

Terms of reference (ToRs) for the procurement of services below the EU threshold

Rollout of Commercial Agricultural Information System (CAMIS) in Amhara and Gambella Region	Project number/ cost centre: 15.0124.6-008.00
--	--

0. List of abbreviations	2
1. Context.....	3
2. Tasks to be performed by the contractor	4
3. Concept.....	5
Technical-methodological concept	5
Other specific requirements.....	6
4. Personnel concept	7
Team leader	7
Database Expert	7
GIS Expert	8
Network or IT Expert	8
5. Costing requirements	9
Assignment of personnel.....	9
Travel.....	9
6. Inputs of GIZ or regional partners.....	10
7. Requirements on the format of the bid.....	10

0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
ToRs	Terms of reference
CAMIS	Commercial Agricultural Management Information System
NRLAIS	National Rural Land Administration Information System
S2RAI	Support to Responsible Agricultural Investments
RAI	Responsible Agricultural Investment
RGIL	Responsible Governance of Investment in Land

1. Context

Ethiopia's second Growth and Transformation Plan (GTP II) provides the basis and lays out the government's strategy of land allocation for agricultural investors. However, the agricultural investment sector still facing major challenges due to weak regulatory body at regional level to select potential investors and provide technical support, inadequate land identification and verification procedures, insufficient systematic monitoring mechanisms of investors' performance and a lack of documented land use rights in areas targeted by investors. Most of the investors are not able to fulfill their business plan submitted and approved by the government.

To mitigate the above-mentioned problem, the Responsible Governance of Investment in Land (RGIL) program is aiming at strengthening the capacities of key stakeholders and improving the regulatory framework for investment in land. Among others, one of the major activities in this project is to support the roll-out Commercial Agricultural Management Information System (CAMIS) and integration of the system with the National Rural Land Administration Information System (NRLAIS).

The Support to Responsible Agricultural Investments (S2RAI II) and RGIL project is a continuation of the S2RAI I project implemented on behalf of the BMZ and with financial support from the European Union from March 2016 until June 2019. The project will capitalize on previous lessons learned and products developed. Some of the main achievements included an information system developed for the management of commercial agriculture and the development of monitoring guidelines and contract templates. Through strengthening organizational development of land institutions, awareness creation and capacity building on various international guidelines and the Responsible Agricultural Investment (RAI) principles social and environmental performance of investors has been monitored and thus improvements were made.

Commercial Agriculture Management Information System (CAMIS) is a family of applications designed to work together to streamline the process of managing commercial agriculture throughout the country. The problem of handling the management of commercial agriculture, starting from the initial step of registering plots of land identified for commercial agriculture up to monitoring the performance of each commercial agriculture projects including intermediate steps such as transfer of land to investors designed and a solution

developed. CAMIS is designed to work together with NRLAIS to streamline the process of managing commercial agriculture throughout the country.

Currently, CAMIS is installed in the Ministry of Agriculture and in Benishangul Gumuz regional state at the Bureau of Environment, Land Administration and Investment. The Benishangul Gumuz CAMIS data base is encoded with 431 agricultural investment project data. So far, there is no an organized information management system in use to handle the process of agricultural investment in other regions. The information on agricultural investment and their performance is fragmented, outdated and unreliable for decision makers. Data on investor profiles, availability and use of investment land, socio-economic and environmental management, input use, mechanization status, job creation, among other information are not appropriately captured and monitored in adequate and timely manner. In addition, the information on the map is out dated.

The establishment of the CAMIS will offer great potentials to organize and update the agricultural investment data and monitoring the performance of investors. These systems need to be further institutionalized and connected to the rural cadastre system (NRLAIS).

2. Tasks to be performed by the contractor

The main task to be performed by the contractor is the rollout of CAMIS application in Amhara and Gambella regional states to capacitate the partner organizations in digital land investment management and monitoring system.

The contractor is responsible for providing the following services:

- Design and install data center
- Customize and install CAMIS software on a server
- Configure CAMIS application and relevant data set in each workstation in Wenberma woreda (23 agricultural investment projects) and Gambella Zuria woreda (153 investment projects) in Amhara and Gambella region respectively.
- Supervise and support the operation of the data encoding in the farm management and the whole process in the second pilot woredas Debre Elias (13 investment projects) and Gambella region respectively.
- Develop a functionality that can link with google earth.
- Develop a functionality that can link CAMIS with Google Earth for visualization of the large scale agricultural investments using freely available satellite imagery.

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

Milestone	Deadline/place/person responsible
Inception report	January 20/2021
Data centers installed with equipment and communication infrastructure in Amhara and Gambella region.	February 10/2021
CAMIS installed and configured at least in 10 workstations in each region.	February 20/2021
CAMIS database encoded with two pilot woredas agricultural investment data and all the functionality of the system are working properly in each region.	June 30/2021
CAMIS functionality that can link with google earth.	December 15/2021
Progress report	Quarterly
Final report	December 31/2021

Period of assignment: From January 10/2020 until December 31/2021.

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

The bidder is required to interpret the objectives and critically examine the tasks in the tender.

The bidder is required to describe and justify the strategy for delivering the services put out to tender.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

Other specific requirements

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to perform the advisory tasks.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports the progress of the tasks regularly to GIZ.

In addition to the reports required by GIZ in accordance with AVB, the contractor submits the following reports:

- Inception report
- Contributions to reports to GIZ's commissioning party
- Brief quarterly reports on the implementation status of the project (5-7 pages)

The bidder is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the bid; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

4. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points.

Team leader

Tasks of the team leader

- Overall responsibility for the whole packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): University degree in software engineering, computer science or other related disciplines;
- General professional experience (2.1.3): 10 years of professional experience in the system development projects;
- Specific professional experience (2.1.4): 4 years in CAMIS and NRLAIS development project management;
- Leadership/management experience (2.1.5): 2 years of management/leadership experience as project team leader or manager in a software developer company;
- Regional experience (2.1.6): 5 years of experience in projects in Ethiopia;
- Development Cooperation (DC) experience (2.1.7): 6 years of experience in DC projects
- Other (2.1.8): Experience in agricultural information & cadastre system development and profound knowledge on agricultural investment business process and the Land Administration Domain Model (LADM).

Database Expert

Tasks of database expert

- Ensure the database of CAMIS is well configured to the requirements of the regions business process.
- Ensure all the required data encoded to CAMIS database.

- Provide CAMIS training

Qualifications of database expert

- Education/training (2.2.1): A university degree in informatics, software engineering, computer science or other related disciplines;
- General professional experience (2.2.3): 5 years of experience in database administration and implementation of enterprise level database;
- Specific professional experience (2.2.4): experience in CAMIS and NRLAIS development and implementation;
- Regional experience (2.2.6): experience in Ethiopia;
- Development Cooperation (DC) experience (2.2.7): working experience with GIZ or other development cooperation;
- Other (2.2.8): Experience in agricultural information and cadastre system development;

GIS Expert

Tasks of GIS expert

- Responsible for all GIS related activities.

Qualifications of GIS expert

- Education/training (2.2.1): A university degree in GIS, remote sensing, Geoinformatics, Geoinformation management or other related disciplines;
- General professional experience (2.2.3): 5 years of experience in the acquisition of spatial data and integration of the data into enterprise level spatial databases;
- Specific professional experience (2.2.4): experience in implementation of enterprise level geospatial databases and development of spatial databases using using Open source database management system;
- Regional experience (2.2.6): experience in Ethiopia;
- Development Cooperation (DC) experience (2.2.7): working experience with GIZ or other development cooperation;
- Other (2.2.8): Experience in agricultural information and cadastre system development;

Network or IT Expert

Tasks of Network or IT expert

- Responsible for the design of the network
- Setup the network and IT infrastructure in the 2 regions

Qualifications of GIS expert

- Education/training (2.2.1): A university degree in networking and IT, computer science or other related disciplines;
- General professional experience (2.2.3): 4 years of experience in designing and implementation of network infrastructure for the data centre;
- Specific professional experience (2.2.4): experience in CAMIS and NRLAIS network configuration;
- Regional experience (2.2.6): experience in Ethiopia;
- Development Cooperation (DC) experience (2.2.7): working experience with GIZ or other development cooperation;
- Other (2.2.8): Experience in agricultural information and cadastre system development projects;

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing requirements

Assignment of personnel

Team leader: On-site assignment for 75 expert days.

Database Expert: Assignment for 75 expert days.

GIS Expert: Assignment for 75 expert days.

Network or IT Expert: Assignment for 75 expert days.

Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

6. Inputs of GIZ or regional partners

GIZ and/or regional partners are expected to make the following available:

- Room for a data centre, server, workstations and other required IT equipment in the regional partner office;
- Regional technical focal person.
- Regional experts to be trained in different roles of the system with a background of land administration, GIS, agriculture, system administration, etc.
- Access to the Woreda Rural Land Administration Information System (WORLAIS) in the project regions.
- Agricultural investment projects data (Business plan, lease contract, etc.).

7. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English (language).

The complete bid shall not exceed 10 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.