

REQUEST FOR TENDERS

RFT: 2022/010
File: AP_3/31/19/1
Date: 4 March, 2022
To: Interested suppliers
From: Monifa Fiu, GCCA+ SUPA SPREP Team Leader/Impacts Analysis Adviser

Subject: Request for tenders (RFT): GCCA+ SUPA Systems Database Developer for Impacts Database.

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. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - We value the Environment
 - We value our People
 - We value high quality and targeted Service Delivery
 - We value Integrity
- 1.3. The Global Climate Change Alliance Plus Scaling Up Pacific Adaptation (GCCA+ SUPA) Project, in particular the SPREP component will undertake an impact analysis methodology designed and tested with information on past adaptation interventions completed in the past 5-years in four countries. These are Tonga, Palau, Cook Islands, and the Federated States of Micronesia. Key criteria for assessing past interventions include:
 - (i) effectiveness,
 - (ii) sustainable social and behavioural changes e.g. enhanced decision making skills for women and vulnerable groups,
 - (iii) successful lessons and practices, and;
 - (iv) overall sustainability of completed climate change adaptation interventions.

The impact methodology is being tested on a spectrum of adaptation interventions across key priority sectors of coastal protection, water security, resilient agriculture measures and marine resources management. The four countries to trial the impacts analysis methodology are Tonga, Palau, Cook Islands and Federated States of Micronesia. Results of the impact methodology will be integrated into a user-friendly database module which can be added to existing national climate change portals. Training will be provided so that countries can install, populate, and customise the adaptation Impacts Database and apply it to inform their national prioritisation and decision making. The other countries taking part in this GCCA+ SUPA Action will be involved in training activities and information sharing sessions at regional meetings.

- 1.4. This tender procedure is for the design and development of an Impacts Database for the GCCA+ SUPA Project.



1.5. 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 professionals in this area of expertise who can offer their services to the GCCA+ SUPA Project at SPREP.

2.2. Services requested:

- i. Prepare a plan and schedule detailing the delivery of this work.
- ii. Analyse and document in detail the business needs and the processing requirements of the new system including a review of the physical processes and activities of the existing systems.
- iii. Generate, evaluate, and review alternatives with provision of prototypes on how the Impacts database should look like.
- iv. Design the solution system based on the requirements defined and decisions made during analysis.
- v. Build, test and install a reliable information system with trained users ready to benefit as expected from use of the system.
- vi. Report and issue feedback to the GCCA+ SUPA SPREP Project Team and SPREP IT at the end of each phase of analysis, design, implementation, and ongoing support.
- vii. Trainings for database (users and technical) to be provided for national focal contacts for sustained maintenance and use of the system.
- viii. Provide support for resolving any issues to keep the system operating initially and during the lifetime of the system with support to the users and maintenance of the system.

2.3. Full specifications for the Terms of Reference and the specific statement of work for this tender are set out in Annex A.

2.4. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct. https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.

2.4. SPREP Standard Contract Terms and Conditions are non-negotiable.

3. Conditions: information for applicants

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

- i. Submit details of tertiary qualification in Database Development/Information Management or equivalent.
- ii. Must have at least 5 years' proven experience in systems analysis, design, and development.
- iii. Proven experience in designing web-based application with key focus of information sharing, document repositories and working knowledge of Metadata standards.
- iv. Good understanding on the current information/communication technologies and current challenges being faced in the Pacific.



- v. Submit a detailed Curriculum Vitae (CV) to demonstrate that consultant has the relevant experience, skills, work ethics, and qualifications to carry out this contract successfully.
 - vi. Complete the tender application form – *(Please note you are required to complete all areas in full as requested on the form, particularly the statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to complete the tender application form will result in the application NOT being considered).*
For the Technical and Financial proposals you may attach these separately;
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall into any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and can meet the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested supplier's complete proposal:
- a) **SPREP Tender Application form and conflict of interest form.** *(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. Failure to do this will mean your application will not be considered).*
For the Technical and Financial proposals you may attach these separately.
 - b) **Honour form**
 - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference and includes a detailed work plan and schedule of activities; and.
 - e) **Financial Proposal** – complete the form provided with a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD). The proposal should be for consultancy fees costs, inclusive of all costs, including taxes, facilities, insurance, local travel, and associated costs, should be included in the financial proposal. Submitted proposals will be evaluated based on the best value for money.
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.



- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 16 March 2022. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 18 March 2022.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

6. Evaluation criteria

- 6.1. 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.
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.
 - i. Tertiary qualifications in Database Development/Information Management or equivalent (15%).
 - ii. At least five years of proven experience in systems analysis, design, development, and user-based training (15%).
 - iii. Proven experience in designing web-based application with key focus of information sharing, document repositories and working knowledge of Metadata standards (20%).



- iv. Good understanding on the current information/communication technologies and current challenges being faced in the Pacific (20%).
- v. Detailed technical proposal/workplan including timeframe (15%).
- vi. Detailed financial proposal (15%).

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

8. Deadline

- 8.1. **The due date for submission of the tender is: 01 April 2022, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3. Please send all tenders clearly marked 'RFT 2022/010: GCCA+ SUPA Systems Database Developer for Impacts Database.' to one of the following methods:

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

Email: tenders@sprep.org (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders box at SPREP reception,
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in



submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

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

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.

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



ANNEX A

TERMS OF REFERENCE

GCCA+ SUPA Systems Database Developer for Impacts Database.

1. Objectives of the Contract

This tender procedure is for the provision of technical services for the GCCA+ SUPA Project at SPREP to conduct the design and development of Impacts Database and provide technical support in liaison with the GCCA+ SUPA SPREP Project Team and SPREP IT.

2. Scope of Work and Description of Key Activities

Reporting to the GCCA+ SUPA SPREP Team Leader/Impacts Analysis Adviser and SPREP IT Systems Developer/Analyst, the consultant will work with the SPREP team to design, build, test and install a reliable Impacts Database.

Specifically:

- Work with the GCCA+ SUPA SPREP Project Team and SPREP IT Systems Developer/Analyst to prepare a plan on requirements for a new system upon a review of existing system.
- Generate, evaluate, and review options with provision of prototypes on how the Impacts Database should look like.
- Build, test and install a reliable information system with trained users ready to benefit as expected from use of the system.
Trainings for database (users and technical) to be provided for national focal contacts for sustained maintenance and use of the system.

3. Specific Tasks

The following essential functions are to be conducted under the guidance of the GCCA+ SUPA SPREP Project Team and SPREP IT Systems Developer/Analyst. These essential functions include, but are not limited to:

- Prepare a plan and schedule detailing the delivery of this work.
- To analyse and document in detail the business needs and the processing requirements of the new system including a review of the physical processes and activities of the existing systems.
- Generate, evaluate, and review alternatives with provision of prototypes on how the Impacts Database should look like.
- To design the solution system based on the requirements defined and decisions made during analysis.
- To build, test and install a reliable information system with trained users ready to benefit as expected from use of the system.
- Report and issue feedback to the GCCA+ SUPA SPREP Project Team and SPREP IT at the end of each phase of analysis, design, implementation, and ongoing support.
- To develop a module for inclusion in the impact database integrated to the Pacific Climate Change Portal (PCCP) 'starter pack' for national portals.
- Trainings for database (users and technical) to be provided for national focal contacts for sustained maintenance and use of the system.
- Provide support for resolving any issues to keep the system operating initially and during the lifetime of the system with support to the users and maintenance of the system.

4. Logistical and Reporting Arrangements

The consultancy will be funded through the GCCA+ SUPA Project at SPREP.

There is scope for this to be a remote working consultancy, therefore internet access is compulsory.

The consultant is to have own their technical equipment required to undertake this work.

The consultant will liaise with the GCCA+ SUPA SPREP Project Team Leader and SPREP IT Systems Developer/Analyst, for support and guidance.

5. Evaluation Criteria

Technical and Financial Evaluation Criteria		Obtaining Score
i.	Tertiary qualifications in Database Development/Information Management or equivalent.	15%
ii.	At least five years of proven experience in systems analysis, design, development, and user-based training.	15%
iii.	Proven experience in designing web-based application with key focus of information sharing, document repositories and working knowledge of Metadata standards.	20%
iv.	Good understanding on the current information/communication technologies and current challenges being faced in the Pacific.	20%
v.	Detailed technical proposal/workplan and methodology including timeframe.	15%
Total (Technical)		85%
Financial		
vi.	Detailed financial proposal.	15%

6. Requirements

The consultancy seeks to establish an online database system. It will also act as a portal for the public to browse the data that has been collected by the GCCA+ SUPA SPREP Project Team.

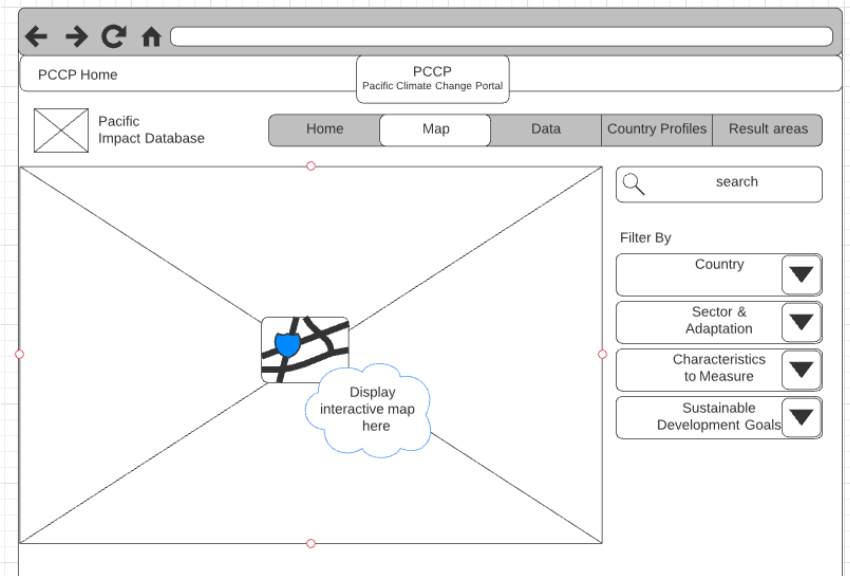
User Profiles

We expect the following user profiles and access to the system:

Role	Tasks
Public/Unauthenticated	<ul style="list-style-type: none"> Browse the public site Perform simple queries on the data using facets and filters Download the data
Impacts Admin	<ul style="list-style-type: none"> Update Impacts Database data Manage users (create, block) Manage content/navigation
Site Admin	<ul style="list-style-type: none"> Full Access

Wireframe

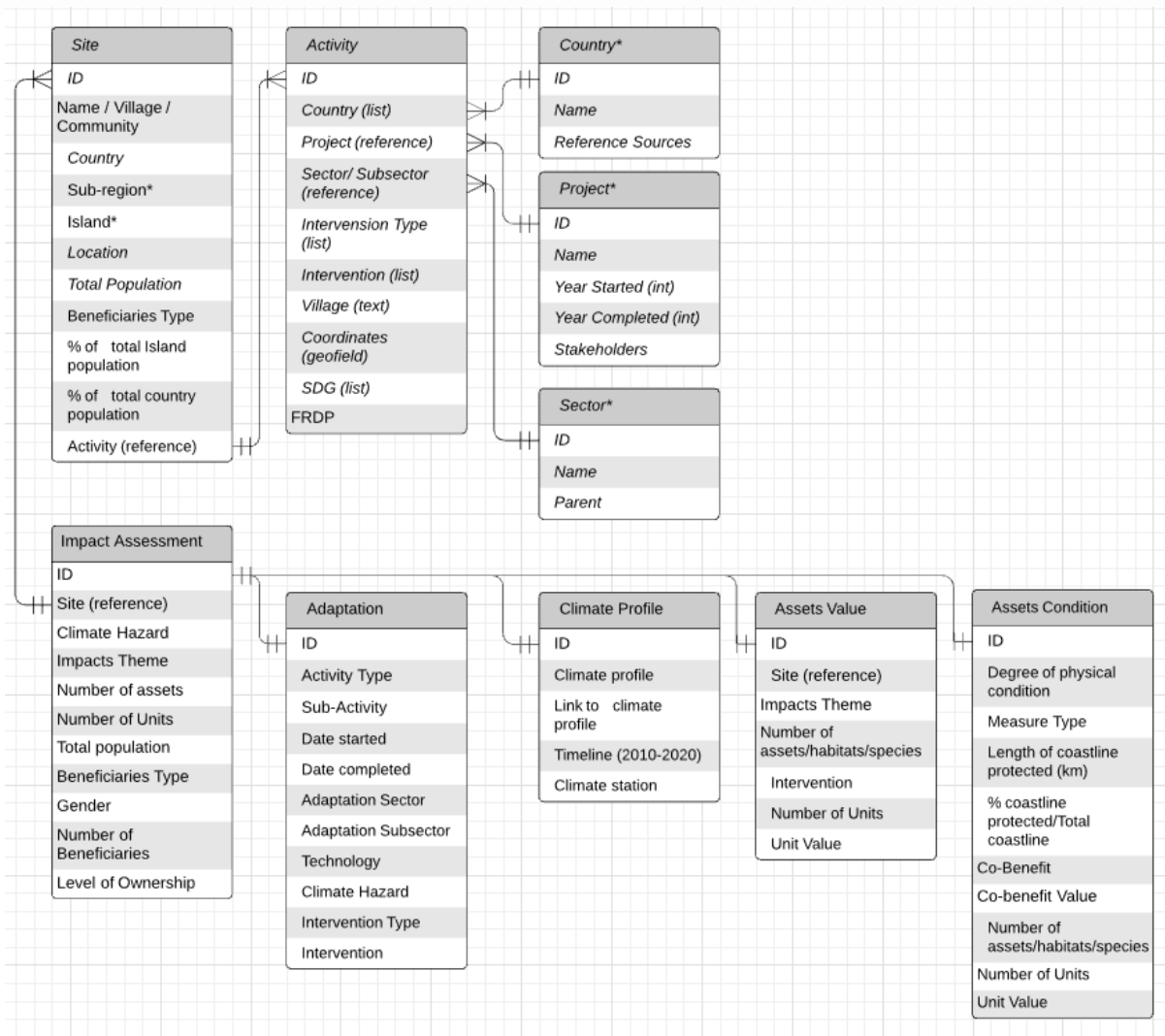
The following wireframe can be used as a guide for bidding. Actual wireframes will be developed by the consultant in consultation with SPREP.



On this screen, the user will be able to query the data by applying different filters or performing a search. The left side will display an interactive map of the Pacific islands, showing various sites with basic information displayed when the user hovers the mouse on them. Clicking on a site would show more details about it. Inspiration can [found here](#).

ER Diagram

The following ER Diagram can be used as a guide for bidding. Actual ER Diagram will be developed by the consultant in consultation with SPREP.



Systems Integration

The following systems integration is expected:

- SPREP Virtual Library - It is expected that all publications uploaded to the Impacts database will be sent via [Web API \(json\)](#) to the SPREP Virtual Library for cataloguing. As required, publications may also be pulled across from the SPREP Virtual Library.
- Single Sign On (SSO) – Authenticated users will be able to sign in using Azure AD using [Open ID](#). Authentication configurations will be provided.
- Google Analytics (GA) – GA code will be provided.

Skills Required

- Systems Analysis
- Programming
- In-depth knowledge of Drupal 9
- Oral and written fluency in English

Preferred technology stack

The solution should be in line with SPREPs' technology stack which include:

- Latest stable [Drupal 9](#)
- Docker using [docker4drupal](#) docker-compose yaml which includes:
 - o Php 7.4 (or later), MariaDB, Nginx, Varnish, Redis, Solr



- Production version deployed using [wodby service](#)
- Gitlab for git version control system and issue tracking

7. Timeline

The consultant will work closely with SPREP for up to 8 months from agreed start date until the end of December 2022.

8. Working Arrangements

The consultant will work remotely until able to travel for site implementation purpose and project meetings.

The consultant will work under the direction of the GCCA+ SUPA SPREP Team Leader and SPREP IT Systems Developer/Analyst with monthly updates to the GCCA+ SUPA SPREP Project Team reporting against agreed tasks and output(s) delivered.

The consultant will need to demonstrate that he/she is legally entitled to work.

9. Project Management

The execution of this consultancy work requires the capacity to manage several orders simultaneously and to ensure coordination between all parties involved, where needed.

Where instruction is challenging to address via email, the consultant is expected to interact with the GCCA+ SUPA SPREP Project Team and other relevant colleagues via teleconference and other virtual platforms (Zoom Cloud Meetings, Microsoft Teams).

10. Duration of the Consultancy

This consultancy will run up to the end of December 2022 and commencing as soon as practical.