



# Terms of reference for the species database design, development of information generation for GVL Transboundary management plan

<b>1 INTRODUCTION .....</b>	<b>2</b>
1.1 BACKGROUND.....	2
1.2 PURPOSE AND OBJECTIVES .....	3
1.2.1. Purpose.....	3
1.2.2. Specific objectives .....	3
1.3 SCOPE OF WORK .....	4
<b>2 METHODOLOGY .....</b>	<b>4</b>
2.1.1 Data quality Standards .....	4
2.1.2 Key Tasks .....	4
<b>3 EXPERTISE REQUIRED.....</b>	<b>5</b>
<b>4 TIMEFRAME.....</b>	<b>5</b>
<b>5 KEY DELIVERABLES .....</b>	<b>6</b>
<b>6 SERVICES RENDERED BY THE ORGANIZATION .....</b>	<b>7</b>
<b>7 REPORTING AND COORDINATION.....</b>	<b>7</b>
<b>8 PROPOSAL SUBMISSION REQUIREMENTS.....</b>	<b>7</b>
<b>9 MONITORING AND EVALUATION .....</b>	<b>8</b>
9.1.1 Deadline of submission.....	8
9.1.2 Evaluation Criteria .....	8

# 1 Introduction

## 1.1 Background

The Greater Virunga Transboundary Collaboration (GVTC) with support from the Netherlands Government funding through the Conserving Greater Virunga (CGV) Project is desirous of designing a Greater Virunga Landscape (GVL) species database and is looking for consultant(s) to undertake this assignment.

GVTC is a Transboundary Collaboration framework of Programs Plans and Activities to conserve a network of Protected Areas in GVL of Democratic Republic of Congo (DRC), Rwanda and Uganda

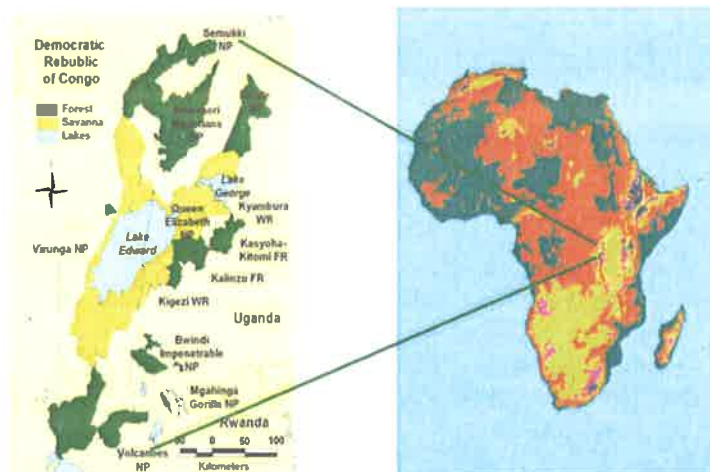


Figure 1: Location of GVL and its network of PAs

The Great Virunga Landscape (figure 1) is richest part of the African continent in terms of vertebrate species. The GVL is home to some 5164 species of mammals (including 27 primates and 40 ungulate species), birds, amphibians, reptiles and plants. More than 50% of birds, 39% of mammals, 19% of amphibians and 14% of reptiles and plants of mainland Africa are found within this region. However, GVL faces a

number of conservation threats and challenges including: the fragmentation of the landscape as a result of high human pressure, poaching and illegal trade of wildlife and wildlife resources; conflicts between human and protected areas over resource use, crop raiding by animals; chronic insecurity and armed conflicts that have characterised this region over a long period; high level of poverty among the local populations; exploitation of natural resources including minerals, oil and gas; effects of climate change. The highlighted problems and challenges are of the transboundary nature, and GVTC was established to help providing solutions through:

- Coordination and Convening stakeholder partnerships and meetings respectively
- Information and information management/ clearing house
- Brokering/Mediation
- Monitoring and evaluation

2

- Acting as a warning Bell / early warning system and
- Implementation of some interventions (Diminishing portion of GVTC actions focus on pilot projects with more attention to other roles and functions)

The Key stakeholders in this process are the Protected Area authorities, Conservation NGOs operating in the area, Research and academic Institutions.

The Species database is a prerequisite, under the CGV project, for development and generation of Information required for GVL Participatory Transboundary management plan and production of Annual Conservation Status Report. This species database will provide a centralized source of up to date information and distribution of the species data within the region. The species database will constitute an integral part of the GVTC clearinghouse and will be available to the stakeholders for adaptive management and improved conservation of GVL.

## 1.2 Purpose and objectives

### 1.2.1. Purpose

The main purpose of the consultancy is to design a GVL species database appropriate for information requirements that suits development of GVL Transboundary management plan, improved monitoring of state of species in GVL, maintain and further develop the regional framework for the management and provision of information on the species data within the GVL. This database will be part and parcel of the GVTC's Center of Excellence, and therefore needs to be compatible with the material equipment that will be in use by the Center.

### 1.2.2. Specific objectives

The consultant team should:

- a) Identify, using participatory methodologies, the current and future species data needs and their likely sources for GVL Transboundary Management Planning
- b) Analyze the current available species data formats and working with key stakeholders harmonize (the PAAs are a must in the list of stakeholders) the data collection formats suitable for the proposed species database design
- c) Design a species database appropriate for the current and future data needs of GVL Transboundary Management planning. The database should have analytical, modeling and report producing capabilities. It should also be compatible with ArcGIS spatial analytical tools.
- d) Populate the database with any available data from sources identified in a) and b) above.

- e) Using the available data, demonstrate the functionality of the database in the following areas:
  - o Identify the trends and projection models atlas for climate change and other variables
  - o Identify the Species distribution, Species abundance and Wildlife crime
  - o Deliver GVL early warning system of species
- f) Provide a centralized portal for access to and submission of distribution data

### 1.3 Scope of work

The Geographical scope covers GVL, while the technical scope will be unpacked by prospective consultants in their proposal that address and adequately answer the consultancy objectives with scientifically justifiable evidence.

## 2 Methodology

GVTC request the consultancy team (s) to propose and use the sound methodology for which the named participatory methods will create innovative, creative and scientific rigor of database, design, development and information generation. The Design and facilitation skills applied should ensure both stakeholder buy in and ownership of the database and its functions.

### 2.1.1 Data quality Standards

There should be robust data quality assurances and control measures put in place. The consultancy team is expected to exhibit high data quality standards and ensure validity, reliability, precision, utility and integrity for objective reporting and indicate data limitations as may exist with respect to quality standards.

### 2.1.2 Key Tasks

The consultant team (s) is required to undertake the following tasks:

- i. Prepare inception report and should include detailed methodology, sampling framework and work plan and submit to GVTC for review, discussion and approval
- ii. Design the database and test its functionality and effectiveness using georeferenced data acquired through key stakeholder consultations (including but not limited to workshops, key informants, focus group discussions etc)
- iii. Make presentation of the designed database to the client and other stakeholders and get their input to improve on the final product

- iv. Prepare brief progress report for outputs agreed and scheduled in the consultancy work plan and submit to GVTC. GVTC reserves the right to request for report as and when it is necessary and or required by GVTC partners.
- v. Prepare draft report for validation in a stakeholder workshop
- vi. Prepare final report that have incorporated recommendations from the validation workshop

### 3 Expertise required

The consultant team should have demonstrated experience in computer based database design for protected area management, modeling, information analysis and facilitating multi stakeholder’s process in GVL with **a minimum working experience of 3 years**. The study team personnel must have at minimum the following experts:

- I. Species data base designer
- II. Scientific expert in species data collection and data analysis
- III. Scientific expert in species data modeling and information generation

### 4 Timeframe

The time frame for the execution of the assignment is given in table 1.

**Table 1: Proposed time framework for designing the GVL species database**

<b>Time</b>	<b>Deadline</b>	<b>Responsible entity</b>
• Deadline for submission	14 days after date of posting bid on GVTC website	GVTC
• Date for evaluation:	7 days after closing date	GVTC
• Date of feedback to successful bidder	2 days after evaluation	GVTC
• Negotiation period	5 working days after date of feedback	GVTC & Consultant
• Date of signing contact	Immediately after close of	GVTC & Consultant

	negotiation	
• Date of debriefing	Within the first 1 weeks after signing contract	Consultant
• Date for submission of inception report	Within 1 month after debriefing	GVTC
• Date for completion of works	As stipulated in the work schedule within the Contract.	GVTC

The consultancy work should be conducted for a **period of six calendar months** from the date of contract. However, the consultancy team will technically propose a realistic period of data base design. Realistic and scientifically sound time schedules will form part of GVTC evaluation criteria in addition to the scientific rigor the consultancy requires.

## 5 Key deliverables

The following deliverables are expected from the selected consultancy;

I. A Computer based species database with explanatory index on its functionality and capabilities

II. The required reports:

- i. Inception reports
- ii. Brief progress reports
- iii. Draft report
- iv. Final report (report should be written in English and French).
- v. Any other document as may be required: TORs, data collection and analysis tool...etc.

## **6 Services rendered by the organization**

Greater Virunga Transboundary Collaboration (GVTC) will avail the entire pertinent management document to the consultant to be referred to, including the Transboundary Strategic Plan (TSP), Success Plan/Business Plan (BP), Fraud and Corruption policy, office space, equipment support, and staff contribution where needed. GVTC will also make available the list of the Centre of Excellency equipment in place and will allow the successful consultant access to the equipment.

## **7 Reporting and Coordination**

The consultant will report to the GVTC Executive Secretary but coordinated by the Program Manager as a field activity supervisor to monitor compliance with the methodology and data quality requirements. The final product functionality description / process documentation report shall be in French and English using a format that shall be agreed upon by the consultants and GVTC.

## **8 Proposal Submission Requirements**

Interested institutions are required to submit a proposal note with the following components:

a) Technical component that shall include among other things:

- A detailed description of the methodology to be used for performing the assignment
- A clear and comprehensive work plan, outlining the major activities and implementation time schedule, and including activity scheduling giving details of commencement and completion of different activities
- A clear demonstration of capability and expertise in designing computer based species database
- Any comments or suggestions on the ToRs

b) A financial proposal with itemized budgets and explanatory notes

The proposal should be limited to 10 pages in length (not including attachments), single-spaced, using a 12-Myriad Pro font.



## 9 Monitoring and Evaluation

### 9.1.1 Deadline of submission

Proposals must be in English or French and submitted whether in hard copy and/or electronically to GVTC Executive Secretary on email: [gmuamba14@gmail.com](mailto:gmuamba14@gmail.com) and copy the Program Manager on email: [jbyamukama@greatervirunga.org](mailto:jbyamukama@greatervirunga.org) and the Human Resource and Administration Officer on email: [pruhumuliza@greatervirunga.org](mailto:pruhumuliza@greatervirunga.org).

Proposals should be sent to the above addresses no later than on the 4<sup>th</sup> May 2017 at 5:00 pm (Local time of Rwanda). Bidder should ensure that bids are delivered timeously and to the collect address as indicated above. In case of late submission of the bid, that bid will not be considered for evaluation.

### 9.1.2 Evaluation Criteria

Proposals will be evaluated using criteria summarized in the table below

CRITERIA	MAXIMUM POINTS
Criteria 1: Soundness of implementation strategy and methodology in achieving project objectives, including clearly defined expected results and quantifiable targets/benchmarks, including: <ul style="list-style-type: none"><li>• Level of understanding of the ToRs</li><li>• Clarity in the presentation of the bid</li><li>• Clarity of the chronology/planning of the proposed activities</li><li>• Relevance /suitability/soundness of the methodology for the proposed activity</li><li>• Logistics for a good and smooth administration of the assignment</li></ul>	30
Criteria 2: Relevant experience and competence of the proposed consultancy team: demonstrated capabilities and expertise in species database design	30



Criteria 3: Organizational capacity and experience in implementing similar consultancy or similar assignments	10
Criteria 4: Previous successful track record with donor funded programmes/ projects	5
Criteria 5: Cost reasonableness – a realistic budget in line with costs for similar activities in the region	25
<b>TOTAL</b>	<b>100</b>

**FEMALES CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY!**

Done in Kigali, 13<sup>rd</sup> April 2017

Dr MUAMBA TSHIBASU Georges

  
Executive Secretary

