REQUEST FOR TENDERS

File: AP_4/12/18
Date: 16 September 2020
To: Interested consultants
From: Paul Anderson – Inform Project Manager

Subject: **Request for tenders: Drupal-based knowledge archive network (DKAN) Data Portal Upgrade**

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1. Background

1.1.   The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific island countries and territories to protect and improve their environment and ensure sustainable development.

1.2.   SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:

- ▪ We value the Environment
- ▪ We value our People
- ▪ We value high quality and targeted Service Delivery
- ▪ We value Integrity

1.3.   For more information, see: http://www.sprep.org

2. Specifications: statement of requirement

2.1.   SPREP would like to call for tenders from qualified and experienced consultants to upgrade all the DKAN data portals deployed under the Inform project from the current Drupal 7 platform over to the latest stable Drupal 9 platform.

2.2   The successful applicant will need to provide services as required over a period of 4 months on a fixed cost basis and a following 6 months on a retainer basis.

2.3.   The Terms of Reference that detail the requirements and outputs of the consultancy are attached.

3. Conditions: information for applicants

3.1.   To be considered for this tender, interested consultants must meet the following conditions:

   i.   Submissions should include a workplan, schedule of activities and financial proposal. Please note all costs, including taxes, insurance and other costs are to be included in the financial proposal. Submitted proposals will be evaluated based on the best value for money.
   ii.   Financial proposals should include the following:
          a. Fixed cost for the DKAN to Drupal 9 migration through launch
          b. Hourly rate for requests outside of the initial migration and launch work (this is to cater for any additional requests that may arise)
   iii.   Complete the tender application form provided

iv.   Submit a CV to demonstrate the consultant has the relevant experience, skills, and qualifications to carry out this contract successfully.
v.   Provide three referees including most recent work relevant to this position
vi.   Provide examples of related past work outputs.
vii.   Proficient in oral and written English

4. Submission guidelines

4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and is capable of meeting the specifications and timeframes.

4.2. Tender documentation should outline the interested consultant's complete proposal: methods, personnel (and their skill sets/curricula vitae), milestones and final products, timeframes and costs.

4.3   All interested parties should submit a cover letter and curricula vitae to be considered for the consultancy.

4.4   Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi on maraeap@sprep.org before 05 October 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 07 October 2020.

6. Evaluation criteria

SPREP will select a preferred consultant based on SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tenderer satisfies the following criteria:

6.1. Experience with Drupal 8 and Drupal 9 (site building and module development) – 20%

6.2. Experience in systems analysis – 15%

6.3. Experience with data migration – 10%

6.4. Experience with the DKAN data management platform – 20%

6.5. Development workplan and schedule of activities – 15%

6.6. Demonstrated experience supporting a network of linked databases. – 5%

6.7   Experience working in the Pacific region with other organisations similar to SPREP – 5%

6.8   Detailed Financial Proposal – 10%

7. Deadline

7.1. **The due date for submission of the tender is: 15 October 2020, midnight (Apia, Samoa local time).**

7.2. Late submissions will be returned unopened to the sender.

7.3   Please send all tenders clearly marked 'TENDER: DKAN Data Portal Upgrade' to one of the following methods:

Mail: SPREP
        Attention: Procurement Officer
        PO Box 240

Apia, SAMOA
Email: tenders@sprep.org (MOST PREFERRED OPTION)
Fax: 685 20231
Person: Submit by hand in the tenders box at SPREP reception,
           Vailima, Samoa.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website
http://www.sprep.org/accountability/complaints

Background

The Secretariat of the Pacific Regional Environment Programme or SPREP has received funding assistance from the Global Environment Facility to undertake a regional project that assists 14 Pacific Island Countries to strengthen their national capacity to implement their obligations under the Rio Convention. In addition, the project will help countries to report effectively on how they are progressing with meeting their obligations to the individual secretariats of the UN Convention on Biological Diversity, UN Framework on Climate Change and the UN Convention to Combat Desertification.

The SPREP Inform project has developed a network of 19 data management repositories or data portals on the DKAN platform. It is comprised of a regional data portal known as the Pacific Environment Portal (PEP) as well as national data portals deployed for Pacific island countries and territories. These portals enable organizations and individuals to publish and catalogue data.

DKAN is built on top of the Drupal 7 platform which will be reaching its end-of-life in November 2022. An upgrade to the platform is required to ensure that all the data portals deployed are successfully updated to the latest stable version of Drupal 9

Objective:

The purpose of this consultancy is

(i) to upgrade all the DKAN data portals deployed through the Inform project (19 in total) from Drupal 7 to the latest stable Drupal 9. The upgrade should retain the current user workflows as much as possible and ensure that all content and portal themes are ported over to the upgraded system; and

(ii) to ensure that the final product meets the specifications and expectations as well as providing the ability to make additional improvements through a retainer contract billed at an hourly rate

The scope of work and deliverables are defined as follows:

Scope of work

The details provided below are required for a minimum viable product (MVP).

- Upgrade DKAN to the latest stable Drupal 9. (Deliverable 1 and 5)
    - Review systems specifications and recommend changes as necessary
    - Use the git repository provided by SPREP for deployment (Gitlab)
    - Track progress using issue trackers for managing updates/features (Gitlab tickets)
    - Ensure that deployment is compatible with the current workflow using Docker
    - Preference: Integrate automated testing for CI/CD in the workflow
    - Do not use any deprecated functions to improve portability to Drupal 9
    - Ensure development environment is compatible with docker4drupal (see Preferred software stack)
    - Current user workflows should be retained or similar enough not to require additional training – content management and user management
    - SOLR based search should be implemented in upgraded Drupal 9 DKAN

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- Regular user acceptance testing (with Inform project team)Structure repository to be open source
- Migrate existing data over to the upgraded Drupal 9 DKAN (Deliverable 3)
    - This should include datasets, resources, data stories, data dashboards, groups, and basic pages
- Assistance with updating existing help material for the data portals (Deliverable 6)
- Support SPREP team and existing users through the deployment of the upgraded data portal software (Deliverables 7 and 8)
- Existing themes should be ported to the upgraded DKAN data portals (Deliverable 2)
- Existing data harvest workflows should be ported (Deliverable 4)
    - API should be provided to ensure that data can be harvested and published to ensure existing linkages to other portals and sites are intact

Deliverables:
1. Upgraded DKAN from Drupal 7 to Drupal 9
2. Current radix-based themes are ported to Drupal 9 DKAN
3. Successful data migration from current DKAN to upgraded Drupal 9 DKAN
4. Data harvesting is successfully setup between Drupal 9 DKAN instances and other sites. This should include a harvest feed (data.json)
5. Upgraded Drupal 9 DKAN uses SOLR search
6. Documentation on the technical architecture of the final system
7. Report on user experience from member states after soft launch
8. Handover training and end of contract report

Timeframe
- 8 weeks of development over a 4 month period (fixed price).
- Plus, an additional 4 weeks of development over a 6 month period to address user feedback, bugs, and feature requests post-launch.

Financial Proposal
Proposal should include:
1. a fixed price bid for all development, documentation, bug fixes etc.
2. An hourly rate for supplementary work as needed.

Skills Required
- Systems Analysis
- Programming
- In-depth knowledge of Drupal 8 or later preferred
- Working knowledge of DKAN or data catalogue systems
    - Working knowledge of metadata standards

Preferred technology stack
Latest stable Drupal 9
Docker using [docker4drupal](#) stack (PHP 7.3 or later)
Gitlab as the platform for git version control system and issue tracker

Reference Links
Example upgraded DKAN instance
- [ADB Data Library](#)
Example DKAN Data Catalogues
- [Pacific Environment Portal](#)
- [PNG Data Portal](#)

Metadata
- [Project Open Data](#)

Work Arrangements

This work is expected to be delivered remotely in close consultation with SPREP. The workplan will be divided into segmented deliverables (see **Deliverables**) made up of individual development tickets. The progress of the tickets will be tracked on Gitlab and will be assessed by the Inform team on a regular basis (weekly or as the tickets are completed). The Environmental Information Systems Developer and Analyst (EISDA) will work closely with the consultant to ensure that deliverables meet the required specifications and will also be managing the contract. No travel is expected.

The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct
https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf