

Terms of Reference (ToR) for the procurement of IT services

CONFIDENTIAL

Project title:	Processing number/cost centre:
Promotion of Regionally Harmonized Approaches to the Conservation and Sustainable Use of Biodiversity in CARICOMG-011516-001/ Member States Project (CARIBIO)	11516030000
Country:	Transaction number:
St. Lucia	10030273

Works/services to be put out to tender:

Development and deployment of an IT-based online ABS permit application system in CARICOM member states

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0. Abbreviations

ABS	Access and benefit-sharing
AG	Commissioning party
AI	Artificial intelligence
AN	Contractor
API	Application programming interface
AVB	Allgemeine Vertragsbedingungen - <i>General Terms and Conditions of Contract for supplying services and work</i>
BMF	Federal Ministry of Finance
BMZ	Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung – <i>German Federal Ministry for Economic Cooperation and Development</i>
CARIBIO	Promotion of Regionally Harmonized Approaches to the Conservation and Sustainable Use of Biodiversity in CARICOM Member States Project
CARICOM	Caribbean Community
COM:ES	Council of Ministers: Environmental Sustainability
CV	Curriculum vitae
DC	Development Cooperation
ERD	Entity relationship diagram
EVB-IT	Supplementary Terms and Conditions for the Procurement of IT Services
FK	Fachkraft - <i>Expert</i>
FKT	Fachkrafttage - <i>Expert days</i>
GEF	Global Environment Facility
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
GWB	German Competition Act
ICT	Information and communication technology
IT	Information technology
IUCN	International Union for Conservation of Nature
KZFK	Kurzzeit-Fachkraft - <i>Short-term expert</i>
OECS	Organisation of Eastern Caribbean States

Works/services to be put out to tender:

Transaction number:

OSS	Open source software
SaaS	Software-as-a-service
ToRs	Terms of Reference
VgV	German Ordinance on the Award of Public Contracts

1. Context

1.1 The company

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Federal Government in achieving its objectives in the field of international cooperation for sustainable development and international education. The company is active in several fields: economic development and employment; governance and democracy; peacebuilding, security, reconstruction and civil conflict transformation; food and nutrition security, health, basic education, environmental protection, resource conservation and climate change mitigation.

GIZ operates in some 120 countries worldwide and sends experts and managers to projects and programmes. A high percentage of these partner countries are marked by fragile statehood, violence and risks for individual safety and security. GIZ is responsible not only for its own staff members but also for the safety and security of partners, consultants and other involved parties.

1.2 Project background

The Caribbean region, comprising more than 7,000 islands and over 30 nations and territories, is one of 36 global biodiversity hotspots. Geographical isolation and unique environmental conditions have resulted in rich biodiversity, both on land (approximately 12,500 species, including 11,000 plant species) and in marine ecosystems.

The Caribbean Community (CARICOM) is an intergovernmental organisation and political and economic union of 15 Member States (14 nation-states and one dependency), along with five associate members across the Americas. The CARICOM Secretariat's mandate is to contribute, in support of Member States, to improving the quality of life of the people of the Community and to fostering the development of an innovative and productive society, in partnership with institutions and groups working toward a people-centred, sustainable, and internationally competitive Community.

CARICOM in partnership with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, commissioned by the German Federal *Ministry for Economic Cooperation and Development (BMZ)*, is currently implementing the *"Promotion of Regionally Harmonized Approaches to the Conservation and Sustainable Use of Biodiversity in CARICOM Member States"* (CARIBIO) project. CARICOM is the lead executing entity for the project. The CARIBIO project has the overall objective of implementing a regionally harmonized approach to the conservation and sustainable use of biodiversity in the Caribbean.

Output 3 aims to expand the implementation of information technology (IT)-based online access and benefit-sharing (ABS) permit application mechanisms in selected CARICOM Member States. The results hypothesis suggests that a simplified, regional, digital procedure for ABS permit approvals, accompanied by legal guidance, will create an enabling environment for ABS to be effectively embedded in national legislation across the region. It is assumed that a selected organisation will be willing to host the regional ABS platform.

Based on the knowledge exchange under Output 1 of the CARIBIO project, which aims to strengthen the CARICOM Secretariat in its role as regional coordinator for biodiversity matters, this pilot initiative can be scaled to other countries in the medium term. A

coordinated, cost-effective regional approach will support improved regulation of access to genetic resources and the fair and equitable sharing of benefits.

Non-commercial users as universities as well as pharmaceutical and cosmetic companies have been accessing genetic resources in the Caribbean as primary sources for their research and development activities as well as commercial products. Many of these users have not provided meaningful benefit-sharing from the sale of these products, despite the substantial non-monetary and monetary benefits they have derived from them.

To address this, several efforts have been made to encourage more CARICOM Member States to ratify the Nagoya Protocol and to develop legislative and institutional frameworks to regulate access to their genetic resources and the associated traditional knowledge linked to these resources and to ensure benefit-sharing.

The Organisation of Eastern Caribbean States (OECS) is an International Inter-Governmental Organisation dedicated to economic harmonisation and integration, protection of human and legal rights, and the encouragement of good governance among independent and non-independent countries in the Eastern Caribbean.

GIZ and the Organisation of Eastern Caribbean States (OECS) collaborated on an initiative from 2019 to 2021 to develop ABS guidelines for OECS Member States. These guidelines were endorsed by the Eighth Council of Ministers: Environmental Sustainability (COM:ES 8) in May 2021 and aim to present a regional strategy that OECS States can follow in implementing the Nagoya Protocol and in developing their own national ABS frameworks. The guidelines seek to align and standardize ABS procedures and benefit-sharing obligations at the regional level, to support implementation at the national level. For a more efficient and effective ABS permitting process, a concept for an IT-based system with a regional backbone and national portals was presented to COM:ES 8.

Against this backdrop, the CARIBIO project was developed, with Output 3 dedicated to improving ABS frameworks and streamlining permit-issuing processes in CARICOM Member States based on the developed concept for an IT-based system. This output is intended to build on the previous work carried out by OECS, GIZ and other partner agencies in the region to strengthen ABS legislative and institutional frameworks. The OECS Commission is the lead implementing partner for Output 3 and may also be the technical host of the IT-based system. All CARICOM Member States are eligible to make use of this system and run their national ABS portals. In the context of the CARIBIO project, such national portals will be created for Belize (CARICOM Member State only), Grenada and Saint Lucia (both CARICOM and OECS Member States).

In parallel to the CARIBIO Project, the national GEF-funded project “*Strengthening access and benefit-sharing (ABS) policies and institutional frameworks through demonstrable models in Saint Lucia*” is implemented by UNEP and executed by IUCN in Saint. Lucia. The GEF-funded project will initiate the development of a national ABS permit portal for St. Lucia which should be integrated in the regional backbone developed by the CARIBIO Project.

1.3 Objective of the commission/subject of the procurement

GIZ requires services with the general objective setting up and deploying a functioning regional online permit and monitoring system with dedicated national portals for issuance of ABS permits and the monitoring of compliance with benefit-sharing clauses in ABS contracts to be

called The CARICOM ABS Portal. The CARICOM ABS Portal has to be developed to expedite the ABS permit application process for non-commercial and commercial users, at the same time improve the efficiency and transparency of the permit application process. All ABS permit applications submitted in the national portals will be processed through the common CARICOM backbone which may be hosted by OECS Commission. The participating countries are Saint Lucia, Grenada, and Belize. The work needs to be undertaken in close consultation with the assigned experts of GIZ, the OECS Commission, and the partner countries.

2. Requirements for the IT solution

2.1 Framework concept for the IT solution

2.1.1 Description of the existing IT solution

Currently, no respective IT solutions for CARICOM Member States exist at the national or regional level.

Non-commercial and commercial users of genetic resources and associated traditional knowledge including universities, pharmaceutical and cosmetic companies have been accessing genetic resources and associated traditional knowledge in the Caribbean as primary sources for their research and development activities as well as commercial products. Many of these users have not provided meaningful benefit-sharing from the sale of these products, despite the substantial non-monetary and monetary benefits they have derived from them. To address this problem, CARICOM Member States started to adopt national ABS frameworks with paper-based permitting procedures and ABS contracts. Such systems do not support easy overview about all permits issued, the types of benefit-sharing agreed upon and the status of compliance concerning the fulfilment of the benefit-sharing obligations by the users.

The results hypothesis suggests developing an easy-to-use, regionally implemented, and digital procedure with the objective to facilitate national ABS permit approvals, increase procedural transparency for governments and users, and enable oversight and monitoring of ABS contracts. Such IT systems will create an enabling environment for ABS to be effectively embedded in national legislation across the region.

The target groups of this IT system are on the one side the staff of the governmental institutions involved in the ABS permitting process, as for example Ministries of Environment and related agencies. On the other side there are the applicants for the permitting process who are researchers from public institutions as universities or private companies undertaking research, development, and production with genetic resources and associated knowledge.

The IT system will support the fulfilment of Output Indicator 3.1: „A regionally expandable, IT-based ABS approval system is ready for use in three CARICOM member states“.

2.1.2 General conditions at the partner end (where relevant)

The technical project partner supporting the implementation of the IT system should be the OECS Commission in St. Lucia due to its capacities in supporting member states in biodiversity and ABS topics, role in hosting various IT services, long-standing relationships with GIZ, and the proximity to the CARIBIO project. The secretariat has an IT department with 5 staff persons, being responsible for IT services for its member states as e.g. the unit drives the

region's digital transformation, managing internal infrastructure and executing regional tech initiatives, such as the Caribbean Digital Transformation Project.

The IT staff of the OECS Commission will be involved in the development of the IT system. The OECS Commission is willing to act as host of the IT system. Details of the hosting will be clarified by the project partners.

2.1.3 Use of open source software (OSS)

The IT system should be preferentially developed using Free and Open-Source Software (FOSS). FOSS solutions will guarantee the four freedoms of use for any purpose, free of restrictions such as licence expiry or geographic limitations, of study by anyone, of sharing with everyone, and modification by anyone. The developed software should be covered by copyleft licenses. GIZ and BMZ promote the use of FOSS in DC projects because, amongst others, flexibility in further development, lower costs, transparent data security, and increased digital sovereignty.

2.2 Infrastructure requirements

2.2.1 Hosting

The hosting of the IT system should be organised by the OECS Commission. The costs should be borne by it and, as appropriate, the participating member states.

2.2.2 Technical security requirements

The OECS Commission will be responsible for choosing a host that operates under security requirements acceptable for itself and the participating member states.

2.3 Functional requirements

The IT solution must meet the following functional requirements.

The frontend, meaning the webpage where commercial and non-commercial users can submit their information for applying for an ABS permit, must offer the following functions:

- On the CARICOM and OECS webpages: Allow permit applicants to select a country based on its requirements and be directed to the corresponding national portal of the participating countries
- On the webpages of the Competent National Authorities on ABS of participating countries: Allow permit applicants to directly link to the national portal
- Allow permit applicants to sign up and create their user accounts in the national portal
- Allow the applicant to upload supporting documentation
- Provide links with details of how to make payments for permits
- Include relevant placeholders in code to anticipate adding online payment gateway capacity in potential future development
- Allow applicants to submit their application
- Auto generate a permit application number and QR code for each successfully submitted application

- Allow applicants to submit their reports on compliance with benefit-sharing obligations online during the approved time of utilisation of genetic resources and associated traditional knowledge
- Provide for general guidance on which kind of documents need to be submitted, and which fees are to be expected
- Dynamically lead, assist and offer hints to the permit applicant in the application process
- Allow the user to save the input made during the initial application process and continue at a later stage
- Provide printouts of the completed forms

Backend, meaning the webpages where the staff of the permitting authorities receive applications from the users and can exchange information amongst themselves, must offer the following functions:

- Allow staff of the Competent National Authority on ABS and all other involved authorities to create their user accounts
- Post the successfully submitted applications to the national agencies' staff user accounts
- Allow the national agencies' staff to open the supporting documentations submitted by the applicant
- Include placeholder code that would allow the addition of capacity for national agency accounts department to verify and confirm receipt of permit application fees
- Provide communication means between the involved national agencies' staff
- Generate and grant permits
- Mail permits to the applicants' email accounts
- Provide online form for reports of users on compliance with benefit-sharing obligations as per the ABS contract
- Provide app for mobile phones to allow, e.g. national park staff to check QR codes on the permit when monitoring the activities of the users in the country

2.4 Non-functional requirements

The IT solution must meet the following non-functional requirements:

User friendliness

- The IT system needs to be developed to be operated on computers and mobile phones (iOS and Android systems)
- The IT system needs to operate in environments with limited bandwidths and internet speed
- Operability with common browsers as e.g. Google Chrome, MS Edge, Firefox

Scalability

- The modules of the IT system are developed in a way to allow easy adaption to new participating countries

3. Responsibilities of the contractor

The contractor will deliver the following services and work packages (along with the corresponding milestones). The contractor is responsible for providing the services in an agile

approach. The work packages have no chronological order and can also be implemented on an integrated basis, depending on the development methodology:

3.1 Work package 1: Kick-off

At the start of the project, the contractor, GIZ, the OECS Commission and representatives of the participating countries clarify the expectations for the cooperation arrangement, the technical platform for cooperation, details of the relevant responsibilities and the project schedule. The first meetings in St. Lucia will allow for the three participating countries to ask substantive questions to clarified issues regarding the defined objectives, requirements and other contextual information.

Tasks and services to be rendered by the contractor:

- Recruitment of three national consultants in the partner countries (Belize, Grenada, St. Lucia)
- Participation in and contributions to the physical meetings of the project as inception workshop in St. Lucia and national consultations in the three pilot countries
- Documentation of the meetings
- Establishment of a(n) (online) work environment

3.2 Work package 2: Drafting the implementation concept

The implementation concept is drafted together with the contractor, the target group and any other relevant stakeholders, and includes:

- Development methodology, schedule and release plan
- Revised and prioritised functional requirements
- (Provisional) system architecture
- Depending on the methodology: description of the areas of application and system specifications or backlog, for instance with user stories
- Visualisations and outlines (e.g. mock-ups, user journeys, process outlines, ER and use case diagram)

Tasks to be fulfilled by the contractor:

- Familiarization with the work on a national portal in St. Lucia under the UNEP-GEF ABS project executed by IUCN
- Close cooperation with the National ABS Focal Points of the three pilot countries in selecting the national experts for the short-term expert pool, analysing the institutional permitting processes and creating the national ABS portals
- Organisation online meetings with GIZ, OECS Commission, ABS-related authorities and national experts in the three pilot countries

Outcomes to be delivered by the contractor:

- Implementation concept

3.3 Work package 3: Technical implementation

The IT solution is to be developed on the basis of the implementation concept. The methodology and the release plan specify the (iterative) publication of functions. The contractor will propose the development methodology and the provisioning model in the technical concept (see Section 9).

Outcomes to be delivered by the contractor:

- Central backbone with dedicated national portals that allows applicants to login to the system to submit applications, supports the permitting process with all involved authorities and facilitates monitoring of compliance with benefit-sharing obligations
- Monitoring function of the system making use of artificial intelligence (AI)-based approaches, e.g. for screening scientific publications and the Internationally Recognised Certificates of Compliance posted in the ABS Clearing House
- Dynamic online application form that combines questions from the permit forms of involved authorities and can be submitted electronically by applicants using the portal
- Authorities' portal that allows government authorities to login, review, process and issue permits, integrated in the central backbone
- Backend database for the storage of permit applications, granted permits and other relevant data
- Security protocols to maintain the confidentiality of personal and other data
- Object code and/or operable and executable application
- Documentation of the development process (e.g. implementation progress, changes)
- Annotated source code

3.4 Work package 4: Testing and quality assurance

The contractor sets up a test environment and, during and after the development process, conducts the relevant recommended tests (e.g. unit tests, integration tests, load tests). Tests are also conducted regularly with future users of the IT solution.

Outcomes to be delivered by the contractor:

- Testing concept and test documentation
- Documentation of the user feedback and the improvements (faults, weak points, exploits, etc.)

3.5 Work package 5: Documentation

GIZ must be provided with detailed documentation of the functionalities and the source code annotation in good time and in an appropriate manner. The contractor is obligated to make the latest documentation available for inspection at any time.

Outcomes to be delivered by the contractor:

Documentation based on a conventional standard (e.g. arc42) in a GitHub repository
The documentation must include the following items in particular:

- Software stack and dependencies
- System requirements, system specifications and system architecture
- Diagrams and outlines (e.g. use case, ERD, process outlines, mock-ups)
- Other technical documentation (e.g. interfaces, (clearance of) faults)

Record of processing activities

3.6 Work package 6: Training

3.6.1 Administrative training

The contractor will conduct *up to 8 hours* of technical training *online* for *the involved number* of the *OECS Commission's and partner countries'* IT personnel. Conducted in *English*, this training enhances knowledge and capacity for sustainable operations. The training content is also documented in writing.

Outcomes to be delivered by the contractor:

- Training material
- User manual
- Administration manual
- Guidelines on updating materials and manuals

3.7 Work package 7: Support (and operation)

The contractor provides support and operating services until the end of the contractual term. This involves:

- Monitoring and updating the server applications and services
- Monitoring and updating the underlying (web) application, frameworks and other dependencies
- Bug-fixing
- Communicating with the hosting provider in the event of critical incidents

Outcomes to be delivered by the contractor:

- Report on support enquiries that have been addressed
- Report on operational and maintenance activities

3.8 Work package 8: Project management

The contractor appoints an experienced project manager as a permanent contact for the entire term of service provision. The project manager will be responsible for project management on behalf of the contractor.

Project management involves:

- Compiling an overall picture of GIZ's technical requirements and breaking them down into a schedule and personnel plan.
- Coordinating the schedule of the individual steps with GIZ, the OECS Commission and the participating countries and documenting it in the form of a shared project plan.
- The contractor also produces a project/iteration plan that specifies the iteration in which specific requirements are to be implemented.
- During development, regular progress reports must be submitted by the contractor to GIZ.

Outcomes to be delivered by the contractor:

- Project and iteration plan
- Regular progress reports

4. Term, schedule and milestones

The expected term of the contract is *18 months*.

The following dates/deadlines apply for achieving the milestones:

Milestones	Delivery date/period	Responsible
WP1 Recruitment of national consultants in Belize, Grenada, and Saint Lucia	Jan 2027	AN
WP2 Presentation of a prototype for demonstration and review with stakeholders and partners (inception workshop) Reports of inception workshop and pilot country visits Implementation concept with list of languages and open-source libraries with licence details	Feb 2027 Mar 2027 Mar 2027	AN AN AN
WP3 Draft final system as approved by stakeholders (report, code and web portal) Submission of draft guides for applicants and administrators Testing the system Support of the validation of the system by stakeholders (validation workshop)	Jun 2027 Jul 2027 Aug 2027 Sep 2027	AN AN AN AN
WP5 Updating the final software on the server and delivery of the electronic source code on an external hard disk	Oct 2027	AN
WP6		

Submission of second draft of the guides for applicants and administrators	Oct 2027	AN
Training of IT staff	Oct 2027	AN
Submission of final guides for applicants and administrators	Nov 2027	AN
WP7 Deployment of the system to live production servers	Nov 2027	AN
WP8 & WP9 Project plan	Mar 2027	AN
Quarterly progress and monitoring reports	Jun 2027 / Sep 2027 / Dec 2027	AN
Updates to the guides, the backbone and national portals as required	Continuous until project end	AN

5. Granting rights of use

The contractor grants the rights of use for the IT solution, as per Section 3.1 of the General Terms and Conditions for EVB-IT Service Contracts (EVB-IT-Service-AGB) to both GIZ and to the OECS Commission.

Sections 3.1 to 3.4 of the EVB-IT-Service do not apply to open source components. GIZ can acquire rights of use for the open source components from the rights holder if it concludes license agreements with the rights holder under the terms and conditions of the relevant open source license(s). In this case the use of the open source components is determined solely by the relevant open source license(s).

The provisions set out in Section 3.1 to 3.4 of the EVB-IT-Service do, however, apply to the software components developed by the contractor, unless these must be licensed as open source software because of obligations arising from an applicable open source license (copyleft effect). The contractor is responsible for checking whether any requirement of this nature applies, and is required to inform GIZ of the outcome. If copyleft requirements apply, and the contractor has informed GIZ of this, the previous paragraph shall apply.

6. Data protection

Particular consideration must be given to aspects of data protection when commissioning IT development work.

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. GIZ is NOT in any way responsible for such processing.

Whenever the contractor executes the instructions of a partner to GIZ with regard to such processing, the partner shall be the data controller, and the data processing shall be carried out in accordance with the partner's instructions as well as laws and standards to which it is subject.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) should be considered.

The contractor is hired to develop an IT system on behalf of a local partner, who determines the purposes and means of the data processing activity. GIZ does not bear ANY responsibility for such processing. Under the GIZ contract, the IT system has to be build in conformity with the highest data protection standards. However, GIZ's responsibilities end with the handing over of the systems to the partner. As a data controller, the partner must ALONE comply with all local and regional laws applicable to such processing. Consequently, the data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject should be paid due attention. GIZ recommends the partner to conclude data protection agreements with the hosting service provider(s) and the maintenance service provider(s), where applicable. GIZ would be available to support the partner whenever need arises.

7. Information security

-not applicable

8. Language

In deviation from Sections 1.2., 6.1 and 8.1. of the General Terms and Conditions for EVB-IT Service Contracts, the contractor shall provide the services in English.

9. Technical and methodological concept

In the conceptual design of the tender (technical and methodological approach, project management, if necessary other requirements), the tenderer is required to take specific objectives and requirements into consideration and describe them as explained below.

9.1 Requirements for the technical and methodological concept (Section 1 of the assessment grid)

In the tender, the tenderer is required to show *how* the services specified in Section 3 are to be provided, where relevant taking account of other specific methodological requirements (Section 0) (technical and methodological concept).

9.1.1 Assessment of the requirements

The tenderer must assess the objective and the requirements of the IT solution (see Sections 1 and 2) in relation to feasibility and to what particular (non-)technical difficulties must be taken into account in the IT solution to be developed by the tenderer in order to achieve the objective (Section 1.1 of the assessment grid).

9.1.2 Project management and development methodology

The tenderer should consider the design of the project management process and describe their methodology for development/implementation, taking into account the described work packages (Section 3) and compliance with the milestones (Section 4) (Section 1.2 of the assessment grid).

9.1.3 Operational plan/personnel assignment plan

The tenderer must create and explain an operational plan that also includes a personnel assignment plan for all of the specialist staff that they offer. The operational plan must depict the assignment periods (time period and expert days) and, in particular, describe the necessary work steps and take account of and, where necessary, supplement the milestones as per Section 4 (Section 1.3 of the assessment grid).

9.1.4 Test and documentation concept

The tenderer must describe the process for testing and documenting the IT solution and the IT security and documentation standards used (Section 1.4 of the assessment grid).

10. Human resources

The tenderer is required to propose personnel on the basis of relevant CVs for the positions (as experts) specified and described here in terms of the areas of responsibility and qualifications. **The requirements regarding the format and content of the CVs are set out in Section 12.**

The qualifications set out below reflect the requirements for achieving the maximum number of points in the technical assessment.

‘One year of professional experience’ is understood to mean 12 cumulative expert months with at least 18 expert days per month, provided no diverging definition is specified for individual qualifications.

10.1 Expert 1: Team leader (Section 3.1 of the assessment grid)

This position is a key expert. A statement of availability for this expert must be attached to the tender as an annex.

Responsibilities of Expert 1:

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Leading the analysis of the permitting-related processes in the institutions and the general architecture of the IT system
- Ensuring an agile approach during the services
- Participation and presentations in project meetings, as inception and validation workshops, national workshop, and online meetings
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of Expert 1:

Education/training (Section 3.1.1 of the assessment grid)	University degree (e.g. master's or a German 'Diplom') in relevant area or certificates in the field of Information and communication technology (ICT) sciences or comparable degrees
Language (Section 3.1.2 of the assessment grid)	Knowledge of English, C2 in the Common European Framework of Reference for Languages
General professional experience (Section 3.1.3 of the assessment grid)	8 years of professional experience in the ICT sector
Specific professional experience (Section 3.1.4 of the assessment grid)	8 years in the institution development sector using IT-based approaches, including 5 years supporting the implementation of national ABS frameworks
Leadership/management experience (Section 3.1.5 of the assessment grid)	4 years of management experience in projects, companies or other organisations with disciplinary leadership responsibility for people
Experience in the field of development cooperation (Section 3.1.6 of the assessment grid)	4 years of experience in DC projects in developing countries, including 1 year in project(s) in the Caribbean region
Other (Section 3.1.7 of the assessment grid)	not applicable

10.2 Expert 2: Developer (Section 3.2 of the assessment grid)

Responsibilities of Expert 2

- Support in developing the architecture of the IT system
- Development of codes for the backbone, front- and back-end
- Development of the webpages for the front- and back-end
- Participation and presentations in online project meetings

Qualifications of Expert 2

Education/training (Section 3.2.1 of the assessment grid)	BSc in ICT sciences in comparable degrees
Language (Section 3.2.2 of the assessment grid)	Knowledge of English, C1 in the Common European Framework of Reference for Languages
General professional experience (Section 3.2.3 of the assessment grid)	3 years of professional experience in the ICT sector
Specific professional experience (Section 3.2.4 of the assessment grid)	2 years of professional experience in the institution development sector using IT-based approaches
Leadership/management experience (Section 3.2.5 of the assessment grid)	not applicable
Experience in the field of development cooperation (Section 3.2.6 of the assessment grid):	2 years of experience in development cooperation projects
Other (Section 3.2.7 of the assessment grid)	not applicable

10.3 Expert 3: AI-based monitoring applications (Section 3.2 of the assessment grid)

Responsibilities of Expert 3

- Development of codes for the monitoring system analysing compliance with benefit-sharing clauses of ABS contracts
- Development of AI-based approach to analyse external data in support of monitoring compliance
- Participation and presentations in project meetings, as inception and validation workshops, and online meetings
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Qualifications of Expert 3

Education/training (Section 3.3.1 of the assessment grid)	University degree (e.g. master's or a German 'Diplom') in relevant area or certificates in the field of Information and communication technology (ICT) sciences, humanities or comparable degrees
Language (Section 3.3.2 of the assessment grid)	Knowledge of English, C2 in the Common European Framework of Reference for Languages
General professional experience (Section 3.3.3 of the assessment grid)	5 years of professional experience in the ICT sector
Specific professional experience (Section 3.3.4 of the assessment grid)	5 years of professional experience in the institution development sector using IT- and AI-based approaches related to biodiversity and ABS topics
Leadership/management experience (Section 3.3.5 of the assessment grid)	not applicable
Experience in the field of development cooperation (Section 3.3.6 of the assessment grid):	4 years of experience in development cooperation projects
Other (Section 3.3.7 of the assessment grid)	not applicable

The tenderer must assign all the proposed experts to the required qualifications and clearly present them in a separate table preceding the CVs. The summary presentation must mention only qualifications that are actually indicated in the CVs. Evidence of professional experience must be rendered in the form of meaningful references in the CVs. It is advisable to make specific reference to each instance of professional experience.

Soft skills of team members

In addition to their specialist qualifications, all team members are also expected to have the following qualifications:

- Team players
- Initiative
- Communication skills
- Sociocultural and intercultural skills
- Efficient partner- and client-oriented working methods
- Interdisciplinary thinking
- Agile working approach

Soft skills will not be evaluated.

11. Costing requirements

11.1 Assignment of experts

In your tender, please do not deviate from the specification of quantities required in these ToR (number of experts and expert days, budget specified in the price schedule). This is part of the competitive tender and is used to ensure that the tenders can be compared objectively. Please note: only services that were commissioned by GIZ and rendered by the contractor will be remunerated. We would also like to point out that it may not be necessary to make use of the total number of proposed expert days.

The number of expert days corresponds to full working days.

Expert	Expert days
Expert 1:	
1	75
Expert 2:	
1	50
Expert 3:	
1	23

11.2 Travel expenses

11.2.1 Travel – sustainability considerations

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, for example by selecting the lowest-emission booking class (economy) or using means of transport, airlines and flight routes that are more CO₂-efficient. For short distances, travel by train (second class) or e-mobility are the preferred options.

CO₂ emissions resulting from air travel must be offset. GIZ specifies a budget for this which enables carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance](#) has published a [list of standards](#). GIZ recommends using these standards.

11.2.2 Travel expense requirements

Travel expenses must be costed as follows by the contractor:

Travel expense item	Number/quantity/budget
Total number of international flights	5
Total number of regional/domestic flights	6
Carbon offsets for flights	880 EUR An unalterable budget for carbon offsets for settlement against evidence is specified.
Transport costs (rail travel, car travel, local public transport)	2,250 EUR (against evidence)
Per diem allowances (St. Lucia and Grenada)	70
Per diem allowances (Belize)	9
Accommodation allowances (St. Lucia and Grenada)	63
Accommodation allowances (Belize)	7
Other travel expenses (visa, project-related travel expenses outside the place of business, etc.)	600 EUR (against evidence)

Per-diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense reimbursement (download at <https://www.bundesfinanzministerium.de>).

In addition, for the following items, reasonable costs can be settled against evidence up to the proposed amount.

Works/services to be put out to tender:

Transaction number:

- Flight costs
- Transport costs
- Other travel expenses

Notes on settling accommodation allowances outside Germany.

For St. Lucia accommodation allowances of up to EUR 140,00 may be proposed in your tender.
For Belize accommodation allowances of up to EUR 140,00 may be proposed in your tender.
For Grenada accommodation allowances of up to EUR 140,00 may be proposed in your tender.

This is equivalent to the maximum rate permissible under tax law, as stipulated in the BMF circular on travel expense reimbursement.

- If accommodation allowances proposed in the tender are equivalent to up to 75% (EUR 105,00) of the maximum rates permissible under tax law as set out in the BMF circular on travel expense reimbursement, they will be reimbursed **as a lump sum** which shall be the contractually agreed sum.
- If accommodation allowances proposed in the tender are equivalent to between 75% and 100% (EUR 105,01 – EUR 140,00) of the maximum rates permissible under tax law as set out in the BMF circular on travel expense reimbursement, the **costs for which evidence is provided** will be reimbursed up to the contractually agreed sum.

11.3 Materials and equipment

– not applicable –

11.4 Workshops, training

– not applicable –

11.5 Hosting

– not applicable –

11.6 Other costs

Service contracts with local service providers

Other occurring costs will be EUR 46.500,00 (we estimated 102 expert days) for service contracts with local service providers which play a role in the following work packages: Work package 1: Kick-off, Work package 2: Drafting the implementation concept, Work package 4: Testing and quality assurance, and Work package 6: Training.

The fixed, unalterable budget given above is earmarked in the price schedule for service contracts with local service providers from Belize, Grenada and St. Lucia. Settlement against evidence.

The local service providers are to be contracted to provide the following:

Work package 1: Kick-off

- Support of the contractors to prepare the physical meetings of the project as inception workshop in St. Lucia and the national consultations in the three pilot countries
- Participation in the meetings in St. Lucia and in the respective country in which the subcontractor resides
- Support the contractor in the documentation of the meetings
- Support the contractor in the establishment of a(n) (online) work environment

Work package 2: Drafting the implementation concept

- Support the contractor in the development of methodology, schedule and release plan of the implementation concept, specifically in the aspects covering the respective partner countries
- Close cooperation with the contractor and National ABS Focal Points in the respective pilot country when analysing the institutional permitting processes and creating the national ABS portals
- Support the contractor in the organisation of online meetings with GIZ, OECS Commission, ABS-related authorities and national experts in the respective pilot countries

Work package 4: Testing and quality assurance

- Support the contractor in testing the concept and drafting the test documentation
- Participating in relevant recommended tests (e.g. unit tests, integration tests, load tests), undertaken with future users of the IT solution in the respective partner countries
- Support the contractor in the Documentation of the user feedback and the improvements (faults, weak points, exploits, etc.)

Work package 6: Training

- Support the contractor in developing training material, user manual, administration manual, guidelines on updating materials and manuals
- Support the contractor in conducting up to 8 hours of technical training online for the involved number of the OECS Commission's and partner countries' IT personnel

The Contractor shall prepare tender documents for the procurement of services through subcontractors. The selection of the subcontractors is carried out by the contractor in accordance with section 8.2 of the EVB IT AGB.

11.7 Flexible remuneration

– not applicable –

12. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. It must be legible (font size 11 or larger) and clearly formulated. The technical bid must be submitted in English.

The technical and methodological concept of the tender (Section 9 of the ToR) is not to exceed 10 pages (not including the cover page, list of abbreviations, table of contents and brief introduction). Additional annexes not requested will not be assessed. External content (e.g. links to websites) will also not be considered.

The CVs of the staff proposed in accordance with Section 10 of the ToR must be in the EU format and not more than 4 pages in length. The CVs must clearly show what position the proposed person held, which tasks they performed and how many expert days they worked during which period in the specified references. The CVs can also be submitted in English.

We strongly request that you do not exceed the number of pages specified.

The CVs must clearly and unequivocally show what position the proposed person held, which tasks they performed and how long they worked during which period in the specified references. **The references contained in the CVs must therefore include the following information:**

- Name of the company/organisation/reference project in which the expert worked
- Position held and task(s) performed by the expert in the company/organisation/reference project
- Work outcomes or products produced by the expert, or expert's contribution to the completion of these outcomes and projects (if relevant)
- Duration of the expert's assignment in the company/organisation/reference project per calendar year in full-time expert days, weeks or months (for example: 2019: 2 months, 2020: 10 months, 2021: 1 month)
- Leadership experience/management: clear information on the reference projects or fixed positions within the company/organisation in which the requirements specified in Section 10 were fulfilled (for example, period, number of persons for whom the expert had disciplinary responsibility, project budget) (if relevant)
- International professional experience/professional experience in the country of assignment: clear information on the reference projects or fixed positions in the company/organisation in which the requirements specified in Section 10 were fulfilled (for example, actual duration of assignment on the ground in full-time expert days, weeks or months) (if relevant)

In order to facilitate the assessment, we request that you number the references consecutively and provide only references that are clearly related to the object of this tender.