TERMS OF REFERENCE

ICLEI - LOCAL GOVERNMENTS FOR SUSTAINABILITY
- AFRICA SECRETARIAT

ICLEI Africa seeks to appoint a professional service provider/ professional service providers to program and integrate The Covenant of Mayors in Sub-Saharan Africa (CoM SSA) into an MS Access database and provide staff training on the respective software.

ToR Released: 7 September 2021
Bids due: 14 September 2021

Email bids and technical queries to Meagen Swain meagen.swain@iclei.org and cc Dr Kate Strachan: kate.strachan@iclei.org,

ICLEI Africa reserves the right not to appoint a service provider in relation to this Terms of Reference.
Terms of Reference

About CoM SSA

This Terms of Reference is for an initiative entitled The Covenant of Mayors in Sub-Saharan Africa (CoM SSA) and the CoM SSA Secretariat is housed by ICLEI Africa. CoM SSA is the regional chapter of an international alliance of cities, the Global Covenant of Mayors for Climate and Energy (GCoM). It is a partnership between city networks, development agencies and funding institutions, supporting cities in meeting the dual challenge of climate change and access to sustainable energy to achieve a low-emission, climate resilient and sustainable energy future. With more than 10,000 members, GCoM is the largest network of cities driving urban climate action. The focus of the CoM SSA is to support local governments in moving from planning to implementation with a focus to unlock climate finance at the local level. CoM SSA currently has more than 250 signatory cities in over 36 French, Portuguese and English-speaking countries in Sub-Saharan Africa. The project also provides tailored support to more than 25 cities.

CoM SSA offers tailored capacity building and support to cities in developing their Sustainable Energy Access and Climate Action Plans (SEACAPs). This may include technical experts working with officials to provide support in the areas of climate change adaptation, mitigation and energy access; as well as support in reporting and validation of SEACAPs. CoM SSA works with cities to implement innovative climate and energy infrastructure projects. Cities have access to experts that can provide guidance to make these projects technically, financially and economically feasible. There is also potential to help cities with background studies to prepare projects.

In our role as the CoM SSA Secretariat, ICLEI Africa endeavours to make communications to signatories accessible in English, French and Portuguese. Therefore, the contact database needs to be user friendly to staff in order to keep it as up to date as possible to ensure optimum reach of our communications.

ICLEI – Local Governments for Sustainability is a global network working with more than 2500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development.

This Terms of Reference (ToR) relates to providing a programming and training service to ICLEI Africa on the Covenant of Mayors for Sub-Saharan Africa Secretariat initiative. The service provider is expected to create a streamlined contact database for the initiative, housed in Microsoft (MS) Access. This database needs to be user friendly and ICLEI staff need to be able to make any necessary changes and updates the database. Preferably we would like to not change platforms as most staff are familiar with MS Access, however if it is absolutely needed we can migrate to a new platform. The service
provider will need to train a select few staff members on the workings of the database as well as how to update and integrate new contact databases onto this platform.

AIM OF THE ASSIGNMENT

There are three aims for this assignment:

1. Create a new contact database for CoM SSA Secretariat by using the original data currently in an excel format which comes in two main tables: Organisations and Individuals, with a one to many relationships.
2. Upload and programme this database into MS Access.
3. Host a training session with relevant staff members to ensure that they can edit, add and update the contact data in the relevant platform.

This work will need to be undertaken in the month of October 2021

KEY TASKS

Task 1: Create a contact database from scratch

Using the original excel contact database, which has been formatted to the specifications of the ICLEI MS Access platform, program and code the data to be fully ready to be migrated to the new platform.

Task 2: Integrate database to MS Access

Upload the new contact database to MS Access under the current CoM SSA tab. There needs to be easy functionality for the uploading of Excel spreadsheets into the database (NB: Currently tricky as Individuals and Organizations are linked tables with enforced referential integrity).

CoM SSA Sec would need to be able to search the database based on country, language, date joined. The service provider should include a quote for setting up search functions for the database.

Task 3: Provide CoM SSA Sec staff with training to use & navigate new database format

Train Technical Helpdesk staff members in using MS Access platform, how to add/update/correct contact data. The service provider is to in addition to creating the new database, provide a solution for our MS Access compatibility issues. Several of our staff have different versions of MS Access or MS office references settings perhaps, but as a result, certain staff start receiving errors every once in a while (For example: File or Project not found errors when trying to open certain reports).

Other tasks

These will be discussed with the service provider as and if they arise.
SUPPORT TO BE PROVIDED BY ICLEI AFRICA

Resources:
ICLEI Africa will provide the service provider with:
● Current CoM SSA signatory contact database
● Access to the ICLEI MS Access application

ACCESS TO DATA AND INTELLECTUAL PROPERTY

All data used (that is not available from a public and open source platform) and related outputs produced are confidential and not to be shared without written permission of ICLEI Africa. On completion of the contract, the intellectual property of all outputs will be transferred to ICLEI Africa. All data should be used in compliance with the General Data Protection Regulation (GDPR).

SERVICE PROVIDER REQUIREMENTS

Proposals for the bid can be submitted by individuals or a consortium of individuals. ICLEI Africa will consider the following aspects when appointing the supplier:

1. Have extensive and demonstrable experience in working with MS Access and developing databases
2. Have experience in training staff to use MS Access
3. Interested service providers will be required to submit an itemised quote in order to be considered. This will be the maximum rate that can be charged for all tasks outlined in this ToR and any unforeseen additional services and must include a quote for setting up search functions for the database.
4. Payment will be made upon completion of the work

SUBMISSION TIMELINE AND KEY DATES

● 7 September 2021: Terms of Reference released
● 13:00 (SAST) on 14 September 2021: Proposal submission closing date, with availability immediately thereafter
● Contract dates: October. To be completed by the end of October 2021

Key dates and deadline for deliverables will be mutually agreed upon when the contract commences, and the ICLEI team will undertake to provide timeous feedback.
Kindly submit your bid and supporting documents via email to Meagen Swain, meagen.swain@iclei.org, with Kate Strachan, kate.strachan@iclei.org in copy by 16:00 (SAST) on 14 September 2021.

Please use the subject line: Service Provider: CoM SSA Database programming and training when submitting your proposal. Please include the following information:

- A company portfolio or website link
- Evidence to support the Service Provider Requirements above
- For South African-based service providers only, provide proof of status for preferential procurement:
  - A B-BBEE certificate
  - If the service provider has an annual turnover of less than R10 million and/or does not have a B-BBEE certificate, a completed and signed sworn affidavit.

ICLEI AFRICA RESERVES THE RIGHT NOT TO APPOINT A SERVICE PROVIDER IN RELATION TO THIS TERMS OF REFERENCE.

Please note: If you have not heard from ICLEI Africa by 17 September 2021, please note that either ICLEI Africa has decided not to appoint a service provider for this piece of work, or you have been unsuccessful in your application.

For more information on ICLEI Africa see: http://africa.iclei.org/