

REQUEST FOR TENDERS

File: AP_4/12/18
Date: 3 September, 2018
To: Interested consultants
From: Paul Anderson – Inform Project Manager

Subject: Request for tenders: Data Sharing Policy for CEPA, PNG

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants who can offer their services in developing a Data Sharing Policy for the Conservation and Environment Protection Authority (CEPA) of Papua New Guinea.
- 2.2. The specific Terms of Reference for this consultancy is attached.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following requirements:
 - Submissions should include a workplan, schedule of activities and financial proposal. Please note, all costs (inclusive of tax etc) are to be included in the financial proposal.
 - Must hold the necessary documents to lawfully work as a consultant in PNG.
 - Completion of the tender application provided.
 - Submission of a CV, demonstrating consultant(s)'s relevant experience, skills and qualifications.
 - Provide examples of past related work outputs.
 - Provision of 3 references as part of the tender submission, including the most recent work relevant to this consultancy.

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. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should outline the interested consultant's complete proposal: methods, personnel (and their skills/curriculum vitae), timeframes and costs.
- 4.3. 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 and copy paula@sprep.org before 10 September 2018. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 12 September 2018.

6. Evaluation criteria

- 6.1. SPREP will select a preferred consultant on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the bidder offers the best value for money, and that the bidder satisfies the following criteria.
 - Minimum of a Law Degree
 - Minimum 5 years work experience in Business Law or related area.
 - Demonstrated experience delivering policies relative to Information and Data Management, Technology and Communication.
 - Demonstrated experience in development of data sharing policies.
 - Demonstrated experience working with National Governments in the Pacific islands region.
 - Thorough knowledge of the PNG Government Bureaucratic processes and systems.
 - Able to work with stakeholders and must have good communication skills.
 - Detailed Financial Proposal - **Up to \$20,000 USD is available for the consultancy.**

7. Deadline

- 7.1. **The due date for submission of the tender is: 17 September 2018, midnight local time (Apia, Samoa)**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'TENDER: Data Sharing Policy for CEPA, PNG' to one of the following methods:

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA

Email: tenders@sprep.org

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>

Terms of Reference
Data sharing policy for Conservation Environment Protection Authority
PNG

Objectives of the Policy

- To encourage sharing, regular dissemination and communication of environment, biodiversity and natural resources data.
- To facilitate access to PNG government-owned shareable data and information, within the frameworks of various related policies and acts of the government, thereby permitting wider accessibility and usage by stakeholders and the public.
- To identify authorising bodies, parties and authority for the sharing, storing, retrieving and using of the data and information.

Scope of Work

The consultant will work with the PNG Government through the Conservation and Environment Protection Authority (CEPA) to develop a data sharing policy and inter-agency Memorandum of Agreement (MOA) based on existing regional templates.

Detailed Tasks

The consultant will:

(a) Develop a data sharing policy for CEPA

- Review legislation and policy relevant to data sharing in PNG, including data ownership.
- Liaise with CEPA staff to develop a data sharing policy, based on the existing regional policy template, reflecting CEPA's processes and requirements.
- As part of the policy, develop a checklist for decisions regarding data sharing. Including establishing types of data that can be shared and provide an inventory of custodians of these data.
- Advise on integrating internal CEPA ICT policy with this policy.

(b) Develop memorandum of agreement (MOA) for data sharing between PNG government agencies

- Work with CEPA staff and other environmental data consultants to develop Memorandum of Agreement (MOA) templates to enable sustained inter-governmental data sharing, using the PNG data portal as the default data repository and the existing regional MOA (MOU) template as a foundation.

(c) Stakeholder consultation

- Conduct consultations with relevant stakeholders.
- Conduct stakeholder workshop to edit or provide inputs to the first drafts, verify data types and provide missing information.

(d) Final draft and endorsement

- Prepare final drafts to present to CEPA Executive Management.
- Prepare documents for CEPA Board approval.

Deliverables:

1. First draft CEPA data sharing policy, based on regional data policy – 5 weeks
2. Final draft CEPA data sharing policy – 5 weeks from the approval of the first draft
3. Final draft of inter-agency data sharing memorandum of agreement (MOA), delivered with final draft of data sharing policy
4. Conduct workshop for administrators and users regarding implementation of the policy

Duration: September to November 2018

The consultant will submit all deliverables to the Government of PNG through the Office of Managing Director or appointed officer at CEPA. ALL reports and documents are to be submitted as Word files. The consultant is expected to provide their own computer throughout this assignment. **Up to \$20,000 USD is available for the consultancy.**

Reporting

The consultant will report to the Director of Policy of CEPA through the GIS Manager and work closely with the National Coordinator of INFORM project. The consultant may collaborate/cooperate with other consultants under the INFORM Project and CEPA counterparts.

Minimum Qualification Requirements

The consultant will have:

- Law degree
- Experience delivering policy relative to Information and Data Management, Technology and Communication
- Hands-on experience in development of data sharing policies.
- Experience working with National Governments in the Pacific Islands region
- Thorough knowledge of PNG Government Bureaucratic processes and systems
- Able to work with stakeholders and must have good communication skills.
- Minimum of 5 years work experience with business law