REQUEST FOR TENDER

File: AP 2/15/5
Date: 25 May, 2020
To: Interested suppliers
Contact: Ainsof So'o, Systems Developer/Analyst

Subject: **Upgrade of the Regional Turtle Research and Monitoring database System (TREDS) READVERTISEMENT - EXTENDED**

---

1. Background

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

1.2. The Turtle Research and Monitoring Database System (TREDS) provides invaluable information for Pacific island countries and territories to manage their turtle resources. TREDS can be used to collate data from standings, tagging, nesting, emergence and beach surveys as well as other biological data on turtles.

1.3. For more information, see: www.sprep.org or www.sprep.org/thetreds

2. Specifications: statement of requirement

2.1. SPREP is seeking the assistance of a short-term consultant to develop a Drupal 8 information system based on the TREDS systems specification document in consultation with SPREP.

2.2. Expected Tasks (refer Terms of Reference attached for more details):
  i.   Redevelop TREDS in Drupal using systems specification provided in consultation with SPREP
  ii.   Migrate TREDS data from Ms Access to Drupal
  iii. Provide user and technical training
  iv.   Use a staging server that is accessible by SPREP for testing
  v.   Deliver sprints regularly (1-4 weeks) for comments
  vi.   Develop a built-in online help/documentation system that is printer friendly

3. Conditions: information for applicants

3.1. To be considered for this work, interested suppliers must meet the following conditions:
  i.   Minimum qualification - bachelor's degree in computing systems or a related field.

ii. Submit a CV to demonstrate that you have the requisite skills and experience to carry out this contract successfully.

iii. Provide three references or names of referees as part of the submission.

4. Submission guidelines

4.1. Tender submission 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. Describe any additional minimum content and format requirements.

4.2. Tender submission should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs. Timeframes and costs should be broken down by sprint.

4.3 Complete the **application form** provided (note you are required to complete all areas in full as requested, particularly the statements to demonstrate you meet the selection criteria **DO NOT** refer us to your CV or Technical proposal. Failure to do so will result in the application **NOT** being considered)

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

5. Clarification

5.1. Any clarification questions from applicants must be submitted by email to maraeap@sprep.org and copy ainsofs@sprep.org before 27 May 2020. A summary of all questions received with associated responses will be posted on the SPREP website by 28 May 2020.

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/bidder offers the best value for money, and that the tenderer/bidder satisfies the following criteria.

Criteria	%	Guidelines for Success
Experience in Systems Analysis	4	Give examples of recent systems analysis work. Prefer migration projects
Experience with Drupal (D8 - site building and module development)	14	Give examples of recent projects that involved drupal 8 site building, configuring contrib modules and creating custom modules. Prefer contributions to open source projects
Experience with building online systems (private portals, databases, enterprise systems)	20	Give examples of recent projects where you have built private portals, databases and/or enterprise systems including tools used. Also highlight some key features of these online systems

Working knowledge of "off-line first" applications (drupal deploy, couch db)	10	Give examples. Prefer drupal deploy and couch db
Working knowledge of related tools (git, drush, docker)	4	Give examples
Working knowledge of Ms Access and VB	6	Give examples. TREDS will be migrated from Ms Access to Drupal
Working knowledge of releasing and supporting open source software	4	Give examples. TREDS is planned to be released open source
Knowledge of environmental issues in the region	4	Give examples. Prefer suppliers with experience in the conservation sector
Experience in the region	4	Give examples. SPREP is based in the Pacific
Financial Proposal	30	Best value for money

7. Deadline

7.1. **The due date for submission of the tender is: 29 May 2020, midnight (Apia, Samoa local time)**

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

7.3 Please send all tenders clearly marked 'Request for Tenders: Upgrade of TREDS, readvertisement - EXTENDED'

Mail: SPREP
            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/bids and the lowest or any tender/bid will not necessarily be accepted.

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

Terms of Reference
(Upgrade of TREDS)

Background

The Turtle Research and Monitoring Database System (TREDS) provides invaluable information for Pacific island countries and territories to manage their turtle resources. TREDS can be used to collate data from standings, tagging, nesting, emergence and beach surveys as well as other biological data on turtles.

The TREDS upgrade uses a phased approach as funding becomes available. The systems specification for the TREDS upgrade was completed in October 2017. It specifies the key features required for the upgrade as well as a data migration strategy and recommended technology to upgrade TREDS from Ms Access to Drupal. Funding is now available to build the upgraded version and migrate the data.

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

Expected tasks
- Redevelop TREDS in Drupal using systems specification provided in consultation with SPREP
    - Review systems specification and recommend changes as necessary
    - Deploy final release on latest Drupal version
        - Do not use any deprecated functions to improve compatibility to Drupal 9
    - Use the git repository provided by SPREP for deployment (Gitlab)
    - Use the issue tracker for managing issues/tickets (Gitlab or similar)
    - Preference: Development environment is compatible with docker4drupal
    - Preference: Integrate automated testing to ensure continuous integration
- Migrate TREDS data from Ms Access to Drupal
- Provide user and technical training
- Use a staging server that is accessible by SPREP for testing
- Deliver sprints regularly (1-4 weeks) for comments
- Develop a built-in online help/documentation system that is printer friendly

Timeframe
- Expected timeframe: up to 13 weeks

Skills Required
- Systems Analysis
- Programming
- In-depth knowledge of Drupal 8
- Working knowledge of "off-line first" applications
- Working knowledge of Ms Access and VB
- Oral and written fluency in English

Preferred software stack
- Docker using [docker4drupal docker-compose yaml](#) which includes:
    - Php 7.3 (or later), Maria Db, Nginx, Varnish, Redis, Solr (or similar)

Wireframes

http://prod.treds-wireframes.sprep.wod.by/
u: treds
p: treds

Systems Specification

https://cloud.sprep.org/owncloud/index.php/s/wj9jbhNtaeRxkOV
p: treds12#

Budget

The expected tasks work plan should outline costs for each stage with a total budget not exceeding USD 65,000.

Note - All travel related costs for the training will be covered by SPREP.
SPREP takes note of the current global restrictions on travel and uncertainty due to the global pandemic. If travel is not feasible within the desired timeframe of the contract, the training will need to be carried our remotely.

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.