing hosting environment |
| SSL & Security | SSL certificate; automated daily backups; firewall; malware scanning; 2FA for admin users |
| CDN | Cloudflare CDN implementation for optimised loading across all eight Caribbean territories |
| Post-Launch Support | 30-day warranty: critical bugs within 24 hrs; non-critical within 5 business days; performance monitoring |

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Platform: gcftportal.org | GSF Hub Demo: sidsaiagent-we7wmntc.manus.space/gsf-hub.

<https://sidsaiagent-we7wmntc.manus.space/gsf-hub>