



REQUEST FOR TENDERS

RFT: PBS 2024 - 003
File: AP_4/13/1, AP 2/43
Date: 19 April, 2024
To: Interested consultants
From: Tavita Su'a_Pacific Environment Portal Systems Developer and Analyst

Subject: Request for tenders (RFT): Software Developer – Seabirds Database and Coral Reef Monitoring Mechanism (Service- Consultancy) Act 1.3.2.

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

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to provide software development support and technical backstopping for the maintenance of the Pacific Environment Portal (PEP), Indicator Reporting Tool (IRT) and related network of national data portals (14 instances).
- 2.2. The successful applicant will need to provide services as required for two years on a retainer basis.
- 2.3. The Terms of Reference of the consultancy that detail the requirements and outputs of the consultancy 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/spreporganisational-values-code-of-conduct.pdf. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.5. SPREP Standard Contract Terms and Conditions are non-negotiable.



3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
- i. Submission should include a workplan, schedule of activities and financial proposal. Please note that all costs, including taxes, insurance and of the costs are to be included in the financial proposal. Submitted proposals will be evaluated based on best value for money.
 - ii. Submit a detailed Curriculum Vitae detailing qualification and previous relevant experience for each proposed personnel;
 - iii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iv. 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. Failure to do this will mean your application will **not** be considered*).
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.
 - v. Must meet local registration requirements
- 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 consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting 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 consultant'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*).
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.



SPREP

Secretariat of the Pacific Regional
Environment Programme

- 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.
 - e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes. Financial proposals should include the following:
 - a. Costing of 8 weeks of work annually (2 weeks per quarter)
 - b. Hourly/Daily rate for requests outside of the 8 annual weeks of work (this is to cater for any additional requests that may arise)
 - f) Where relevant provide:
 - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)
- 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 3rd May 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 7th May 2024.
- 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.**



SPREP

Secretariat of the Pacific Regional
Environment Programme

- 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 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 tender 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. Technical Score – 80%

Criteria	Detail	Weighting
Experience	Minimum qualifications of a bachelor's 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).	15%
	At least 7 years relevant work experience in applications development and information systems administration/management, internet and associated technologies, such as websites and portals (Drupal, Share-Point) and technical project management.	15%
	Demonstrated experience in the following technical areas: <ul style="list-style-type: none"> I. PHP development II. Source code control using Git. III. Implementing online mapping capabilities. IV. Working with Drupal V. All aspects of software development, use of Agile methodology and systems Integration methods VI. Geoserver VII. Python scripting VIII. JSON or XML based API integration IX. Custom module/theme development with Drupal 9 or higher or alternative content management system. X. MariaDB/PostGIS XI. CSS, SCSS or SASS XII. Continuous integration and Continuous Delivery (CI/CD) XIII. User Experience (UX) Design 	20%



SPREP

Secretariat of the Pacific Regional
Environment Programme

	Demonstrated analytical skills, and excellent written and verbal communication skills including high level of presentation and interpersonal skills and maintaining effective relationships with a diverse group of people.	10%
	Demonstrated knowledge of accepted and emerging information technology issues and challenges in the Pacific islands, familiarity with the CROP agencies.	5%
	Demonstrated experience working within a multi-disciplinary and multi-cultural team environment including designing and conducting IT-related training programmes.	5%
Technical Proposal/ Methodology	Development of workplan and schedule of activities	10%

II. Financial Score – 20%

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



SPREP

Secretariat of the Pacific Regional
Environment Programme

- 8.1. **The due date for submission of the tender is: 24th May 2024, 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 PBS 2024- 003: Software Developer – Seabirds Database and Coral Reef Monitoring Mechanism (Service Consultancy)'

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

Software Developer - Seabirds Database and Coral Reef Monitoring Mechanism

1. Background

The Secretariat of the Pacific Regional Environment Programme (SPREP) is implementing a proposed component within the framework of an existing Financing Agreement between the Organisation of African, Caribbean and Pacific States (OACPS) and the European Union (EU) for the implementation of the Intra-African Caribbean Pacific (ACP) Support Programme for ACP Small Island Developing States (SIDS) and Coastal Countries. The programme has been approved under the Intra-ACP Cooperation - 11th European Development Fund Strategy Paper and Indicative Programme 2014-2020 programming actions for ACP regional organizations/institutions and countries.

The programme component for the Pacific ACP region with the title ***The Pacific Biodiversity and Sustainable Land-Seascapes (Pacific BioScapes) Programme; (PBS)***, managed and implemented SPREP, will contribute to the sustainable development of Pacific SIDS by supporting and improving the management and sustainable use of marine and coastal resources. The programme will apply ridge-to-reef and other management approaches for both marine and terrestrial environments and to contribute to addressing barriers to effective conservation and sustainable use of biodiversity.

The Pacific Environment Portal (PEP) and network of national data portals developed by SPREP through an initiative known as the Inform Project is the premier online data catalogue for environmental data and information in the Pacific region. It is a robust online solution for discovering, accessing, and sharing environmental data at the national, regional, and global levels. Designed with a focus on user-friendliness and data security, the PEP facilitates the monitoring, evaluation, and analysis of environmental trends and conditions. It is developed on the EKAN open-source data management platform built on Drupal. Key Result Area 1 of the Pacific BioScapes Programme, Activity 1.3 focuses on strengthening regional and national decision-making processes for sustainable management and use of coastal and marine biodiversity by improving the use of information and communication technologies for data management and analysis, and availability of data through information portals. Sub-activity 1.3.2 focuses on Strengthening the SPREP Inform Environment Data Portal(s).

SPREP is also implementing the UNEP CIS-Pac5 Programme on Enhancing Climate Information and Knowledge Services for Resilience in 5 island countries of the Pacific Ocean which includes Cook Islands, Niue, Palau, The Republic of the Marshall Islands and Tuvalu. The PEP is currently being managed by the project's Pacific Environment Portal Systems Developer and Analyst (PEPSDA) who is working with the PBS project team to integrate data from a recent Pacific region seabird survey to (1) build a seabird database into the PEP at the regional level and subsequent national seabird databases for each of SPREP's 14 member countries on their national data portals, (2) facilitate the development of a coral reef monitoring mechanism and (3) review and upgrade the Indicator Reporting Tool (IRT).

In addition to the PEP, SPREP maintains a range of Drupal based applications for a variety of projects, 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 Pacific BioScapes Programme team and the Environmental Monitoring and Governance (EMG) programme of SPREP.



2. Objective

SPREP is seeking a Software Developer to execute upgrades, provide software development for requested feature upgrades and maintenance support for the Pacific Environment Portal (PEP). All required development work is to be tracked and documented utilising Gitlab.

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

The Scope of Work, timeframe and payment schedule are outlined as follows:

Support Retainer	Payment
<p>2-Year retainer basis (up to 450 hours)</p> <p>Priority Tickets:</p> <ul style="list-style-type: none">• Support the PEPSDA to maintain the PEP and related network of national data portals (15 total) as secure, interactive online data platforms• Review the Seabird Colony Database (MS Excel spreadsheet) and add it on showcase for the Pacific on the PEP and localized versions of the database for each of the 14 national data portals• Add functionality on the PEP to facilitate the process on adding/modifying the Seabird Colony Database• Develop dashboards based on data from the Seabird Colony Database• Upgrade the PEP network of portals (15) and the Indicator Reporting Tool (IRT) to the latest version of Drupal and apply core updates as they become available.• Apply security updates on a regular basis or as required.• Upgrade to newer software versions and update systems as needed.• Maintain existing PEP and national data portals integration points with other online platforms.• Integrate relevant web-based tools with the PEP and IRT including the UNEP developed DaRT• Collaborate with the project team to develop coral reef monitoring mechanism dashboards and workflow documentation on the PEP• Maintain and improve the existing PEP datasets map interface a map-based search function• Provide 'emergency' support to address unforeseen operational and/or performance issues with the PEP that may arise from time to time.• Additional feature requests as required	<p>Quarterly based on hours</p>



SPREP

Secretariat of the Pacific Regional
Environment Programme

- | | |
|--|--|
| <ul style="list-style-type: none">• Create and maintain Continuous Integration (CI) tests for Coding Standards, PHP compatibility, Use of deprecated functions, Functional and Regression testing. | |
|--|--|

3. Qualifications

Essential

1. Minimum qualifications of a bachelor's 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).

Knowledge / Experience

Essential

2. At least 7 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)
- c) Technical project management

3. Demonstrated experience in the following technical areas:

- I. PHP development
- II. Source code control using Git.
- III. Implementing online mapping capabilities.
- IV. Working with Drupal
- V. All aspects of software development, use of Agile methodology and systems integration methods
- VI. Geoserver
- VII. Python scripting
- VIII. JSON or XML based API integration
- IX. Custom module / theme development with Drupal 9 or higher or alternative content management system.
- X. MariaDB/PostGIS
- XI. CSS, SCSS or SASS
- XII. Continuous Integration and Continuous Delivery (CI/CD)
- XIII. User Experience (UX) Design

4. Demonstrated advisory and analytical skills.

5. Demonstrated knowledge of accepted and emerging information technology issues and challenges in the Pacific islands, familiarity with CROP agencies.

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.

4. Work arrangements

The consultant will work closely with and liaise regularly via email and through virtual calls (via Zoom) with the Pacific Environment Portal Systems Developer and Analyst at SPREP, and with the Pacific BioScapes Programme team of SPREP.

5. Remuneration

The budget for services provided is up to **USD 50,000** based on the submission and acceptance by the Pacific Environment Portal Systems Developer and Analyst with approval from the Pacific BioScapes Programme Manager of SPREP, of quarterly progress reports and invoices.

6. Duration of Consultancy

This consultancy is expected to run for a total of 24 months and will end no later than July 2026.

7. Submit Bid – for 2-year retainer (up to 450 hours) + an hourly/daily rate for additional hours.