

Terms of Reference

Consultancy to develop web application - Biodiversity Impact Investment Tracking Tool

Project Background

The implementation of the Biodiversity Impact Investment Tracking Tool (BIITT) builds on the outputs of the Biodiversity Finance Initiative (BIOFIN) Project that was launched in 2016 by the Government of Belize (GOB). The BIOFIN Project aimed to close the gap in biodiversity finances required in Belize through the implementation of a suite of finance solutions. The project identified nine (9) finance solutions including (1) Biodiversity Office, (2) Crowdfunding, (3) Carbon Markets, (4) Debt for Nature Swap, (5) Environmental Funds, (6) Green Debt Subsidy, (7) Grants, (8) Compensation for Planned Environment Damage and (9) Biodiversity Impact Investment Tracking Tool, that were capable streamlining existing expenditure and raising the financing needed to implement the National Biodiversity Strategy and Action Plan.

Outputs for the project included a Biodiversity Expenditure Review (BER) and a Financial Needs Assessment (FNA). These exercises aimed at understanding the current contexts of biodiversity finance and expenditure in Belize. The BER estimated and analyzed public and private biodiversity expenditures. The FNA estimated the cost of implementing biodiversity projects and programmes which would achieve national and global targets. Both exercised mutually recommended the need to realign private and public biodiversity expenditures and investments towards actions which optimally fulfil national biodiversity interest.

The BIITT is intended to be an analytical tool capable of tracking and measuring the impact of investments on biodiversity in Belize. The tool seeks to:

- Store public and private biodiversity expenditure and investment data from Belize.
- Measure and analyze public and private biodiversity expenditure and investment in Belize.
- Track the measures and analyze the impact of the investments on the achievement of national biodiversity, environmental plans or other national plans.
- Provide insight to users on biodiversity finances to inform policy or strategic development.

Currently, a Visual Basic for Applications (VBA) version of the BIITT has been developed. This consultancy aims to convert the VBA version of the BIITT into a web application for use by the National Biodiversity Office within the GOB and other NGO sector (protected area co-managers and environmental funds), private sector and other stakeholders. A web-based BIITT allows for improved monitoring and accuracy in the measurement of

biodiversity finances and investment impact. It also allows for easier accessibility, flexibility and security in the use of the BIITT.

Project Objective

- Redesign and convert the existing VBA Biodiversity Impact Investment Tracking Tool into a web application.
- Establish and pilot the Biodiversity Impact Investment Tracking Tool - web application capable of informing on improved biodiversity policies, financing and outcomes through the analysis of public and private expenditures.
- Sensitize and develop inhouse-capacity to use Biodiversity Impact Investment Tracking Tool - web application

Scope of Works

The following lists the activities to be performed throughout this consultancy:

- A. Define the web application, its purpose, goals, direction and audience scope.
- B. Recommend and develop functional specifications of the web application.
- C. Define best-suited technological and technical specifications needed to utilize the web application.
- D. Explore and develop web application framework including structures, development methodology, versions control, backups, upgrades, expansion and growth, planning document, server hardware/software selection.
- E. Explore and recommend application visual guide, design layout, interface design, wireframing structures, database structure design and web application development.
- F. Perform testing of the following: quality assurance, multiple browser compatibility, security, performance-load and stress testing and usability.
- G. Explore and recommend maintenance and updating procedures.
- H. Coordinate consultation meetings with key stakeholders.
- I. Familiarize key stakeholders (National BIOFIN team, NBIO, MFFESD, PACT, APAMO and key NGO leaders) with the purpose, functionality and importance of the Biodiversity Impact Investment Tracking Tool.

Deliverables

The following lists and describes the deliverables/outputs expected from this consultancy.

1. Inception Report - Includes a detailed work plan describing activities to be executed and their respective timelines.
2. Information Platform Outline - including overall structure, field definition and design; logical framework and user interface; list of hardware and software needs to enable development and implementation.
3. Web Application Prototype (Beta) - A Prototype of the Biodiversity Impact Investment Tracking Tool as a web application.
4. Operations and Maintenance Manual - Includes instructions, guidelines and standards as to the use of the web application including management framework, web application framework, update and maintenance schedules and user-guide.

5. Full Web Application - Completed and approved Biodiversity Impact Investment Tracking Tool as a web application.
6. Training Sessions - Provide training to key stakeholders as to the use and maintenance of the web application including the sensitization of the operations and maintenance manual.
7. System Release - On approval, upload the full web application to open access to allow data input and access by key users.

Reporting Requirements

The consultant must submit all the deliverables to and report to both the Supervisory Entity - UNDP and the BIOFIN project lead - Mrs. Hannah St-Luce Martinez.

Copyright

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Proposed Disbursement Schedule and Deadlines

The payments schedule is as follows:

Deliverable	Amount Disbursed	Weeks After Signing
Inception Report	5%	1
Information Platform Outline	20%	10
Web Application (Beta)	20%	15
Operations and Maintenance Manual	20%	20
Full Web Application	20%	22
Training Sessions	15%	23

Qualifications and Experience

The following lists the technical requirements to perform this consultancy.

- The applicants must hold at minimum a bachelor's degree in computer science or related fields.
- The applicant must possess a minimum of 5-years-work experience in similar assignments.
- The applicant must prove to have profound knowledge in areas such as systems design, programming, database management, mathematics, web design and networking - specifically:
 - Knowledge of modern website and web application techniques.
 - Knowledge of Content Management Systems and Responsive designs.

- Knowledge of Photoshop, illustrator, Acrobat, Word and other graphics applications.
- Knowledge of HTML, CSS, C#, PHP, VB Script or JavaScript.
- Strong organizational skills and ability to handle multiple tasks under tight deadlines is essential.

Scope of Price Proposal and Schedule of Payments

The remuneration is expressed and be payable in a lump sum.

a) Lump Sum Amount

- i) The lump sum amount must be “all-inclusive”;
- ii) The contract price is fixed regardless of changes in the cost components;

Recommended Presentation of Offer

The following documents must be submitted for review:

- a) Copy of Certificate of Accreditation in relevant programme.
- b) **Personal CV or P11** of proposed lecturer (s), indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Institution
- c) **Brief description** of methodology, on how the individual will approach and complete the assignment.
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

Criteria for Selection of the Best Offer

This section should indicate all the criteria which shall serve as basis for evaluating offers, which may be done in either of the following manner:

- a) Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; or

Submission of Application Package:

Proposals are required to submit by email or in 1 sealed envelope clearly labeled RFP: **Consultancy to develop web application - Biodiversity Impact Investment Tracking Tool**

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Deadline for Submission is Monday, July 13, 2020