



TERMS OF REFERENCE

Design, Development, Implementation and Hosting of the Benguela Current Large Marine Ecosystem Regional Integrated Information Management System (BCLME RIIMS).

1. BACKGROUND

The Benguela Current Convention (BCC) is a multi-sectoral organization established by Angola, Namibia and South Africa to promote regional collaboration for integrated management, sustainable development and protection of the marine environment using an ecosystem approach to ocean governance in the Benguela Current Large Marine Ecosystem (BCLME).

The BCC is based on the Large Marine Ecosystem (LME) concept of ocean governance – a move towards managing transboundary resources at the larger ecosystem level (rather than at the national level) and balancing human needs with conservation imperatives. The vision and objectives of the BCC are pursued through the implementation of a Strategic Action Programme (SAP).

At the centre of this regional collaboration is the collection, sharing and exchange of data and information between the Parties. The Convention requires that the BCC establishes mechanisms for intersectoral data collection, sharing and exchange that will promote the dissemination and analyses of the relevant data and information, including statistical, biological, environmental and socio-economical data. To this end, the BCC has adopted a regional data and information management policy which provides guidelines on how data and information should be handled at the regional level. A regional data and information management working group (DIMWG) was also established under the Ecosystem Advisory Committee and the main responsibility of the DIMWG is to facilitate data collection, sharing and exchange between the Parties and the BCC.

2. RATIONALE

The link between the regional work and the national activities is founded through various task teams, working groups and committees. These structures meet on regular basis to discuss, analyse and produce data and information for management advice to the Commission. The work of these structures and the Convention at large is coordinated by the Secretariat. The Secretariat is composed plus minus 20 professionals whose work demands of them extensive travelling. It is therefore important that, on one hand, the structures of the BCC and the broad stakeholders have access to the data and information produced by the organisation, and, on the other hand, the staff of the Secretariat is able to have timely access to operational systems of the organization whenever and wherever they are. This is the rationale behind the Regional Integrated Information System

(RIIMS) of BCC system. RIIMS will bring together various systems and components into a single sign-on interface portal, aimed to enable Secretariat staff access to these systems and interact with structures online; organize meetings and upload meeting documents; manage, monitor and evaluate projects and contracts; centrally communicate with stakeholders; online access to internal operational systems such as HR and finance.

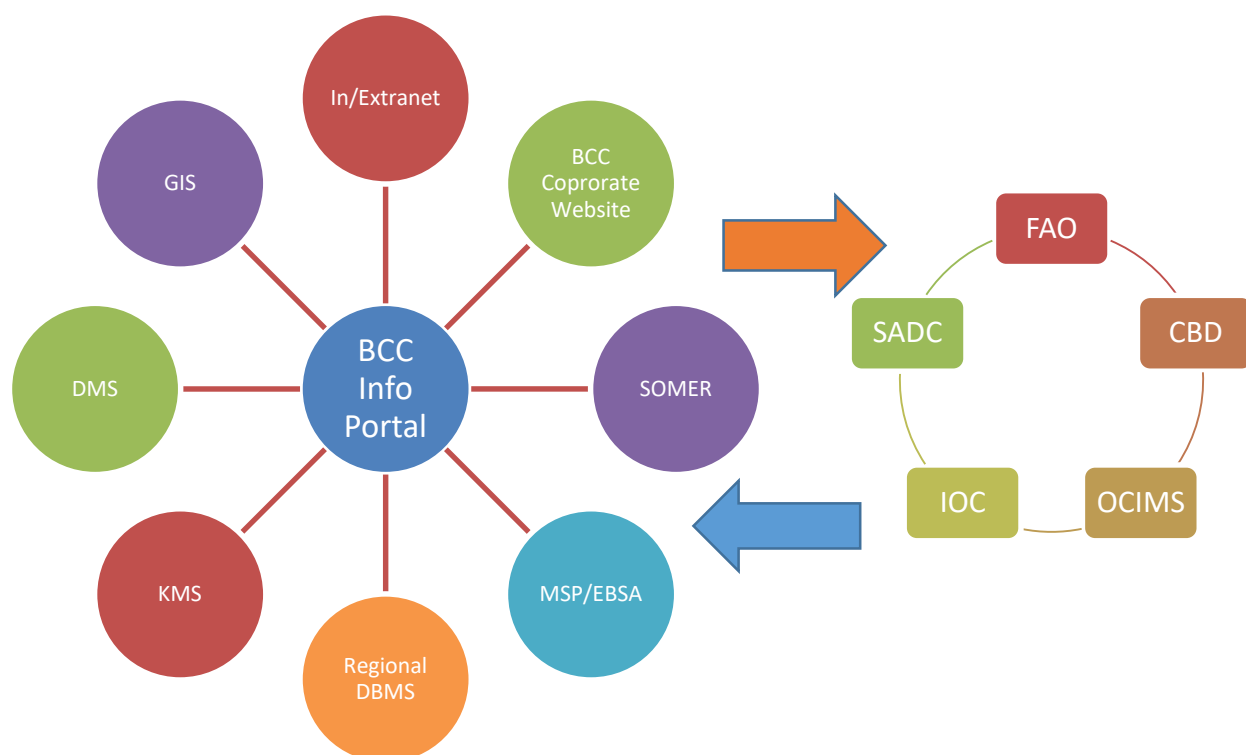
3. SPECIFIC OBJECTIVES

The overall objective of this assignment is to operationalize Articles 4(2)(d) of the Convention (establish mechanisms for intersectoral data collection, sharing and exchange thereof); and 8(i) (promote the collection, exchange, dissemination and analyses of the relevant data and information, including statistical, biological, environmental and socio-economical) of the Convention by;

- a) Designing, developing and implementing regional database management system (DBMS) for statistical, biological, environmental and socio-economical data;
- b) Designing, developing and implementing document management system with document versioning capability;
- c) Designing, developing and implementing knowledge management system (KMS). As the leader in its league of organisations, there is an imperative need for the BCC to capture, store and share knowledge and lessons learnt within and externally to the organisation. The KMS will be used internally as a staff training and capacity development tool, a tool to capture solutions and how to, a go to tool for existing expertise and knowledge on how to solve problems that have been encountered before, and it will be used for staff grooming and succession planning. Externally, KMS will provide stakeholders with access to knowledge generated by the BCC, its experiences and expertise, expert solution on various subjects, and online access to the organisation knowledge base and frequently asked questions.
- d) Designing , developing and implementing online BCLME state of marine ecosystem report (SOMER). The SOMER provides current state of the BCLME and must include data and information on understanding the BCLME; the BCLME inhabitants; economic and social value of the coastal and marine environment; major pressures affecting the coastal and marine environment; state and trends of the coastal and marine environment; unsustainable utilisation of marine living resources; and future outlook of the coastal and marine environment. The online SOMER should enable data providers to update the existing data to reflect the current status and changes in the system. The system should have capabilities of processing and analysing data to produce synthesised and aggregated information in the form of tables and graphs;

- e) Designing, developing and implementing Secretariat intranet and extranet that will allow for access of internal documents by the Secretariat staff and members of various structures of the BCC including WGs, Committees and Commission. The functional capabilities of the intranet must include; automation of Secretariat operations such as leave and travel application, approval and authorisation; performance management system; document library; online document editing; announcements; push messaging services; calendar and meeting scheduling; project management integrations; contract management and progress reporting; programme budgeting and reporting; integration with finance and HR applications; webmail integration; user registration; enable programme and project managers to independently manage their programme pages with automatic email notifications to the subscribers of the page when new information is added or material changes effected;
- f) Designing, developing and implementing BCC interactive, vibrant and exciting corporate website. This website will contain information about the BCC, its programmes, viz, Compliance, Data and Information, Ecosystem Advisory, Finance and Administration, and Training and Capacity Development; current activities and projects; corporate documents; structures; vacancies; tenders latest news; events; contact information; and links to other related sites. The website should also have capability of online job application; tender submission; and events/meetings registration. A WYSIWYG content management system (CMS) must be implemented.
- g) Implementing geographical information system (GIS) for management(collect, store and archive) and presentation of spatial data.
- h) Designing, developing and implementing BCC regional information portal. This is the melting pot of the various BCC systems. This portal must link, search and harvest data and information from other national, regional and international systems such as OCIMS, MIMS in SA; NSDI, EIS in Namibia; FAO FIRMS; IODE; IWLearn, etc. The portal should bring together all BCC subsystems and websites, such as MSP and EBSA data portal; regional databases; intranet/extranet; SOMER; project websites. It should also enable user registration, online chat, mail list (un)subscription, data mining and analysis providing aggregated data in table, graph or map forms and enable both Excel or pdf download; download raw data in compressed flat (csv), shape, picture, or any other file format possible. The portal must also include document library; gallery of images, videos and sound; embedded BCC YouTube channel with live broadcast capability; podcasts; weather information with warnings for the major cities of the BCLME; social media integration (twitter; Instagram; Facebook; Flickr; etc.); calendar of upcoming meetings; and electronic newsletter and signup/ opt out option.
- i) Providing hosting services and maintenance of the BCC RIIMS.

The BCC encourages the use of open source software and the technology that can work optimally on low bandwidth/ slow internet environment.



4. DUTIES/RESPONSIBILITIES/TASKS

In performing the specific duties under this assignment, the service provider shall work closely with the BCC Manager: Data and Information and the Regional Data information Working Group. Consultations with various programme and project managers will be undertaken as need arises. The service provider will need to consult BCC literature such as the Convention, SAP, SOMER, Data Policy, HR Policy, Finance Policy, Job descriptions, ToR of various structures, ICT policy and strategy.

The service provider is expected to follow systems development lifecycle to ensure that the system developed responds to the needs of the users as well to identify any changes in the environment and user requirements that will necessitate changes in the project scope.

5. EXPECTED DELIVERABLES

The service provider is expected to deliver the following products which will be subject to review and approval by the BCC. The approval of the prerequisite outputs should be attained before the

dependent outputs are commenced. For an example a design (blueprint) must be approved before the actual development begins.

- a) Inception Report indicating the agreed tasks to be carried out, timeframe and outputs;
- b) User requirements analysis report with specific recommendation on the actual course of action to be undertake and changes necessary.
- c) Systems Design Report detailing theBlueprints of
 - o Regional database management system (DBMS)
 - o DMS
 - o KMS
 - o SOMER
 - o Corporate website
 - o Intranet/ extranet
 - o Portal
- d) Alpha/ testing version of the above
- e) Final integrated system
- f) System documentation
- g) Training manuals
- h) Hosting and maintenance agreement

6. TIMELINE

It is anticipated that the consultancy will run from March 2021 to October 2021.

7. WORK STATION

This is a home based assignment with travels to the BCC Parties (Angola, Namibia and South Africa) as necessary. All travels require prior authorization by the BCC.

8. COMPETENCY AND SKILLS REQUIRED

BCC seeks the services of a professional and competent firm that has skills, experience and expertise in the field of systems development, particularly; databases and web-based systems. The service provider must also have experience and expertise in marine science data management, HR and Finance systems development.

The BCC encourages collaboration and formation of consortia amongst service from the BCC countries.

9. TENDER BRIEFING

A virtual information briefing session will be held on the second week of 9 February 2021. All interested service providers are encourage to register for this briefing session, with Jackson Kaoti at jackson@benguelacc.org . Only registered service providers will be allowed to attend the meeting.

10. ADDITIONAL INFORMATION

10.1. Evaluation of tenders

- a) The contract will be awarded from the qualifying tenders as per the following criteria:
 - i. Responsive/compliant/acceptable, and
 - ii. Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the tender proposal. In this regard, the respective weight of the proposals are as follows:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

10.2. Modification of terms

The BCC Secretariat reserves the right to add, modify or omit certain portions of the tender scope at any time at its sole discretion. This includes the right to cancel this tender at any time prior to entering into a contract with the successful bidder.

10.3. Tender award

The contract will be awarded to a successful bidder within 60 days of closing of this tender and the successful bidder will commence work within four (4) weeks from the date of signature, by all parties.

10.4. Prime contractor relationship

The BCC Secretariat will enter into a contract with only one successful bidder.

10.5. Confidentiality

- i. Tenders submitted will not be revealed to any other bidders.
- ii. The BCC Secretariat reserves the right to seek clarification or verification of any information contained in the tenders.
- iii. All information pertaining to BCC obtained by the bidder as a result of participation in this tender is confidential and must not be disclosed without written authorisation from the Executive Secretary of BCC.

10.6. Ownership of data

All tenders, including any supporting documents and or training materials or any other documentation with reference to this tender, submitted to the BCC Secretariat becomes the property of BCC.

Any data of whatever nature resulting from the provision of the Products and Services shall be the property of BCC and may be used by BCC without restriction. All data or information that may be shared with the successful bidder during the provision of the Products and Services shall upon termination of the contract, be returned to the BCC Secretariat.

11. SUBMISSION OF PROPOSALS/BIDS

The deadline for the submission of tenders is **22 February 2021 at 16h00, Namibia time.**

The Proposal shall comprise the following documents in electronic copies:

- a) Technical Component
- b) Financial Component

The Proposal shall be emailed to Laimy Brown at laimy@benguelacc.org

The BCC may decide to reserve the right to annul the tendering process and not award the contracts. The Financial Proposal should remain **valid for 90 (ninety) days** from the tender closing date.

APPENDIX A - TECHNICAL PROPOSAL

Bidders must address all the issues and requirements which appear in this Appendix A.

1. UNDERSTANDING OF THE ASSIGNMENT

A detailed proposal indicating a clear understanding of the Terms of Reference and the methodology to be applied will be required.

2. TECHNICAL REQUIREMENTS

- i. A one-page letter of introduction identifying the bidder and signed by the person(s) authorised to bind the bidder to statements made in the proposal.
- ii. Complete CV, certified qualifications and other documentation in support of the CV.
- iii. Proof of technical knowledge or qualifications or experience of staff that will carry out the work as specified in the deliverables
- iv. A Profile of the Company / Consultancy Firm / Consortium / Individual.
- v. All bidders are required to clearly state the name of the Primary Party with whom the BCC Secretariat will enter into an Agreement. In the event of a consortium, or group of companies jointly delivering a response, full details are required of each of the legal entities involved.

- vi. Description of role or element of the proposal to be fulfilled by any third-party and the full contact details of any third-parties involved in the proposal (if applicable).

3. REFERENCES

- i. A record of previous similar assignments undertaken by the bidder.
- ii. Bidders must provide a minimum of three (3) clients (names, addresses and telephone numbers) who may be contacted for references in connection with the scope of work.
- iii. These references should be current, stipulate the nature of work undertaken, the financial value of the Services offered and where the work was executed.
- iv. The BCC Secretariat reserves the right to undertake a full background check on all references submitted prior to awarding the contract.

APPENDIX B - FINANCIAL PROPOSAL

Bidders must address all the issues and requirements which appear in this Appendix B.

1. SCHEDULE OF COSTS/FINANCIAL PROPOSAL

The schedule must take the following format:

- i. All costs must be quoted in Namibian Dollars (NAD).
- ii. The total cost of the proposal (best and final offer).
- iii. All prices must be quoted including VAT.
- iv. The BCC shall cover all workshops, travel and subsistence costs
- v. A breakdown of the pricing and cost components for Services set out in this invitation to tender should be in line with the given timelines.

2. GENERAL INFORMATION

- i. Bidders are solely responsible for their own costs in preparing the tender.
- ii. Payments for all products and services (professional fees and reimbursements) covered by this project shall be made within 30 (thirty) days subject to receipt of appropriate invoices, the satisfactory completion of work, and adherence to BCC policies.
- iii. The BCC shall not be liable for any losses, damages, costs, charges or expenses caused by defects or damage to the service provider's equipment and supplies.
- iv. The BCC may decide to reserve the right to add, modify or omit certain portions of the proposal.