

REQUEST FOR TENDERS

File: AP_4/12/18
Date: 25 April 2019
To: Interested consultants
From: Paul Anderson – Inform Project Manager

Subject: Request for tenders: Systems Analyst Consultant (Inform Project)

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 consultants who can offer their services to assist in providing software development backstopping support for the data portals and indicator state reporting tool developed under the Inform project.
- 2.2. The successful applicant will need to provide services as required of up to 3 years on a retainer basis.
- 2.3. The Terms of Reference that detail the requirements and outputs of the consultancy are attached.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions: list any conditions:
 - Submissions should include a workplan, schedule of activities and financial proposal. Please note all costs, including taxes, insurance and other costs are to be included in the financial proposal. Submitted proposals will be evaluated based on the best value for money.
 - Financial proposals should include the following :
 - Costing of 8 weeks of work annually (2 weeks per quarter)
Hourly/Daily rate for requests outside of the 8 annual weeks of work (this is to cater for any additional requests that may arise)
 - Complete the tender application form provided (*please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV or your Technical Proposal. Failure to do this will mean your application will **not** be considered*).
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- Submit a CV to demonstrate the consultant has the relevant experience, skills and qualifications to carry out this contract successfully.
- Provide three references as part of the tender submission.
- Provide examples of related past work outputs.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and is capable of meeting the specifications and timeframes.
- 4.2. Tender documentation should outline the interested consultant's complete proposal: methods, personnel (and their skill sets/curricula vitae), milestones and final products, timeframes and costs.
- 4.3. All interested parties should submit a cover letter and curricula vitae to be considered for the consultancy.
- 4.4. Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi on maraeap@sprep.org and copy paula@sprep.org before 06 May 2019. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 08 May 2019.

6. Evaluation criteria

SPREP will select a preferred consultant 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: (25%)
 - i. Applications development and information systems administration and management.
 - ii. Upgrading existing systems to ensure security and development support
 - iii. Internet and associated technologies, such as websites and portals (Drupal, React)
 - iv. Software development workflows (use of hosted repositories and boards to document, review, prioritize and assign development tickets)
- 6.2. Demonstrated experience in the following technical areas: (25%)
 - i. Decoupled systems development
 - ii. Programming in client server environments (preferably PHP 7.2 or higher etc)
 - iii. API development technologies such as JSON and XML using multiple schemas.
 - iv. All aspects of software development, use of Agile Methodology and Systems Integration methods.
- 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, experience working with CROP agencies. (15%)
- 6.5. 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%)
- 6.6. Financial Proposal should include: (10%)
 - i. Costing of 8 weeks of work annually (2 weeks per quarter)
 - ii. Hourly/Daily rate for requests outside of the 8 annual weeks of work (this is to cater for any additional requests that may arise)

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: 24 May 2019, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: Systems Analyst Consultant – Inform Project' 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>

TERMS OF REFERENCE **Systems Analyst Consultant (Retainer Agreement)**

Background

The Secretariat of the Pacific Regional Environment Programme or SPREP has received funding assistance from the Global Environment Facility to undertake a regional project that assists 14 Pacific Island Countries to strengthen their national capacity to implement their obligations under the Rio Convention. In addition, the project will help countries to report effectively on how they are progressing with meeting their obligations to the individual secretariats of the UN Convention on Biological Diversity, UN Framework on Climate Change and the UN Convention to Combat Desertification. For the purpose of this project, MEA refers specifically to the 3 Rio Conventions on biodiversity, climate change and land degradation.

The regional project is titled “Building National and Regional Capacity to Implement Multi-lateral Environment Agreements (MEA) by Strengthening Planning and State of Environment Assessment and Reporting in the Pacific”. The project is referred to as the Inform Project. It will establish a Pacific Island Country (PIC) network of national and regional databases for monitoring, evaluating, and analysing environmental information to support environmental planning, forecasting, and reporting requirements at all levels.

The Inform project has produced 2 tools:

1. **Data portals** to store and share environmental data
2. **Indicator State Reporting Tool (ISR)** to assist Pacific islands with meeting multiple, national and international reporting requirements, by reusing indicator-based reporting

The data portals are using the dkan catalogue publishing platform, built on top of Drupal 7. There are currently 17 portals deployed and under continuous development. The ISR is built on Drupal 8 and is currently deployed to 7 countries, with further deployments in the pipeline. It is also undergoing continuous upgrades and improvements. Feedback from the 14 Pacific island countries is regularly collected and interpreted into features/functions to be included in future tool iterations of the tools as well.

Objective:

The purpose of this consultancy is to provide software development backstopping support for the data portals and the indicator state reporting tool. All required development work is tracked using Gitlab and should be well documented.

The backstopping support requires development hours allocated towards completing tickets. Completion of these tickets are the deliverables for the consultancy. They are to be created, prioritized and allocated on the platform Gitlab. Detailed documentation is required with each ticket and where necessary, the creation or modification of help files – text and video – to ensure end users can utilize introduced or updated functions.

The successful applicant will need to provide services as required of up to 3 years on a retainer basis.

The deliverables, timeframe and payment schedules are defined as follows:

Support Retainer	Payment:
3 Years (960 hours) Priority Tickets: Improve harvesting from open data portals DKAN to DKAN2 Upgrade	Quarterly based on hours

Custom CI/CD workflow tests	
Additional hours based on a as required base	Based on additional hours