



## IWCAM Project Coordination Unit

C/O Caribbean Environmental Health Institute, The Morne, P.O. Box 1111, Castries, St. Lucia  
Tel: 1 – (758) – 452 – 2501, 1412; Fax: 1 – (758) – 453 – 2721  
URL: [www.iwcam.org](http://www.iwcam.org)

### The Global Environment Facility – funded Integrating Watershed and Coastal Areas Management (GEF-IWCAM) Project

#### Request for Proposals

#### Development of a GEF-IWCAM Clearing House Mechanism (CHM)

##### 1) Background

The Global Environment Facility – funded Integrating Watershed and Coastal Areas Management (IWCAM) Project was approved by the Global Environment Facility (GEF) in May 2004. The project is five (5) years in duration and began in the last quarter of 2005. The Project Coordination Unit (PCU) is located at the Caribbean Environmental Health Institute (CEHI), in Castries, Saint Lucia.

The overall objective of the Project is to strengthen the commitment and capacity of the participating countries to implement an integrated approach to the management of watersheds and coastal areas.

Thirteen Caribbean SIDS participate in the project including: Antigua & Barbuda, The Bahamas, Barbados, Cuba, Dominica, Dominican Republic, Grenada, Haiti, Jamaica, Saint Kitts & Nevis, Saint Lucia, Saint Vincent & the Grenadines and Trinidad and Tobago.

Five major components were identified under the overall IWCAM Project: Demonstration, Capture and Transfer of Best Practices; Development and Monitoring of IWCAM Impact Indicators; Policy, Legislation and Institutional Reforms; Regional and National Capacity Building and Sustainability; and Regional Project Management and Coordination.

The United Nations Environment Programme (UNEP) and the United Nations Development Programme (UNDP) are co-implementing the GEF-IWCAM Project. The Secretariat of the Cartagena Convention (UNEP-CAR/RCU) and CEHI are co-executing it, on behalf of the 13 small-island developing states of the Wider Caribbean Region.

Additional information on the Project may be found on the Project website: [www.iwcam.org](http://www.iwcam.org)

The GEF-IWCAM Project is by nature integrated therefore high priority is given to developing critical linkages and relationships for information sharing. Stakeholder participation is also an essential component of the Project and this can be supported by effective sharing and dissemination of all project information to and between all parties. The CHM must serve all thirteen Participating Countries as well as the wider public.

The Project will generate outputs that must be made available via the CHM if they are to reach as many stakeholders as possible. While most outputs will be open-access; a few will be limited access.

These outputs include:

- national **reports**; meeting reports; assessment reports (e.g. GIS Assessment Report); roadmaps (e.g. GIS Road Map)
- compilations of various kinds (policies, laws, regulations);
- **toolkits**;
- **templates** (e.g. the indicator template);
- **databases** (e.g. as above);
- **public education and outreach materials** (including newsletters, bulletins, photographs, videos, decision-makers briefing sheets);
- **manuals** and compilations of examples of best practice and lessons learned
- **maps and GIS resources**

## **2) Purpose of Consultancy**

In line with the GEF-IWCAM Project's goal to promote the IWCAM approach and provide access to information and resources on IWCAM, even after the Project has been completed, the PCU is seeking to create a CHM which will be openly accessible through the internet and which is part of its Project Information Management System (PIMS). This CHM will serve the dual function of creating a window (information platform) for the GEF-IWCAM Project and its activities to the outside world, and will also be a gateway to information and resources on the IWCAM approach.

To achieve this aim, it will be necessary to:

- Design and develop an internet based information platform which can accommodate the components listed above and is accessible to all.
- Collect and input relevant information, data and resources.
- Train designated personnel (in the PCU and the two Executing Agencies, CEHI, which will have long term responsibility for the IWCAM CHM, and UNEP CAR/RCU, which has responsibility for other CHMs and will expand upon this system for the Wider Caribbean) to provide ongoing support and maintenance for the information platform.

This Terms of Reference relates to the recruitment of an IT consultant to provide the design and development of the CHM as well as training to enable support and maintenance of the CHM in the long term.

## **3) The Clearing House Mechanism – desired functionality**

The IWCAM CHM must be fully cross-compatible therefore there must be consistency in standards for metadata, indexing, searching and other critical components. The CHM should allow the user to:

- Search, discover and access information and data about the IWCAM approach
- Obtain up-to-date information about IWCAM
- View on-line GEF-IWCAM Project documents, IWCAM reference documents, reports, meeting information, resources such as toolkits etc. and other publications
- Find information about implementing agencies, partner institutions etc.
- Link directly to the sites of related agencies, giving access to information on their activities and resources available online.
- Provide comments and feedback.

## **4) Sustainability of the Clearing House Mechanism**

While the PCU will manage the Project Information Management System (PIMS), including the CHM, during the life of the Project, CEHI, as one of the Executing Agencies, has responsibility afterwards for maintaining and managing the system. It is therefore important that existing capacity at both CEHI and within the PCU (human resource, hardware and software, the current information systems environment) be assessed as part of this consultancy.

## **5) Phasing of the Consultancy**

The Consultancy will be undertaken in two parts. Part I will consist of an assessment of the existing IT environment and needs, creation of the information platform outline, and preparation of a detailed information platform specification. This

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will last three months. Following submission of this and approval of the detailed specification by the PCU, Part II of the consultancy will proceed. This is scheduled to last approximately six months.

## **6) Scope of Work and Tasks**

Working in close collaboration with the GEF-IWCAM PCU, the selected consultant will:

### **PART I:**

#### **Task 1: Assess the existing IT environment and needs**

**Assess** the information systems needs of the GEF-IWCAM Project and what is needed to sustain the IWCAM CHM.

**Assess** the current information systems environment at CEHI where the PCU is located, and which will be responsible for administration and maintenance of the website in the long term. This includes: human resources (dedicated personnel, responsibilities, skills for administration, operations, development, maintenance, support and communications); technical - network (local area network) description and connectivity issues; existing architecture including servers (file, print and utility servers etc.); operating software (operating systems, databases, system management tools etc.) and; policies in place.

**Assess** the current information systems environment in Participating Countries, including Demonstration Projects and UNEP CAR/RCU. This quick assessment, done by questionnaire and follow-up phone calls, and informed by PCU experience, should include telecommunications, local and wide area networks, hardware, database, systems software, and applications relevant to PC needs and IWCAM in order to ensure as much compatibility as possible with the IWCAM CHM.

#### **Task 2: Create Information Platform Outline**

Based on detailed project data input specifications provided by the PCU, prepare an outline of the functionality of the proposed platform, demonstration of searchability, and initial design ideas. This must take into account the budget allocated, making provisions for trade-offs, prioritisation of functionality and/or phased implementation. It should also take into consideration the findings of the needs assessment conducted in Task 1.

#### **Task 3: Prepare a Detailed Information Platform Specification**

On approval of the information platform by the PCU and based on a requirement analysis facilitated by the PCU, develop a detailed specification for the information platform including:

- Overall structure, field definition and design
- Logical framework and user interface
- List of hardware and software needs to enable development and implementation.

### **Deliverables**

The IT consultant will deliver the following:

- Output 1: Information Platform Outline
- Output 2: Detailed Information Platform Specification, including recommended hardware and software needs.

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## **PART II:**

### **Task 4: Information Platform Development**

On approval of the detailed specification by the PCU, undertake the information platform architecture, functionality and user interface development.

### **Task 5: Beta Testing**

Upload a beta-version of the information platform to facilitate input of real project data and facilitate limited user access to identify outstanding issues with functionality and “useability”. Where issues are identified, undertake bug fixes and system revisions. An incremental version of the beta system may be required depending on the degree of bug fixes and system revisions required.

### **Task 6: System Release**

On acceptance by the PCU of the rectified beta version, upload the full working system to open access (on a server to be specified by the PCU) to allow data input and access by external users.

### **Task 7: Training in use and maintenance of the system**

Provide training in use and maintenance of the system to persons to be named by the PCU. This would follow the allocation of responsibilities related to maintenance of the CHM and would include the CNIS and other persons named by the PCU and CEHI. The consultant would also prepare a manual, documenting procedures to be followed, for continued population and maintenance of the CHM.

### **Deliverables**

- Output 3: Beta-version of full system (and any incremental beta versions required by the PCU)
- Output 4: Fully deployed online version of the information platform
- Output 5: Guidance Manual on maintenance of CHM
- Output 6: Training in use and maintenance.

Please note that:

- The Consultant will be briefed in detail; this briefing will be conducted either virtually or in person.
- The GEF-IWCAM PCU will be responsible for review of the outputs and for giving feedback in a timely manner.

### **7) Evaluation Criteria**

Proposals will be evaluated based on price/cost effectiveness, suggested approach and experience.

### **8) Submission Requirements**

Proposal submissions are to include:

- A technical proposal (not more than 10 pages)
- A schedule for delivery of outputs
- A cost proposal (budget)
- Detailed CVs with information on the experience and competence of the person(s) who will undertake the

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assignment as well as evidence of working on similar projects.

**Proposals must be submitted by e-mail or in hard copy no later than 14<sup>th</sup> November 2008 to:**

The Regional Project Coordinator  
GEF-IWCAM Project  
Caribbean Environmental Health Institute  
P.O. Box 1111  
The Morne  
Castries  
SAINT LUCIA  
Tel.: (758) - 452 - 2501/1412; Ext. 249  
Fax.: (758) - 453-2721

**ATTN: Donna Spencer:** [dspencer@cehi.org.lc](mailto:dspencer@cehi.org.lc)

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