REQUEST FOR TENDERS

File: AP_4/13/10/5
Date: 30 January, 2019
To: Interested suppliers
From: Vainuupo Jungblut, Protected Areas Officer

Subject: **Request for tenders: Consultant – Systems Developer for the Pacific Islands Protected Area Portal (PIPAP)**

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1. Background

1.1.   The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.

1.2.   For more information, see: www.sprep.org.

2. Specifications: statement of requirement

2.1.   SPREP would like to call for tenders from qualified and experienced Systems Developers who can offer their services to SPREP for the technical upgrade and maintenance of the Pacific Islands Protected Area Portal (PIPAP), along with associated systems and web applications over a duration of 16 months with the following Duties and Responsibilities (Please refer to annexed Terms of Reference)

2.2.   The successful applicant will need to provide documented nature, scope and capacity of its services by 27 February 2019.

3. Conditions: information for applicants

3.1.   To be considered for this tender, interested suppliers must meet the following conditions:

- Complete the tender application form provided.

- Submit a CV to demonstrate the consultant has the relevant experience, skills and qualifications to carry out this contract successfully.

- Minimum qualifications of a Bachelor degree in Computer Science, Information Technology, Data Management or related field.

- Relevant IT professional certifications for Systems Analyst or Solutions Developer would be an advantage.

- Provide three references as part of the tender submission.

- Work full-time and be based at SPREP for the duration of the consultancy.

- Be based in Samoa or the Pacific region

4. Submission guidelines

4.1. Submissions should include a work plan, schedule of activities, timeframes and a financial proposal. Please note all costs, including taxes, facilities, insurance, and travel and associated costs, should be included in the financial proposal. The consultancy has a maximum budget of USD$60,000. Submitted proposals will be evaluated based on best value for money.

4.2 Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.

4.3 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

4.4 Provide at least three (3) referees as part of the tender application, including the most recent work relevant to this position

4.5 Submit a copy of valid Business License

4.6 Complete the tender application form provided

4.7 Tender submission must be in USD

4.8 Tender should itemize all associated cost involve to complete the assignment

4.9 The proposal must remain valid for 90 days from date of submission

5. Tender Clarification

5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi at maraeap@sprep.org and copy vainuupoj@sprep.org before 11 February 2019. A summary of all questions received with an associated response will be posted on the SPREP website at www.sprep.org/tender by 13 February 2019.

6. Evaluation criteria

SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tenderer satisfies the following criteria.

6.1. At least 5 years relevant work experience in the following: (20%)

    a) Applications development and information systems administration and management.
    b) Internet and associated technologies, such as websites and portals (Drupal, SharePoint)

6.2. Demonstrated experience in the following technical areas: (20%)
- Background in PHP development
- Source code control using Git.
- working with implementing online mapping capabilities.
- working with Drupal
- working with PostGIS
- Familiarity with the Agile development methodology

6.3. Demonstrated advisory and analytical skills (15%)

6.4. Demonstrated knowledge of accepted and emerging information technology issues and challenges in the Pacific Islands. (10%)

6.5 Demonstrated experience working within a multi-disciplinary and multi-cultural team environment including designing and conducting IT-related training programmes. (15%)

6.6. Excellent written and verbal communication skills including high level of presentation and inter-personal skills and maintaining effective relationships with a diverse group of people. (10%)

6.7 Detailed Financial Proposal in USD dollars. Clearly identify amount for fees, expenses and all other related costs (10%)

6.8 Assessment of the proposal will be based on the evaluation of the Technical (90%) and Financial (10%).

7. Deadline

7.1. **The due date for submission of the tender is 27 February 2019 (midnight, local Apia, Samoa time).**

7.2. Late submissions will be returned unopened to the sender.

7.3 Please send all tenders clearly marked 'TENDER: **Consultant – Regional Systems Developer for the Pacific Islands Protected Area Portal (PIPAP)** to one of the following methods:

Mail: SPREP
        Attention: Procurement Officer
        PO Box 240
        Apia, SAMOA

Email: tenders@sprep.org
Fax: 685 20231
Person: Submit by hand in the tenders box at SPREP reception, Vailima, Samoa.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website:
http://www.sprep.org/accountability/complaints

PO Box 240, Apia, Samoa   T +685 21929   F +685 20231   sprep@sprep.org   www.sprep.org

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.

TERMS OF REFERENCE

Systems Developer Consultant – Pacific Islands Protected Area Portal (PIPAP)

Background

The Secretariat of the Pacific Regional Environment Programme (SPREP) has received funding assistance from the ACP-EU to implement phase two of the Biodiversity and Protected Areas Management programme (BIOPAMA2) for the Pacific region.

The BIOPAMA programme an initiative of the African, Caribbean and Pacific (ACP) Group of States financed by the European Union's 11th European Development Fund. BIOPAMA is jointly implemented by the International Union for Conservation of Nature (IUCN) and the Joint Research Centre of the European Commission (EC-JRC). In the Pacific region, BIOPAMA is implemented by IUCN's Oceania Regional Office (IUCN ORO) in partnership with the Secretariat of the Pacific Regional Environment Programme (SPREP).The overall objective of BIOPAMA2 is to contribute to improving the long-term conservation and sustainable use of biodiversity and natural resources in the Pacific ACP region in protected areas and surrounding communities through better use and monitoring of information and capacity development on management and governance.

SPREP is seeking a Systems Developer consultant to assist with BIOPAMA2. In particular the successful applicant will be responsible.

The Pacific Islands Protected Area Portal (PIPAP) is the Pacific region's 'one stop shop' for all information and resources on Protected Areas within the EEZs of SPREP's Pacific member countries. SPREP maintains a range of Drupal based applications for a variety of projects besides PIPAP, so the successful applicant will be working amongst web development peers and will be expected to work closely with SPREP's Information Services Department. Close liaison with IUCN Oceania and the European Commission Joint Research Centre (EC-JRC), the latter of which provide a number of web-based tools to assist the BIOPAMA2 project will also be expected.

Scope of Work

The Scope of work includes the following tasks:

- Upgrade the Pacific Islands Protected Area Portal ([pipap.sprep.org)](pipap.sprep.org) from Drupal 7 to Drupal 8.x.

- Progressively improve the design of, and maintain the PIPAP, as a secure, interactive data platform and website.

- Document requirements, bugs, enhancement tasks and baseline functionality within the project's Gitlab issue register for clear communication and collaboration with project stakeholders present and future.

- Ensure that the PIPAP is able to be used easily and appropriately by national services, partners and stakeholders to store, view and interpret information about

protected areas, biodiversity values, marine and terrestrial ecosystems, species and habitats, pressures and threats, and management and governance.

- Apply security updates on a regular basis to pipap.sprep.org when released by the Drupal security team.

- Encourage and assist national focal points to load protected area data into national data portals.

- Implement an easy to use mapping interface (e.g. using leaflet, openlayers or geonode) for browsing data layers with protected areas of various classifications, as well as layers with supplementary information of use to protected area practitioners. Sourcing data from Geoserver WMS/WFS APIs.

- Facilitate user access to underlying protected area datasets, not only map visualisations.

- Improve the overall site performance of the PIPAP website.

- Promote the use of, and provide training for talanoa.sprep.org to encourage communication and collaboration amongst protected area practitioners and specialists.

- Integrate with the REST APIs of the Pacific Environment Information Network (PEIN) so that when information, publications, knowledge products and resources related to a WDPA protected area is catalogued and updated into PEIN it is automatically also published to PIPAP and associated with the correct area.

Deliverables and Outputs

Deliverables/Outputs	Timeframe
The Pacific Islands Protected Area Portal (pipap.sprep.org) upgraded from Drupal 7 to Drupal 8.x.	March-April 2019
PIPAP design improved, portal maintained as a secure, interactive data platform and website.	March 2019-April 2020
Requirements, bugs, enhancement tasks and baseline functionality documented within the project's Gitlab issue register.	March-May 2019
Ease of use of the PIPAP by national services, partners and stakeholders to store, view and interpret relevant information.	March 2019-April 2020
Security updates applied on a regular basis to pipap.sprep.org	February 2019-April 2020
National focal points assisted to load and backup protected area data to national INFORM data portals.	February 2019-April 2020

User friendly mapping interface developed for browsing data layers with protected areas of various classifications, as well as layers with supplementary information of use to protected area practitioners. Sourcing data from Geoserver WMS/WFS APIs.	April-July 2019
PIPAP users have access to both map visualisations and associated protected area datasets	April-July 2019
Overall site performance of the PIPAP website improved	February 2019-April 2020
talanoa.sprep.org promoted with associated training	August – December 2019
Integration with the REST APIs of the Pacific Environment Information Network (PEIN)	March – June 2019
Monthly progress reports submitted	End of each month
End of Consultancy report submitted	May 2020

Qualifications

Essential

1. Minimum qualifications of a Bachelor degree in Computer Science, Information Technology / Data Management or related field

Knowledge / Experience

Essential

2. At least 5 years relevant work experience in the following:

   a) Applications development and information systems administration/management.
   b) Internet and associated technologies, such as websites and portals (Drupal, SharePoint)

3. Demonstrated experience in the following technical areas:

   - Background in PHP development
   - Source code control using Git.
   - Experience working with implementing online mapping capabilities.
   - Experience working with Drupal
   - Experience working with PostGIS
   - Familiarity with the Agile development methodology
   - Excellent English communication skills

Desirable Technical Expertise / Experience

- Acquia Drupal certification.
- Custom module / theme development with Drupal 7, Drupal 8 or alternative Content
- Management System.
- Ability to design intuitive user experiences
- Docker development environment
- JSON or XML based API integration
- MySQL/PostGIS
- Geonode and/or Geoserver
- CSS, SCSS or SASS
- Leaflet or Openlayers

4. Demonstrated advisory and analytical skills.

5. Demonstrated knowledge of accepted and emerging information technology issues and challenges in the Pacific islands.

6. Demonstrated experience working within a multi-disciplinary and multi-cultural team environment including designing and conducting IT-related training programmes.

7. Excellent written and verbal communication skills including high level of presentation and interpersonal skills and maintaining effective relationships with a diverse group of people.

Evidence

To apply for this consultancy, the applicant's Curriculum Vitae should include at least the following information:
- Educational background
- Additional certifications (e.g. Acquia Drupal Developer Certification)
- Link to drupal.org profile page
- Description and links to recent web projects the applicant has been involved with.
- Examples of contributions to open source projects
- At least three references

Work arrangements

The Systems Developer consultant will work closely with the Island and Ocean Ecosystem Services Programme and with the Information Services Department of SPREP. The Consultant will be based with the SPREP Information Services Department on a full time basis over the duration of the consultancy.