REQUEST FOR TENDERS

RFT: 2021/022
File: AP_4/13/10/4
Date: 11 March, 2021
To: Interested consultants
From: Vainuupo Jungblut – Protected Areas Officer

Subject: **Developer Specialist – 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.   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 would like to call for tenders from qualified and experienced consultants who can offer their services to provide software development backstopping support for the Pacific Islands Protected Area Portal (PIPAP).

2.2.   The successful applicant will need to provide services as required for 2 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:

   i.   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.
   ii. 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)
   iii. 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).*

iv. Sign the conflict of interest form provided.
v. Submit a CV to demonstrate the consultant has the relevant experience, skills and qualifications to carry out this contract successfully.
vi. Provide examples of related past work outputs.
vii. 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

4. Submission guidelines

4.1. 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.

4.2. Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.

4.3 Provide three referees relevant to this tender submission, including the most recent work completed.

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 procurement@sprep.org 29 March 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 31 March 2021.

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. 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). (20%)

6.2. At least 5 years relevant work experience in applications development and information systems administration/management, internet and associated technologies, such as websites and portals (Drupal, SharePoint) and technical project management. (15%)

6.3. Demonstrated experience in the following technical areas: (20%)
    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.   Geonode and/or Geoserver

     vii.   Python scripting

   viii.   JSON or XML based API integration

     ix.   Custom module/theme development with Drupal 8 or higher or alternative content management system.

      x.   MySQL/PostGIS

     xi.   CSS, SCSS, SASS

6.4. Demonstrated advisory and analytical skills. 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%)

6.5. Demonstrated knowledge of accepted and emerging information technology issues and challenges in the Pacific islands, familiarity with the CROP agencies. (10%)

6.6. Demonstrated experience working within a multi-disciplinary and multi-cultural team environment including designing and conducting IT-related training programmes. (5%)

6.7. Development of workplan and schedule of activities (10%)

6.8. Detailed financial proposal (10%)

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8. Deadline

8.1. **The due date for submission of the tender is: 08 April 2021, 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 2021/022: Developer Specialist – 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 (MOST PREFERRED OPTION)
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
Developer Specialist 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.

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.

Objective
SPREP is seeking a Developer Specialist consultant to provide software development and maintenance backstopping support for the Pacific Islands Protected Area Portal (PIPAP). All required development work is to be tracked and documented utilising Gitlab.

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, 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 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
2-Year retainer basis (up to 530 hours) **Priority Tickets:** - Upgrade PIPAP to Drupal 9 - Apply security updates on a regular basis - Upgrade to newer software versions and update systems as needed.	**Quarterly based on hours**

• Maintain the PIPAP, as a secure, interactive data platform and website • Maintain and enhance existing PIPAP integration points with other platforms. • Manage and maintain the Campaign Monitor software. • Integrate relevant web-based tools with the PIPAP • Add links to existing protected area maps on PIPAP country pages, integrate contextual data as base layers to the PIPAP. • Maintain and improve existing mapping interface	
Additional hours based on a 'as required' basis.	**Based on additional hours**

Qualifications
Essential
1. 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).
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)
      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
    I. All aspects of software development, use of Agile Methodology and Systems Integration methods
    II. Geonode and/or Geoserver
    III. Python scripting
    IV. JSON or XML based API integration
    V. Custom module / theme development with Drupal 8 or higher or alternative content management system.
    VI. MySQL/PostGIS
    VII. CSS, SCSS or SASS

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

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.

Work arrangements
The consultant will work closely with the Island and Ocean Ecosystems (IOE) Programme and with the Information Services Department of SPREP.

Submit Bid – for 2-year retainer (up to 530 hours) + an hourly/daily rate for additional hours.