



## **Request for Quotations**

### **Consolidation, Design and Development of GIS databases and layers**

March 2020

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**Terms of Reference**  
For  
**Consolidation, Design and Development of the GIS**

**1. Introduction**

Taawon is an independent Swiss organization, registered as a branch in Palestine. It was established in 1983 by a group of Palestinian and Arab business leaders, and intellectual figures to empower Palestinians socially and economically in all areas of Palestine, and Palestinian refugee camps in Lebanon. Taawon implements its humanitarian and development work through seven major programs: Education, Community Services, Youth and Women Empowerment, Orphan Care, Culture, Revitalization of Old Cities and the Palestinian Museum."

Therefore, Taawon is seeking a consultant to analyze, re-design and consolidate the existing GIS databases and layers to one database, to enable better utilization and expansion for future needs.

**Purpose**

The following objectives are requested for the proposal:

1. Analyze all existing databases about 7-10 old GIS databases and create one consolidated database integrating all information available
2. Build the two collector Survey form
3. Build the Esri Web AppBuilder for ArcGIS based on the analysis of the layers and the need of each Web AppBuilder for ArcGIS
4. Increase the level of engagement of the team
5. Facilitate ease of access and better user experience and provide users with access to available GIS datasets.
6. Better search engine.
7. Compatibility with all internet browsers and mobile devices
8. Build at least three widgets from the Web AppBuilder for ArcGIS to be able to communicate with existing MIS system
9. Build the workflow needed to enhance team engagement
10. Modify the layers to be matched and aligned.

**1.1. Scope of work GIS system**

**General Conditions**

- 1.1.1. Software and tools should be ESRI
- Database should be SQL server

**Existing information**

The below information describes the current GIS system:

- a) Layers

- i) All layers are shapefiles, layers are produced based on project terms and are not linked together
  - ii) Some layers are old and don't have coordinate systems.
- b) Database
  - i) Access
  - ii) Excel
  - iii) Sql
  - iv) Geodatabases
- c) Files type: tiff, jpeg, AutoCAD files, etc.
- d) Data language: Arabic, English
- e) Raster: at least 5-6 from different years

## **1.2. Implementation Methodology process**

1. Meetings with the team to go through the analysis of the existing layers
2. Prepare the required design, analysis and layout
3. Meeting with the team to agree on the system structure and design
4. Starting the process of the integrate all Databases in one database
5. Install first version for testing.
6. Proceed in fixing requirements if any and produce new version to be tested
7. Once system is agreed on then deliver and install the latest version.

## **2. Product Perspective**

### **2.1. Features**

1. System should be attractive, user friendly and interactive, Dynamic utilizing latest technologies.
2. System security should be dynamic and flexible to control users' access to system modules & functions.
3. System should be integrated with the domain and should encrypt the passwords of the users when used as stand alone.
4. System should be accessible through SSL & IPsec Tunnels
5. System should allow access for different users Categories (employees, external consultants, , etc ) with restricted permission to each category
6. Multilingual system with Arabic and English. Flexible to expand and can add any new layers easily
7. Build tool that will transfer all data from old databases to new database (consultant will not have access to data, only to the structure of database)

## **2.2. General Technical Requirements:**

1. The site structure (design) should be parameterized to allow for any future addition and features later.
2. Simple and easy navigation.
3. Compatible with all web browsers and platforms (especially mobiles)
4. All Data should be available from search engines
5. Multilingual (Arabic & English) with the flexibility to add new languages
6. Dynamic Workflows for each process.
7. Esri Arcpro 2.5
8. Esri arconline
9. Esri Catalog
10. Database is SQL.
11. synchronize between online and offline layers is must.
12. Upload images, videos, files per process.
13. Ability to search from all sections.
14. Ability to generate template reports.
15. Ability to work offline in case there is no internet.
16. Ability to recover lost added information.

## **2.3. Operating Environment**

The GIS database and Esri Web AppBuilder must not be dependable on any operating system, internet software, web server, or any controls

## **2.4. Logistical Requirements**

### **Training**

The vendor should provide training for staff on the GIS database and Esri Web AppBuilder. And to give advance detail to 2 people on how to create and link database and layers.

## **2.5. User Documentation**

The documentation should include the following: -

- User manuals and on-line help. Preferred help module within the GIS database and Esri Web AppBuilder.
- Professional documentation for the GIS employee.

## **2.6. Assumptions and Dependencies**

- We assume that the consultant will be responsible on the GIS database and Esri Web AppBuilder will be able to add features and modify workflows or process.

- We assume that the consultant will be responsible for migrating all data from old system through building a tools need.
- We assume all work will be without real data.

### **3. Intellectual property (ownership and confidentiality):**

Intellectual property and copyright of all documents produced within the framework of this Consultancy belong to Taawon, contents, information and materials, survey forms, charts, software, database, images, maps ,data ,reports ,correspondence in addition to the code and everything.

Permission to make other use of these project including the code, database, etc will not be permitted. All data, information ...etc. is exclusively owned by Taawon. Any information should be treated as confidential unless stated otherwise. A confidentiality agreement should be signed with the vendor to protect each party rights.

### **4. Deliverables**

The Assignment will be considered complete when:

- Training at least 10 Taawon staff.
- Training at least two GIS Staff.
- A complete GIS database and Esri Web AppBuilder.
- Complete handover of installation to Taawon.
- Transfer of all user rights to Taawon.
- Submission of required documentation is complete, approved and signed along with the complete source code.
- Successful functioning of the application with no functionality and data issues reported.

### **5. Project Timeline and Warranty**

- The timeline is 6 months as of the contract signed
- Warranty 1year.

### **6. Training, Maintenance / Support Period**

6.1. Vendor will transfer all related materials, code, documentation to Taawon.

6.2. During first 1 year of AMC, following is expected:

- Trouble shooting: In case site is down, any link is broken, any functionality not working properly etc.
- Technical Assistance: In case GIS database and Esri Web AppBuilder needs to be moved from one server to another.
- Modify producers, screens, add/or reports.

- Remote support for assistance in changing/editing/modifying via call or emails (if at all required).
- Bug fixes for any existing functionality.
- Training for another 3 Users and 1 GIS person in Taawon offices.

## **7. General Submission Requirements**

- 7.1. The name of the Owner is: **Jerusalem Old cities Revitalization programme / Taawon.**
- 7.2. Proposal title is **Consolidation, Design and Development of GIS databases and layers**
- 7.3. Technical and financial proposals required and should be submitted **separately in 2 closed envelops.**
- 7.4. Additional information in the Technical Proposal includes detailed CV that includes all the projects, all the staff, registration and classification from official authorities.
- 7.5. Technical and Financial proposals should be valid for **120 days** at least.
- 7.6. The Technical proposal should include a **Bid Bond guarantee with an amount of 2,000\$ valid for 120 days from the date of submission.**
- 7.7. Local Consultants Should submit **valid Vat exemption Certificate.**
- 7.8. The Financial offer should include all costs.

## **8. Proposals Submission date**

Submission of technical and financial proposals should be **on Sunday 5<sup>th</sup> of April 2020, to Taawon offices in Ramallah PADICO House Building sixth Floor.**

## **9. Clarifications**

Any requested clarification or questions should be submitted to [waocjrp@taawon.org](mailto:waocjrp@taawon.org) **till of Monday 30<sup>th</sup> of March 2020, and the answers will be sent by mail on Tuesday 31<sup>st</sup> of March 2020.**

## **10. Project insurances and guarantees**

Performance Bond guarantee **with an 10% of the contract value** should be submitted by the winner consultant within 28 days of issuing the initial awarding letter.

## **11. Project payments**

OCJRP/Taawon will issue 3 payments as follow:

- 1st payment 20% of the contract value upon approval of the detailed scheduled work plan.
- 2nd payment 30% of the contract value after finalizing complete GIS database and Esri Web AppBuilder.

- 3rd payment 50% of the contract value once receiving and reviewing final report and Complete handover of installation and source code and transfer of all user rights to Taawon.

consultants should issue Zero Vat invoices that stamped from the official Authorities in the Palestinian territories

## **12. Delays and penalties**

- 12.1. The anticipated ceiling for the project implementation period ***is 120 calender days .***
- 12.2. If the owner decided that the delay is due to the Consultant's negligence, the consultant will be liable to liquidate damage of 10% maximum percentage of the final contract value (0.005 per working day) after that the owner has the right to terminate the contract and he will not be liable for any payments after the end of that period.
- 12.3. The owner has the right to refuse to extend the implementation period , and terminate the contract due to negligence of the Consultant at any time , and liquidate the performance bid bond and the owner will not be liable for any payments after the end of the implementation period.

## **13. Reporting**

the Consultant is to submit the following reports and information to the client

- Monthly progress report, the report should include (1) a general statement on the progress achieved, summarizing the work performed by each member of the Consultant's team.
- Details of challenges encountered or expected to be encountered in the execution of the work.



## 14. Evaluation

The consultant will submit the following offers:

Technical Offer that should include:

- Consultant resume /team members' resumes
- Work methodology
- time schedules
- Samples of pervious work

Technical offer will be evaluated as the follow:

<i>Evaluation Item</i>	<i>Highest score</i>	<i>Score</i>
Consultant resume /team members' resumes	30	
Work methodology	30	
time schedules	10	
Samples of pervious work	30	
Total	100%	

***OCJRP/Taawon will not evaluate and / or open the financial offers of the consultants who will not pass 70% in the Technical evaluation***

Financial Offer

<b>Item</b>	<b>Cost \$</b>
Consolidation, Design and Development of GIS databases and layers	