



Guyana

Office of Climate Change

January, 2018

TRANSITIONING TO NATIONAL ENERGY SECURITY: Bartica as a Model Green Town

TERMS OF REFERENCE

ESTABLISHMENT AN ENERGY DATA MANAGEMENT SYSTEM (EDMS) FOR THE BARTICA MUNICIPALITY

1. INTRODUCTION AND BACKGROUND

The Office of Climate Change (OCC) in the Ministry of the Presidency (MoP) has received grant funding from the Government of Italy under the Italy Caribbean Community (CARICOM) Partnership program to support implementation of the Project entitled Transitioning to National Energy Security: Bartica as a Model Green Town. The project is being implemented by the OCC in partnership with the Caribbean Community Climate Change Centre (CCCCC).

The primary objective of this project is to establish a reliable point of reference for the existing state of energy use in Bartica from which the data generated will be used for future measurements and predictions for evidence-based decision making and pursuance of projects and programs.

The secondary objectives list below are the first tier interventions that are expected to stimulate and expedite a comprehensive and robust renewable energy uptake program in the New Bartica Township.

Bartica, has been designated the model town for Green Initiatives by the Government of Guyana. This project is considered critical to the stimulation and wider uptake of the much needed alternative energy solutions for Bartica, bearing important implications for its new developmental plans and transition towards a model "Green Town", much for the greater good of a national Green Economy.

The municipality of Bartica, although a relatively new will be seeking to seize the opportunity to lead this response at the local level by encouraging and helping other public entities, residents, businesses and organizations to reduce their energy consumption and transition to clean energy while improving their socio-economic status. Furthermore, the sensitization and awareness building needs to be encouraged at all levels, from Government Ministries, i.e., Finance, Communities (inclusive of housing and water), Public Infrastructure, Education and Academia, Public Security; to households, all need to be aware of what the development paradigm is. It is therefore within this context that the messages being transmitted would need to be targeted and focused on the particular interest group. For instance, it would need to be gender sensitive and contextually relevant for the municipality. And lastly, it would also be important to make the

business case in pursuing a green economy development framework versus the traditional fossil fuel driven development.

2. OBJECTIVE OF THE CONSULTANCY

2.1 Objective

The objective of this consultancy is to establish and install a fully functional Energy Data Management System (EDMS) for the Bartica Municipality. The EDMS will have an internet interactive platform, a data archiving system for all related energy sector activities as well as being able to facilitate data sharing and manipulation.

3. THE TASK

The OCC requires the services of a consulting firm to develop a database management system that will archive real time energy activity data for Bartica from the relevant data sources including government agencies, private sector organizations, relevant institutions, residents and organizations. The selected consulting firm must demonstrate a thorough understanding of and familiarity with the subject matter, practical experience in the specific areas and fields and possess knowledge and familiarity with the OCC and the Bartica Municipality values and approach to the Green Economy and sustainable development.

3.1 General Tasks:

The selected consulting firm will at a minimum do the following:

1. Facilitate an inception meeting with the OCC and Bartica Municipality where a plan of work will be presented that will guide the implementation of the consultancy.
2. Review all the relevant documents provided by the OCC and the Bartica Municipality including the project document, the project work plan and any other source documents deemed necessary to complete the consultancy.
3. Consult with the OCC and the Bartica Municipality personnel as required.
4. Prepare a final report of the work undertaken in this consultancy.

3.2 Specific Tasks

Scope of Work

The selected consulting firm will at a minimum undertake and complete the following tasks:

1. Analyze the local Energy processes and identify the system requirements;
2. Plan and coordinate and closely monitor database and application development activities;
3. Work with all data related project consultants to ensure data is captured in the most suitable format necessary to inform the design and functioning of the data management center most convenient for interaction with the intended end user;
4. Consult with related agencies such as the Guyana Energy Agency and the Bureau of Statistics to facilitate synergies with the national system;

5. Provide another source of storing and retrieving data relevant to energy use, while giving limited access to users of such information including decision makers, students, researchers, planners, etc.;
6. Ensure that any confidential information is stored securely and provided with a back-up system within the Bartica Municipality;
7. Establish appropriate end-user database and application system access control levels;
8. Ensure security of the data collected by developing and implementing necessary data security guidelines;
9. Prepare, maintain and update user guides and technical manuals for databases and application Systems;
10. Training of relevant staff and provide necessary trouble shooting support; and
11. Facilitate internet access for data managers to perform Quality Assurance and Quality Control functions, possibly calculate greenhouse gas (GHG) emissions using the Inter-governmental Panel on Climate Change (IPCC) methodologies approved by the United Nations Framework Convention on Climate Change (UNFCCC), and generate appropriate reports and perform any other function related to GHG inventories or other relevant activities.

4. OUTPUTS AND DELIVERABLES OF THE CONSULTANCY

The selected consulting firm will plan, organize and effectively undertake the required work leading to the successful establishment of the EDMS. The following outputs and deliverables must result from the tasks being undertaken by the consulting firm.

1. The inception report and work plan
2. The assessment report
3. The system design and specifications for procurement of hardware and software
4. The procurement of data storage, management and tracking technology
5. The installation and testing of the data base
6. The preparation of the operations manual
7. The delivery of training and capacity building for identified personnel
8. A fully operational EDMS
9. The final report and other relevant documentation

5. REQUIREMENTS

5.1 Level of effort

The level of effort required for the completion of the tasks should not exceed a total of one hundred and fifty (150) person days and is expected to commence on or about April 03, 2018 and be completed by August 31, 2018. The number of days assigned to each key expert should be stated in the technical proposal and the budget.

5.2 Personnel

Key experts

The selected consulting firm will identify the team of consultants, including a designated team leader. The team leader and the consulting firm will work together to develop a detailed work plan. The team members are to assist with the implementation of the agreed work plan.

The team to work on the establishment of the EDMS will include a data base management/software development specialist and an information technology specialist, etc. Other specialists can be added to the team if required or as needed but will not be considered a key experts.

The team leader should be one of the key specialist experts and will possess demonstrated skills and experience in the field. Other key experts must provide demonstrated skills and at least three years of experience in their fields and must hold at least a university degree or other relevant professional qualifications in the related field.

Key expert 1: Team Leader and data base management/software development specialist

The team leader will be responsible for the preparation and presentation of the draft and final report, the user manual and other required documents and reports to the OCC as well as the coordination of the technical team towards achieving the objectives of this terms of reference.

Qualifications and skills: University degree (MS preferred) in computer science, information technology or other relevant field. Post-graduate degree and specialist training in the area will be considered an asset.

General professional experience: At least five years continuous working experience in the fields of database development/design, database administration, installation and support for different database platforms.

Specific professional experience: SQL Server Database Certification would be an asset; 3+ years Team Foundation Server (TFS) user or administrator; System administrator with experience in the Microsoft and Linux environment; experience in Postgres, Java and Python; particular skill in fault finding technical problems and developing solutions and experience in information and communication technology

Key expert 2: Information technology specialist

Qualifications and skills: University degree in engineering, computer science, information technology or other related subject areas. Specialist training in data base management, software development, computer programming, etc. will be given priority.

General professional experience: At least five years (for BSc) and three years (for MSc) continuous working experience in the field.

Specific professional experience: Specific work experience in the information technology and software development, etc.

5.3 Other experts

CVs for experts other than the key experts will not be evaluated/scored during the tender evaluation but should be included in tenders.

The selected consulting firm shall select and hire other experts as required to complete the tasks identified in this Terms of Reference. They must indicate clearly which profile they have so it is clear which fee rate in the budget breakdown will apply. All experts must be independent and free from conflicts of interest in the responsibilities accorded to them.

5.4 Office accommodation

Not Applicable

5.5 Facilities to be provided by the Consulting Firm

The selected consulting firm or consortium shall ensure that its experts are adequately supported and equipped. In particular it shall ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support its activities under the contract and to ensure that its employees are paid regularly and in a timely fashion.

5.6 Equipment

No equipment is to be purchased to support the implementation of the tasks outlined in the Terms of Reference. Procurement of computer equipment and software; and accessories will be done under separate contracts with suppliers.

5.7 Language

Consultants must be fluent in English and all reports and other documents must be in English.

6. IMPLEMENTATION SCHEDULE

The selected consulting firm will be responsible for the development of an implementation schedule for the consultancy with the OCC. This schedule should include but is not limited to the following:

- Inception meeting and the presentation of a work plan to the OCC and other stakeholder
- Consultation with key stakeholders
- Review of documentation and preparation of draft plans and reports
- Presentation of deliverables
- Presentation of draft and final reports

7. SUPERVISION AND REPORTING

7.1 Supervision

The draft inception report will be present by the consultant or consulting firm at the inception meeting. Following the meeting the consultant or the consulting firm will incorporate inputs made at the meeting and other inputs provided by the OCC into a final inception report which will be presented within one week after the meeting.

The selected consulting firm will report to the Head of the OCC or her designee and will be responsible for the preparation and delivery of a comprehensive report of the activities undertaken within the terms of this consultancy including those outputs/reports described above. The OCC Project Manager will be delegated responsibility for day to day liaison with the consulting firm to ensure that the expected outputs are achieved.

7.2 Reports

An electronic copy of the draft report and other documentation will be presented to the Head of the OCC for distribution and review within the OCC, the Project Execution Office and Bartica Municipality among other stakeholders.

The consulting firm will incorporate comments, feedback and inputs from the OCC, the Project Execution Office and Bartica Municipality among other stakeholders into the final report and other documents.

8. DURATION OF THE CONSULTANCY

It is expected that the implementation of this activity will be completed over the period commencing on **April 03, 2018** and be completed by **August 31, 2018** and will not exceed one hundred and fifty (150) total working days.

9. BUDGET AND FINANCIAL PROPOSAL

The consulting firm must submit a budget detailing estimated cost of the expected implementation of this activity. This budget must be in the form of a complete breakdown detailing costs of personnel, transportation, materials and other items. A fixed price contract will be entered into with the selected consulting firm.

Payment will be made upon acceptance of deliverables by the Office of Climate Change.

The maximum amount available for the implementation of these terms of reference is US\$60 000.00 including consultant fees, travel cost and per diems as well as training and capacity building in the use and operation of the Centre.

10. BID EVALUATION CRITERIA

The evaluation criteria and weightings that will be applied to this request for proposal are as follows:

NO.	DESCRIPTION	WEIGHTING
	MAIN (TECHNICAL) CRITERIA (70 marks total)	
A	Qualifications of consultant and availability of named individuals including national experts	20
	B.S.	10
	M.S.	20
B	Experience with similar work	25
	At least five years continuous experience	15
	Seven years continuous experience	20
	More than seven years continuous experience	25
C	Adherence to RFP specifications and related requirements: Clear understanding of required deliverables	10

	Qualitative/discretionary (range from 0-10)	10
D	Demonstrated track record of success, supported by references	10
	At least three successful contracts or projects completed	6
	Five successful contracts or projects completed	10
E	Work plan	5
	Qualitative/discretionary (range from 0-5)	5
COMMERCIAL CRITERIA (30 marks total)		
F	Competitive fee rates and expenses in relation to the market and demonstration of Value for Money.	15
G	Clear and effective financial plan to deliver output based deliverables and key performance measures	5
H	Financial approach and methodology for ensuring the requirements will be delivered on time and in line with agreed costs, highlighting any financial risks.	10
	Total	100

Required Minimum Technical Score 60 points

11. PROCESS FOR APPLICATIONS

Interested firms are required to submit the documents listed in the Request for Proposal (RFP), Instruction to Consultants, 3.4 and 3.6 (page 22) on or before the deadline for submission. Each submission should include the name and address of the firm and shall be clearly identified as: **“Recruitment of Consultancy Firm to Develop an Energy Database Management System (EDMS) for Bartica, Guyana - Contract #07/2018/Italy/Guyana/CCCCC”**.

Technical Proposal and Financial Proposal must be submitted as two (2) separate PDF files, via email to: procurement@caribbeanclimate.bz

The deadline for the submission of proposals is on or before 2:00pm (GMT-6), Friday 23rd March 2018.

For queries regarding the Procurement documents and submission process, email:

awilliams@caribbeanclimate.bz

Attention: Ms. Allison Williams

Procurement Officer

Caribbean Community Climate Change Centre