



Financial Cooperation between Germany and ACTO through the German Development Bank - KfW

PROJECT FOR THE MANAGEMENT, MONITORING AND CONTROL OF WILD FAUNA AND FLORA SPECIES THREATENED BY TRADE

Terms of Reference

for hiring a consultancy to:

Complement the development and data collection for the platform of the Amazon Regional Observatory (ARO)

Under Component 1 of the Project:

National and regional information and knowledge management systems

Position/function: **Advisor** for the *Regional project for the management, monitoring and control of wild fauna and flora species threatened by trade.*

Financing agency: German Development Bank - KfW German Financial Cooperation

Executing Agency: Amazon Cooperation Treaty Organization.



- Bolivia, Brazil, Colombia, Ecuador, Guyana, Peru, Suriname, Venezuela-

Brasilia, DF – November 2021

Terms of Reference to complement the development and data collection for the Platform of the Amazon Regional Observatory (ARO)

1. BACKGROUND AND RATIONALE

The Amazon Cooperation Treaty Organization (ACTO), through its Permanent Secretariat (PS), has been executing the Regional Project for the *Management, Monitoring, and Control of Wild Fauna and Flora Species Threatened by Trade (Bioamazon Project)*, which is part of a commitment between ACTO and the German Government, with non-reimbursable financial cooperation funds channeled by the German Development Bank (KfW).

The project aims to contribute to the conservation of Amazonian biodiversity and especially of the species included in the Appendices of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), by increasing efficiency and effectiveness of the management, monitoring, and control of species of wild fauna and flora threatened by trade in ACTO Member Countries.

The project is implemented through three components: 1) National and regional information and knowledge management systems; 2) Strengthening and regional harmonization of national electronic permits mechanisms/systems/processes; and 3) Strengthening sustainable management initiatives and traceability mechanisms for Amazonian species.

Within the framework of the actions of the Project through Component 1, the PS/ACTO has been working very actively in the implementation of the Amazonian Regional Observatory (ARO) since the end of 2019, which is planned in three phases, according to the model established in its conceptual design.

A consulting company was hired to develop and implement the ARO platform, progressing mainly with the development of phase 1. However, due to the different conceptual and methodological approaches used by the company that, on the one hand, were far from the guidelines established in the conceptual design of the ARO and, on the other hand, delayed the delivery times of the contracted products, the PS/ACTO decided to interrupt the contract with the company and advance its implementation on its own, with a view to meeting the deadlines set for the inauguration and launch of the observatory. The launching of ARO was conducted on November 10, 2021, by the authorities of the PS/ACTO.

At present, ARO shows significant progress in the implementation of phases 1 and 2, especially in relation to the development and operation of the CITES species and Biodiversity thematic modules. Likewise, progress has been made in the development of the Intranet, as well as in the collection and loading of a relevant amount of information and content in different formats, which can be viewed through the geovisor of the Geoamazonía integrating module, and also through reports in interactive boards (dashboards) that allow to visualize data and indicators of the prioritized themes of the ARO.

However, it is necessary to consolidate the progress in the implementation of phases 1 and 2, which will allow an agile development of phase 3, and thus, finalize the implementation of all phases, for the full operation of the Observatory. For this purpose, the PS/ACTO requires to hire through the Bioamazon Project the consulting services of a company specialized in computer development of web platforms with experience in the area of natural resources, biodiversity conservation, water resources, etc., within the Amazon region.

2. OBJECTIVES OF THE CONSULTANCY

2.1 Overall objective

Consolidate the development of the Amazonian Regional Observatory (ARO) platform in implementation phases 1 and 2.

2.2 Specific objectives

- Finalize the development of INTRANET, including the IT aspects of integration of the thematic modules and interoperability processes;
- Update the ARO documentation;
- Carry out functional improvements to the Geoamazonía module and the Map Catalog;
- Carry out the integration and improvement of the Regional Exchange Platform of Information and Knowledge of ACTO;
- Develop a bulletin sub-module, and improve the functionality of the Indicators and Country Window sub-modules;
- Feed the databases of the different modules of the ARO with new information and content, through the different available means.
- Socialize and validate the new developments, adjustments and changes made in the different components of the ARO platform.

3. ACTIVITIES

3.1. Conclude the INTRANET (with integrated thematic modules and interoperability processes in place)

- Improve the INTRANET to allow the entry, editing, disabling of the information of the thematic modules and integrating modules (cartographic resources, tabular resources, documentary resources).
Develop within INTRANET an interoperability platform that allows integration with the various sources of information from the Member Countries (MC) institutions, as well as international institutions.
- Develop within INTRANET a sub-module for real-time display of resources by institution, resources by subject lines, and approved resources.
- Develop within INTRANET a submodule for viewing user visits, searches, downloading and inquiries to the ARO, through records and through statistical graphics; In addition to supplementing the information with data from system errors. The system must also inform about the users connected in real time (registered and unregistered users).
- Develop within INTRANET mechanisms for integration with the various thematic modules of the ARO.
- Carry out at least two validation workshops for user interfaces (also use white box, black box and concurrency tests).

3.2. Update the ARO documentation

- Develop ARO's software documentation (with minimal requirements analysis, use cases, class diagrams, entity-relationship model, data dictionary, deployment diagrams, integrated web map).

3.3. Carry out functional improvements to the Geoamazonía module and the Map Catalog.

- Evaluate and conduct the necessary functional improvements of the Geoamazonía module and the map catalog, aimed at loading and interoperability of geographic information from MC institutions and international institutions. This module should facilitate access to real-time monitoring information, cartographic information at the level of the Amazon basin and at the level of each of the Member Countries. It should also facilitate the display of tabular information.
- 3.4. Carry out the integration and improvement of the Regional Exchange Platform of Information and Knowledge (REPIK) of ACTO;
- Evaluation of the functionality, services and tools available in the REPIK.
 - Conduct improvements to this platform, aimed at its consolidation as an Amazon regional training and knowledge exchange platform.
- 3.5. Develop a bulletin sub-module, and improve the functionality of the Indicators and Country Window sub-modules;
- - Develop reports and mechanisms for uploading information for the Indicators and Country Window sections.
 - Development of a module for registering subscribers and sending ARO newsletters.
- 3.6. Feed the databases of the different modules of the ARO with new information and content, through the different available means.
- Upload information and content by interoperable means, manual and file-level upload, for the different modules / sub-modules of the ARO.
 - Carry out reviews and corrections of the data if necessary.
- 3.7. Socialize and validate the new developments, adjustments and changes made in the different components of the ARO platform.
- Perform production tests of the supplemented thematic and integrative modules.
 - Socialize and validate the complementation made in the:
 - ⇒ Module's INTRANET
 - ⇒ Prepare reports on the different modules and operation of the Geovisor.
 - ⇒ The presentation of content
 - Prepare the following set of manuals:
 - ⇒ Installation of ARO (document and video).
 - ⇒ Maintenance of the ARO code (document and video).
 - ⇒ Manual of procedures for the integration of new Thematic Modules. (document and video).
 - ⇒ Manual of the new REPIK (document and video).
 - ⇒ Management of ARO's INTRANET (document and video).
 - ⇒ Manual for external users (document and video).
 - Train the technical team and the focal points of ACTO, and the institutional representatives responsible for sharing / transferring information or data for the ARO, on access and use of resources available on the platform.

4. EXPECTED OUTCOMES AND PAYMENT PERCENTAGES

The awarded applicant will present the following products:

- **Outcome 1 (15%)** Up to 15 days after the signing of the contract, through prior analysis and approval of the Work Plan, which must include the methodological approach, with a clear definition of the stages or phases to be developed, the activities and the respective schedule, with definition of delivery milestones for each product. In addition, it must include the analysis of all the structural and functional components, the internal architecture, as well as the information and content that have been developed and uploaded to the ARO to date.
- **Outcome 2 (25%)** Up to 45 days after the signing of the contract, through prior analysis and approval of the Report containing the work conducted for updating and supplementing the INTRANET, as well as updating the ARO documentation.
- **Outcome 3 (30%)** Up to 90 days after signing the contract, through prior analysis and approval of the Report containing the description of:
 - The functional improvements conducted to the Geoamazonía module and in the Map Catalog.
 - The evaluation result and the improvements made in the functionality, services, and tools of the REPIK.
- **Outcome 4 (30%)** Up to 120 days after signing the contract, through prior analysis and approval of the Report containing:
 - Description of reports developed and mechanisms for uploading information for the sub-modules or Indicators and Country Window sections.
 - The description of the new information and content uploaded to the ARO databases.
 - The set of the manuals listed in item 3.7
 - The report of the different trainings conducted.

Each report/outcome must contain the detailed and systematized information of each of the activities, general and specific, requested (the findings/analysis/characterizations), and must be presented in Spanish, in digital or physical medium, accompanied by the documentation of relevant support (annexes, appendices, tables, photos, maps, interviews, contact lists, databases in Excel or others, etc.) of each product (previously approved).

Each report/outcome must contain at least the following structure: 1. Background; 2- Methodology; 3- Results; 4- Conclusions/Recommendations/Proposals and 5-Supporting documentation (as described before in these ToR).

5. DEADLINES FOR REVIEW, ADJUSTMENTS AND APPROVAL

The Execution Unit (EU) of the Bioamazon Project in the PS/ACTO will have a period of 05 (five) business days for review and comments.

The adjustments will be made by the consultant within 07 (seven) calendar days, to present a new version with the modifications, and 03 more business days for review, 05 calendar days for final adjustments, if required, and 03 business days for approval.

The reports must be approved by the Coordination of the Bioamazon / PS/ACTO Project.

6. APPLICATION REQUIREMENTS

The consulting company must present its documents, in accordance with the provisions of ANNEX 1 of these Terms of Reference, and comply minimally with the following training and professional experience:

5.1. Required profile of the Consulting Company.

The company must present the documentation that demonstrates its constitution and performance of at least 5 (five) years in the market and have at least four (4) work experiences related to the development of computer platforms and systems. Companies with proven experience in the development of similar platforms for the environmental sector: biodiversity, water resources, forests, or CITES will be valued with a higher score.

The company team must be available to start work immediately.

For the execution of this consultancy, the company must present at least the following professionals:

Specialist	Profile
Coordinator or team leader	Specialist with education in systems engineering, computer science, or related branches.
	Experience of at least five (5) years in development of web platforms/systems.
	Experience developing systems on environmental sector issues (eg: forests, biodiversity, water resources, etc.).
	Experience coordinating or managing projects located or focused on the Amazon region will be considered a differential.
IT systems developer	Specialist with education in systems engineering, computer science, or related branches.
	At least 2 years of experience in web software development and/or information systems on any subject in the environmental area.
Content systematization experts	Specialist with education in systems engineering, computer science, or related branches.
	Experience of at least two years in information collection, organization, and systematization work for web information systems or platforms.
	Having participated in systematization activities of large volumes of tabular and/or geographic data will be considered a differential.
Data loading experts	Specialist with education in systems engineering, computer science, or related branches.
	At least two years of experience in database design, structuring and loading.

6. CONDITIONS AND WORKPLACE

The consulting work will be conducted at the consulting firm's facilities; therefore, the transfer or presence at the PS/ACTO facilities will not be required.

7. SUPERVISION AND COORDINATION

The consulting company will be supervised by the Data Science specialist of the ARO of the PS/ACTO and of the EU of the Bioamazon Project, who will have access to all the documentation used and / or produced in any stage of execution of this consultancy and will be able to carry out the technical observations considered necessary for its optimal execution.

Due to the global health emergency of the COVID-19 pandemic, the work of the consulting company may be carried out remotely in all its stages; Therefore, continuous virtual meetings will be held to coordinate and monitor the execution of activities, using virtual means (Skype, zoom, Google meet, and others) with the technical staff of the EU of the Bioamazon Project, and with the expert of Data Science of the ARO of the PSACTO.

8. DURATION OF CONSULTANCY

The term necessary to carry out the work is **120 calendar days**, with the incorporation of the observations by the PS/ACTO and the expert in Data Sciences of the ARO of the PS/ACTO.

The consultancy must start work immediately after the contract is signed.

9. PRICE AND PAYMENT METHOD

The consultancy is for the entire value, and it includes all direct and indirect costs related to fees, mobilization, tickets, travel expenses, as well as those supplies, equipment, and all that is necessary for its successful completion.

The delivery and approval of reports and products (according to numeral 4) is a requirement for the corresponding payment, prior issuance of invoices by the Consultant.

The cost of the consultancy will be established based on the analysis of the financial proposals received.

Payments will be made upon presentation of the outcomes and the corresponding approval of the supervisor.

10. PRESENTATION OF THE PROPOSAL

All documentation must be submitted in A4 format, with index, numbered sheets, presenting at the end a **final statement indicating the number of sheets**.

The proposal to be presented must follow the guidelines in accordance with ANNEX 1.

11. ASSESSMENT OF PROPOSAL

The criteria and scores that will be considered in the assessment of proposals are described in ANNEX 2.

ANNEX 1 - MODEL FOR THE DRAFTING OF THE TECHNICAL PROPOSAL

Article		Detail
1. Title		Name of the technical proposal
2. Consulting Company Qualification		Name of Consulting company Correspondence address Webpage Cellphone/WhatsApp e-mail: Legal documents (annexes) <ul style="list-style-type: none"> - Copy of the Company's Constitution Document - Power of the legal representative - Copy of the commercial register - Copy of the NIT / RUC / RUT - Balance sheet or financial statements for the last 5 years
3. Experience of consulting company		Present the professional experience of the consulting company, detailing its experience in matters related to the Terms of Reference Term (maximum 5 pages). A current summary of works performed according to Table 01 .
4. Introduction		Identify the problem to be faced/mitigated and the context in which this project will be inserted.
5. Technical team		Present the Curriculum Vitae according to Table 02 of the experts who are part of the team.
6. Technical proposal	6.1. Execution methodology and description of activities	Describe the methodological line, informing the tools and/or methods that will be applied. Also, include activities' structure.
	6.2. Execution schedule	Organize the stages of execution of the activities foreseen in the contract. Associate the planned activities at each stage of execution with an outcome to be delivered. Present the summary according to Table 03 .
	6.3. Expected results	Predict the results to be obtained after conducting the activities foreseen in the contract.
	6.4. Bibliographic references	List the bibliographic references cited in the text.
7. Annexes		In addition to the documents listed, the proposal of costs along with calculation memory must be added. It must be presented according to Table 04 . The proposal of costs must be fixed and non-adjustable, expressed in US dollars (USD), in Arabic numbers, and for the total value, duly signed by those who have powers of representation.

ANNEX 2 - CRITERIA FOR EVALUATING AND RANK PROPOSALS.

1. DOCUMENTS ANALYSIS

In the analysis of the qualification documentation, the consultant's documents, their experience, and knowledge of the subject and the target region will be evaluated.

2. QUALIFICATION

The consultant's documents will be evaluated according to the following criteria:

3. FINAL SCORE

The Final Score (NF) will be obtained by means of the formula below, using two decimal places:

$$NF = N1 + N2 + N3$$

Where:

- **NF** = Final score
- **N1** = Score of Required Experience and Equipment
- **N2** = Score of Technical Proposal

The technical documents of each proponent will be evaluated and will be assigned an "evaluation score", ranging from 0 (zero) to 100 (one hundred) points.

The proponent who obtains a zero score in any article (criterion), or even a score of less than 70 (seventy) points in the sum of the articles, will be disqualified.

3.1. Evaluation on the presentation of documents (N1) - TOP SCORE = 50 points.

Table 1 Evaluation criteria for the presentation of the Required Experience - N1.

DESCRIPTION		TOP SCORE
CRITERIA EXPERIENCE OF CONSULTING COMPANY		
N1-A	Experience in the execution of services compatible with the object of the ToR	
	Minimum experience of 5 (five) years in the market	10
	At least four (4) work experiences conducted in the last five years in the development of web platforms and/or systems. (2.5 points per work)	10
	Specific experience in the development of web platforms on environmental sector issues: biodiversity, water resources, forests or CITES (2 additional point for each experience located or focused on the Amazon, up to a maximum of 6 points)	6
MAX SCORE		26
CRITERIA TEAM PROFESSIONAL EXPERIENCE		
N1-B	Coordinator or team leader	7
	○ Specialist with training in systems engineering, computer science, or related branches.	03
	○ Experience of at least five (5) years web development projects.	02
	○ Experience in systems developed on environmental issues within the Amazon region.	02

	IT systems developer	05
	○ Professional in training in systems engineering, computer science, or related branches.	03
	○ At least 2 years of experience in web software development and/or information systems on any subject in the environmental area.	02
	Content systematization experts.	07
	○ Professional in training in systems engineering, computer science, or related branches	03
	○ Experience of at least two years working with information collection, organization, and systematization work for web information systems or platforms.	02
	○ Experience in the systematization of large tabular and/or geographic database.	02
	Data loading experts	05
	○ Professional in training in systems engineering, computer science, or related branches	03
	○ At least two years of experience in database design, structuring and feeding.	02
	MAX SCORE	24
	TOTAL MAX SCORE N1	50

3.2. Evaluation of documents (N2) - TOP SCORE = 30 points.

Table 2 Evaluation criteria of the Technical Proposal - N2.

	DESCRIPTION	CRITERIA	TOP SCORE
N2	Description of focus, based on theoretical foundations and previous experiences essential to conduct the works.	Excellent: 10 Good 8 Regular: 4 Not provided 0	10
	Description of the methodologies and activities, which will be used for each of the outcomes.	Excellent: 10 Good 8 Regular: 4 Not provided 0	10
	Consistency between activities and proposed deadlines to meet specific objectives	Excellent: 10 Good 8 Regular: 4 Not provided 0	10
TOTAL MAX SCORE N2			30

i) Regular: when the content meets the minimum specified in the ToR; ii) Good: when the content of the proposal meets a quality higher than that required in the ToR; and iii) Excellent: when the proposal exceeded requirements in the Terms of Reference, presenting new ideas and concepts.

3.3. Evaluation of the Financial Proposal (L3) - MAXIMUM 20 points

The Financial Proposal, with the lowest, will receive the maximum possible score of 20 points. Scores for other financial offers will be calculated as follows:

$$\mathbf{N3 = PPF * Co / C}$$

Where:

- N3 = Financial Proposal Note
- PPF = Weight of the Financial Proposal (in percentage)
- C = Price of Financial Proposal
- Co = Lowest price of all financial proposals

CHART 01		LIST OF SERVICES IN PROGRESS OR PERFORMED BY THE COMPANY			
Nbr of order(1)	IDENTIFICATION OF SERVICES EXECUTED OR IN PROGRESS COMPATIBLE WITH THE PURPOSE OF THE TENDER	EXECUTION PERIOD		CONTRACTING PARTY (Name and Address)	CERTIFICATE (2)
		START (Month/Year)	END (Month/Year)		
DATE:	NAME OF APPLICANT:	IDENTIFICATION, QUALIFICATION, AND SIGNATURE OF THE RESPONSIBLE FOR PROVIDING INFORMATION			

(1) In chronological order of starting dates

(2) Attach copies of the certifications by legal entities of public or private law, duly certified, indicating in the column the serial number of the corresponding certification.

CHART 02		RELATIONSHIP AND LINKAGE OF THE HIGH-LEVEL TECHNICAL TEAM				
Nbr of order	NAME	Proposed Technical Area		Bonding (III)	Regimen (IV)	Ind. (V)
		Functions (I)	Level (II)			
DATE:	NAME OF APPLICANT:	IDENTIFICATION, QUALIFICATION, AND SIGNATURE OF THE RESPONSIBLE FOR PROVIDING INFORMATION				

OBSERVATION

PROPOSED TECHNICAL AREA - (I) / (II) Consultant/CM
 Functions / Level:

Coordinators/P0

Professional Senior/P1

Professionals Complete/P2

Junior Professional/P3

Special Technician/T0

Special Technician/T1

Complete Technician/T2

Junior Technician/T3

CODES: Bonding (III)

1 - Shareholder

Regimen (IV)

1 - Full-time with exclusive dedication

(V)

2 - Partner

2 - Integral Time

INDICATE WITH ASTERISK THE PROFESSIONALS WHO WILL BE SCORED

3 - Employee

3 - Part-time

4 - Service provider

4 - Others (specify)

CHART 03		PROFESSIONAL IDENTIFICATION, TRAINING AND EXPERIENCE					
Name of the company:		Name of technical officer::		Identity number;			
Specialization		Date of birth:		Nationality:			
				Address:			
EDUCATION (ONLY HIGHER LEVEL), COURSES, IMPROVEMENT, POST-GRADUATION, ETC.							
Nbr.	Discrimination		Educational institution or entity		Ending year:		
PROFESSIONAL EXPERIENCE							
Identification of the services provided (Object / Nature; Location; Extension; Quantitative		Functions performed		Execution period		Contractor	Final client
				Month/Year	Month/Year		
Suitable for conducting the tasks:				Signature of technician			
(I) THE TECHNICIAN'S SIGNATURE MEANS 1 - his/her knowledge and consent for the data provided 2 - his/her agreement to be included in the team, in the activities and levels defined. 3 - his/her commitment to be available in the proposed period				(II) ACTO reserves the right to require, for verification purposes, original documents that support the information provided.			

CHART 04	GENERAL SERVICES CALENDAR																												
	NAME OF APPLICANT:																												
SCOPE OF APPLICATION	SERVICE	CALENDAR																											
		Month 1				Month 2				Month 3				Month 4				Month 5				Month 6							
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				

CHART 05		FINANTIAL PROPOISAL		
		NAME OF APPLICANT:		
Nbr of order	DESCRIPTION OF ACTIVITY	UNIT	UNIT VALUE (USD)	TOTAL VAUE (USD)
1.	REMUNARATION			
1.1.	Technical Team - Salary or hourly rate			
1.1.1.	Coordinator			
1.1.2.	Computer Technician			
2.	TRAVEL EXPENSES			
2.1.	Air tickets - stretch			
2.2.	Travel perdiem			
3.	OTHER EXPENSES			
3.1.	Consumption material			
3.2.	Operational expenses			
3.3.	Administrative expenses			
4.	EVENTUAL EXPENSES			
4.1.	Photocopies			
			TOTAL	
DATE:	NAME OF APPLICANT:	IDENTIFICATION, QUALIFICATION, AND SIGNATURE OF THE RESPONSIBLE FOR PROVIDING INFORMATION		