



GMES&Africa Project

**«Earth Observation for the Sustainable Land and
Water Management in North Africa»**

DEVELOPMENT OF A BILINGUAL GMES DISSEMINATION PLATFORM

**TERMS OF REFERENCE
RECRUITMENT OF A DESIGN OFFICE
or
a group of design offices**

[AO/OSS/GMES&Africa_Plateforme/030920-27]

September 2020

1. CONTEXT

The “**Earth Observation for the Sustainable Land and Water Management in North Africa**” project is implemented by the OSS, with the support of its national and regional partners, in charge of remote sensing, namely the ASAL (Algeria), DRC (Egypt), LCRSSS (Libya), CRTS (Morocco), University of Nouakchott (Mauritania) and CNCT (Tunisia) at the national level and CRTEAN and CRAFT-LF at the regional level.

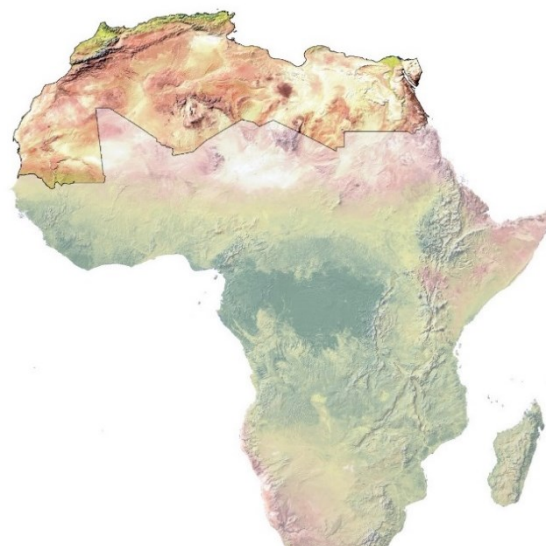


Figure 1: GMES & Africa project area of action - North Africa

The overall objective of this project is to support decision making in the field of sustainable management of natural resources and water through the provision of products and services based on Earth Observation (EO) data and techniques. It will be achieved through the following specific objectives:

- Developing and sustaining decision-support services for the benefit of natural resources and water managers;
- Boosting regional cooperation and promoting the know-how exchange in the natural resources and water management;
- Building capacities and awareness-raising of all partners and end users on the potentials and better consideration of Earth Observation technical data and applications.

These terms of reference are prepared with a view to recruiting a design office or a group of design offices that will be responsible for developing a bilingual (French/English) dissemination platform within the framework of the GMES&Africa project, integrating an interactive map component for the visualization and query of spatially referenced data.

2. OVERALL PURPOSE OF THE ASSIGNMENT

The purpose of the assignment is to establish a bilingual (French / English) dissemination platform, integrating an interactive map component for the visualization and query of spatially referenced data.

This platform will aim to:

- Relay news of the project and ensure the dissemination of its different products and results;
- Broadcast the documents produced as part of the project;
- Share capacity building tools and training materials;
- Broadcast spatially referenced data and information through a geoportal;
- Allow data and information exchange and sharing in order to facilitate communication between the different participants.

It is highly recommended that the interface of this platform be inspired by the COPERNICUS platform

<https://www.copernicus.eu/fr>

Navigation must be user-friendly, attractive and ergonomic, integrating the features described in annex 1.

3. EXPECTED RESULTS OF THE PLATFORM

The platform must perform the following functions:

- **Communication:** Present the project, partners and the communication supports produced within the framework of the project;
- **News:** Provide non-stop information illustrated by multimedia content relating to all activities carried out within the framework of the GMES&Africa project: workshops, studies, participation in international events, etc. ;
- **Awareness-raising/advocacy:** Communicate, in an accessible format and plain language to everyone, on the topics related to the three services (agriculture, water resources, environment) and on the importance, relevance and challenges of remote sensing in these three topics;
- **Sharing:** Making the products, knowledge and expertise generated available to end users in particular and the general public in general. For instance, national studies, advocacy, technical descriptions of GMES services, interactive maps, communication supports, etc.;
- **Geoportal:** Develop an interactive and dynamic map component, ensuring user-friendly query (updating, data retrieval and statistics) of the different published layers. It should be remembered that the spatially referenced dataset intended for interactive visualization by the general public will be delivered by the OSS (land cover maps, long-term averages of climate data and NDVI).

The OSS will be responsible for supplying the service provider with the content of the different site sections (texts, photos, etc.), as well as the database containing the spatially referenced layers (GIS format). These layers will be published by the service provider in a mapping engine and will be viewed from an interactive visualization web interface on a map background.

The service provider will also have to provide for the integration of the three GMES services¹ in the platform through WMS flows or taking into account the formats of the map products generated by the three services.

4. TARGET AUDIENCE OF THE PLATFORM

The main audience groups of the platform are:

- End users who are executives, experts and professionals in water resources management, in charge of monitoring agriculture and the environment, specifically in the North African region;

¹ The "Water resources", "Environment" and "Agriculture" services will be developed before the end of 2020.

- Researchers, academics, trainers and students, particularly in the field of water resources, agriculture and the environment;
- Journalists and media professionals, especially those specializing in water resources and natural resources issues;
- GMES&Africa technical partners and the private sector at national, sub-regional and regional level;
- The general public interested in the topics of the project and/or its results.

5. APPROACH

The platform will be designed and put online by the service provider in close consultation with the OSS team of experts. The approach to adopt is presented as follows:

- Study of the needs and analysis of the model developed by the OSS team (See Annex 1);
- Development of three preliminary proposals (design, graphic charter, etc.);
- Choice of a Template by the OSS. The service provider will have to hold meetings/videoconferences with the OSS team;
- Deployment of the platform prototype on a confidential address;
- Validation of the prototype through an iterative process (OSS/service provider) ;
- Spread of the site new version and training of managers on the supply, management and maintenance of the platform (COM and IT teams);
- Development of training tools for the use, management and maintenance of the platform;
- Technology transfer giving the platform managers (COM and IT teams) freedom for its use, management and administration after the end of the service.

6. QUALIFICATIONS OF THE TENDERER

The tenderer might be a design office or a group of design offices from an **African country**. It must provide evidence of:

In-depth skills in the development of web services;

- Perfect command of the environment proposed for the development of the site (CMS, Framework,...); (**references required**) ;
- Good knowledge of Python, HTML5, PHP, java script and CSS;
- Extensive experience in computer graphics and web design; (**at least five references required**);
- Proven experience in the development of map tools/interfaces for interactive visualization of spatially referenced data (GeoServer, MapServer, Leaflet, OpenLayers, Python, etc.) (**at least five references required**).

7. DELIVERABLES

The tenderer will have to develop:

- **A dissemination platform** for the GMES&Africa project. The developed platform will be the OSS property;
- **A technical report** detailing the different technical components of the platform as well as the interactions with each other (libraries used, interactions with the database, map interface, etc.). This report must also include the platform management, maintenance and update elements;
- **Training tool** including a tutorial for the platform start-up and content management, as well as its maintenance and update;
- **Technology transfer:** the tenderer will have to provide training on the platform management and maintenance for the OSS website managers. The training must enable the OSS team to take over the new platform with its map component, and the IT & COM team to be self-governed after the end of the service.

The first platform prototype must be deployed before November 15, 2020.

The training of the site's content managers as well as the supervisors must be provided by the tenderer before November 31, 2020.

8. DURATION OF THE ASSIGNMENT

The duration of this assignment is estimated at sixty (60) days spread over four (4) months on average from the signing of the contract.

9. PAYMENT TERMS

The OSS will pay for the service to the bank account specified by the tenderer, after validation by the OSS of the duties requested. The payment will be secured in two instalments, as follows:

- **40%** of the total amount of the service will be paid after the first prototype has been developed and validated by the OSS.
- **60%** of the total amount will be paid after the final version has been returned, tested and validated by the OSS, and the technology transfer has been completed.

10. CONTENT OF THE FILE, SUBMISSION PROCEDURES AND DEADLINE

Tenderers are requested to submit an administrative file, a technical bid and a financial bid. Financial and technical bids must be kept separate.

10.1 CONTENT OF THE FILE

a) The administrative file

Tenderers are expected to provide the following administrative documents:

- The certificate relating to the tax situation provided for by the legislation in force,
- A certificate of non-bankruptcy, legal redress or any other equivalent document, provided for by the law of the country of origin for non-resident tenderers in Tunisia,
- A copy of the trade register for resident tenderers or any other equivalent document provided for by the law of the country of origin, for non-resident tenderers in Tunisia,
- A duly completed and signed sworn statement in accordance with the form (annex 2).
- A duly completed and signed referencing sheet in accordance with the form (annex 3).

If the tenderer happens to be a group comprising more than one design office, the two documents below are also required, namely:

- Group agreement duly signed by the bidding design offices.
- Power of attorney from the office designated to act and sign on behalf of the group.

b) The technical bid

Tenderers must provide a technical bid including:

- **A detailed technical proposal (including the tree structure proposed for the platform)** on how to handle the technical aspects: map visualization interface, content management...This proposal will include the libraries to be used.
- **A detailed execution timetable** (prototype development, versioning, training on the platform management ...).
- **A detailed curriculum vitae** of the tenderer which specifies his/her area of expertise, (it is advisable to use the standard OSS CV template downloadable at the following link: [\[OSS CV Template\]](#))
- **References** deemed useful.

b) The financial bid

The tenderer is required to submit a detailed financial bid by duty (design, development, training ...).

10.2 PROCEDURES FOR SUBMITTING THE FILE

Applicants will have to submit their applications by email to the following address: procurement@oss.org.tn mentioning the **[AO/OSS/GMES&Africa_Plateforme/030920-27]** reference in the subject line.

Technical and financial bids must be kept separate.

The submission deadline is Thursday, September 24th, 2020 at 11:59 p.m. (Tunis time) and 10:59 p.m. (GMT).

11. EVALUATION

The contract will be awarded to the tenderer whose bid has been evaluated and who received the highest score on the pre-established set of weighted technical and financial criteria specific to this tender.

Bids will be evaluated based on the weighted scoring method.

Weighting: The weighting used for the bid evaluation is as follows:

- Percentage of the technical bid: 70%;
- Percentage of the financial bid: 30%.

Only applicants who have obtained a minimum of 70 points on the technical bid will be shortlisted for the financial evaluation. After checking the consistency between the financial and technical bids, each financial bid will be given a score (FS) calculated by comparison with the lowest financial bid (LB) as follows:

- **FS = 30 x LB / F** (F being the amount of the evaluated financial bid).
- Proposals will be classified according to their combined technical (TS) and financial (FS) scores, weightings being applied (70% for the technical bid; 30% for the financial bid) to have an overall score (**OS = TS+FS**).

The contract will be awarded to the tenderer who obtained the highest total weighted score

Table 1 - Evaluation grid

Criteria	Points	Weighting in%
A. Technical bid		70%
A.1. Sub-criterion 1: Methodological approach in line with the expected results of the assignment and implementation timetable	40	
A.1.1. Understanding of needs	15	
A.1.2. Overall approach	15	
A.1.3. Work plan and breakdown by phase	5	
A.1.4. Relevance of the tenderer with the service	5	
A.2. Sub-criterion 2: Profile of the tenderer	60	
A.2.1. In-depth expertise in web services development	10	
A.2.2. Good knowledge of Python, HTML5, PHP, java script and CSS	20	
A.2.3. Extensive experience in computer graphics and web design; (<i>at least five references required</i>)	15	
A.2.4. Proven experience in the development of map interfaces	15	
B. Financial bid		30%

ANNEX 1 - PLATFORM FEATURES

The platform must provide, at least, the following features:

- **Home page:** visual **inspired by the COPERNICUS graphic charter** with simple navigation and intuitive discovery/guidance;
- **Content:** pleasant consultation and easy access to the different sections and products (COM tools, multimedia content, geoportal, etc.). The content of the different site sections must be supported by key words (*tags*) to facilitate indexing and research;
- **Research:** powerful research tool;
- **Download:** download area classified by product/topic;
- **Multimedia:** feed the “textual” content with images and videos with the possibility of connecting them with YouTube videos;
- **Social networks:** ensure the link between the website and social networks (Facebook, ...);
- **Interaction:** give Internet users the opportunity to share content with their contacts and friends on social networks;
- **Mobile version:** the site content must be perfectly accessible on the different web browsers and mobile devices (*responsive design*);
- **Referencing:** this involves improving the website referencing on search engines such as Google;
- **Connection statistics:** the tenderer must give the platform managers an online access to the site traffic statistics (number of visitor access, keywords typed by the Internet users, number of visits, pages visited, types of web browsers used, visitor geo-tracking...);
- **Geoportal:** it is an interactive and user-friendly visualisation map interface for spatially referenced data. This consultation interface will allow the display of dynamic maps linked to the data made available by the OSS, their interactive consultation (zoom, movement, entity query, printing of maps, etc.), as well as interaction with the different products of the three GMES&Africa services.

ANNEX 2 - SWORN STATEMENT TEMPLATE

SWORN STATEMENT

Subject of the call for tenders:

I, the undersigned (name and first name):

Nationality:.....

Acting as:.....

Company name:.....

Address:

Registered in the trade register under number..... on at.....

Tax identification number:

- **Solemnly declare:**

1. Never having been in liquidation and never having been subject to any legal proceedings for any reason whatsoever;
2. Not to engage, myself or through an intermediary, in practices that may be qualified as embezzlement, fraud or corruption in the different procurement, management and execution procedures of this contract;
3. Commit myself, in the event that my bid is selected, to observe the current OSS procedures and the obligation of confidentiality and professional secrecy for all facts and/or information that I may have to know;

- **Certify** the accuracy of the information contained in this sworn statement and in the documents provided in my bid.

- **Certify** that I am not related to any person receiving any remuneration from the OSS.

- **Acknowledge** that I have read that any inaccuracy or fallacy and any breach that may be raised in the content of my bid as well as non-compliance with the conditions of participation, are causes of rejection of my application.

Made at on.....

Signature and stamp of the legal representative of the design office or group

ANNEX 3 - REFERENCING SHEET**Referencing sheet**

<i>DETAILS OF THE DESIGN OFFICE</i>		
Company name:		
Legal form: Tax ID number: Date of registration: Place of registration:	Tax registration number: Date of registration in the trade register:	
Full name and nationality of the Legal representative:	Position:	E-mail:
Full name and nationality of the Contact person:	Position:	E-mail:
Legal address in the country of activity:		
Zip code:	City:	Country:
Phone:	Fax:	

THANK YOU FOR RETURNING THIS DOCUMENT DULY COMPLETED AND SIGNED BY THE LEGAL REPRESENTATIVE OF THE DESIGN OFFICE OR GROUP.