



The Global Environment Facility – funded Integrating Watershed and Coastal Areas Management in Caribbean Small Island Developing States (GEF-IWCAM) Project

Request for Proposals

Terms of Reference for Information Technology Needs Assessment for GEF-IWCAM Clearing House Mechanism (CHM)

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

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. An IWCAM Clearing House Mechanism (CHM) is therefore to be developed and implemented to 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, experience notes and lessons learned
- **maps and GIS resources**

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.

The IWCAM CHM will be designed and developed using the GeoNetwork platform. While the Project Coordination Unit (PCU) will manage the Project Information Management System (PIMS), including the CHM, during the life of the Project, either or both of the Executing Agencies, either CEHI or UNEP CAR/RCU will have responsibility afterwards for maintaining and managing the system and/or contributing directly to its long term sustainability. ***It is therefore important that existing capacity at both CEHI and UNEP-CAR/RCU and within the PCU (human resource, hardware and software, the current information systems environment and any existing databases) be assessed in order to determine where best the CHM might be hosted, as well as how existing capacity can be augmented at the various institutions to enable hosting in the short and medium term as well as contributing to the hosting.***

The development of the CHM is being undertaken in four parts:

Part I: An assessment of the existing IT environment and needs.

Part II: Adoption, installation, and customization of GeoNetwork software (including an issue tracking system); simple integration to decide best way to show the GeoNetwork information in the Plone CMS.

Part III: Importation of data and integration with the existing Plone GEF-IWCAM website.

Part IV: Training in use and maintenance / site support (both local and remote) of the system.

These Terms of Reference deal specifically with Part I: An assessment of the existing IT environment and needs. A Caribbean-based IT Specialist is needed to conduct this assessment.

Responsibilities of the Consultant

The IWCAM-CHM will be developed by a GeoNetwork Expert (to be recruited under a separate contract), who has significant expertise in this application, which is being used to develop the CHM and is already used by many United Nations organizations, including the Food and Agriculture Organization (FAO) and GEF / UNEP IW: LEARN. The work of the GeoNetwork Expert will guide the work of the Caribbean-based IT Specialist (referred to as the Consultant for this TOR) who will provide the on-the-ground assessments and recommendations to enable a tailor-made IT solution that will allow hosting and maintenance of the CHM.

The Consultant hired under this Information Technology Needs Assessment for GEF-IWCAM Clearing House Mechanism (CHM) Request for Proposals will be expected to provide short to medium-term technical advisory support in the conduct of a needs assessment for the development of the CHM using the GeoNetwork platform, specifications for which will be provided by the GeoNetwork Expert; subsequent preparation of the server to enable installation of all necessary software; and, ongoing support and maintenance of the system.

The following are the key tasks:

1. Assessment of existing information systems at the two GEF-IWCAM Project Executing Agencies in order to recommend which agency could host the CHM and how best the other institution could contribute to the sustainability of the CHM

Task Duration: January 15th – February 15th 2010

Level of effort: 16 working days

- a) Assess the information systems needs of the GEF-IWCAM Project and what is needed to sustain the IWCAM CHM. (2 days)
- b) Comprehensively assess the existing IT environment and needs at both GEF-IWCAM Project Executing Agencies, CEHI and UNEP- CAR/RCU, and needs for the CHM. (10 days)

Assess the current information systems environments at CEHI in Castries, St. Lucia, where the PCU is located, and, at UNEP CAR/RCU, in Kingston, Jamaica. 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.); policies in place; and existing databases.
- c) Based upon this assessment, recommend which of these two agencies, with reasonable upgrading of existing systems, would have the capacity to manage and maintain the CHM in the short and medium term and the support role that the second agency could play. (1 working day)
- d) Identify hardware and software needs to facilitate the various databases and upgrades outlined above. e.g. server capacity needs and software including antivirus software, backup and security measures for both institutions. (1 working day)
- e) Recommend IT skills and training needed to enable staff to support the CHM and various databases in the medium term at both institutions. (1 working day)
- f) Preparation of Assessment Report. (1 working day)

The assessment must include a costed proposal. Any travel costs related to this consultancy will be paid for by the PCU and should not be included in the cost proposal.

Deliverable

Assessment Report (including a costed proposal). **Deadline: February 15th, 2010**

Consultant Profile

The following are the principle assets sought in the Information Technology Consultant:

Consultant should have:

- Experience and qualifications in the field of computer technology and networking or related fields
- Broad knowledge of multiple software application packages
- Knowledge of information technology systems and multimedia environments and access procedures.
- Knowledge of database systems and sources
- Knowledge of network administration and security.

Duration

The period of execution of this contract is one month, beginning on the date of signature of the contract execution documents.

Submission of Proposals

Interested applicants must submit their proposals, including the following:

- A brief proposal outlining the activities, approach and schedule that would be necessary to undertake the consultancy (maximum 6 pages).
- An estimate of costs for the consultancy
- A detailed CV with information on the experience and competence of the person(s) who will undertake the assignment as well as evidence of working on similar projects.

To:

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Proposals are to be submitted to the Project Coordination Unit no later than 31st December 2009.