

TERMS OF REFERENCE FOR A TRAINING CONSULTANCY ON GEOGRAPHICAL INFORMATION SYSTEMS (GIS)

1. Introduction.

Caritas Spain implements projects of cooperation to development with an approach of “fraternal cooperation”, working for the poorest in a relationship of equality, reciprocity and co-responsibility, looking for the empowerment of local Caritas, strengthening the structures of these Caritas and maintaining an active presence in the Regional and International networks.

In the initiatives supported by Caritas Spain we aim at putting in place measures to contribute to directly eradicate the causes of poverty and its consequences, as well as introducing the component of sustainability. In order to reach these aims, the participation of the beneficiaries of the action is essential since they are the first responsible for their own development.

Caritas Kenya (CK) is the Development and Humanitarian arm of the Kenya Conference of Catholic Bishops (KCCB). Through the 25 Catholic Dioceses spread across the country, it cooperates with the most poor and vulnerable population in the urban and peri-urban, rural and marginalized Kenyan lands. Its main challenges remain rampant poverty, frequent disaster occurrences and climate change effects, lack of critical resources (water and food shortage), increasing inequalities and HIV/AIDS Pandemic. CK running programs include: Humanitarian, Livelihood, Women and Gender, Information and Advocacy. Other cross-cutting program includes ‘Capacity Building’ for strengthening leadership and conducting research for guiding development initiatives, respectively. Caritas Kenya works with other members of the Caritas Confederation, government ministries and also with other national and international non-governmental organizations within and outside the country.

2. Purpose of the consultancy.

Caritas Spain is currently supporting, among others, two WASH programs in Kenya:

1. *“Wajir WASH and Resilience Project”*, with Cáritas Garissa.

This project targets approximately 35.000 beneficiaries to improve water, sanitation and hygiene (WASH) services, as well as to integrate aspects of natural resources management, catchment protection and Disaster Risk Reduction (DRR). The project is built on Caritas Garissa achievements and experience in Wajir East and South. The project focus on enhancing the target communities’ resilience to water related shocks through sustainable interventions in multiple uses of water (MUS) including the use of water resources for local communities’ income generation, increased and improved surface water harvesting and storage as well as improved water handling to reduce transmission of diarrheal diseases.

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Water is indispensable to human survival, livelihoods and most forms of economic production. Access to Water and water allocation and use can become the focus of tensions, which may potentially spill over into conflict within or between communities. Taking this into account, Caritas Garissa is using the “Do NO Harm” peace strategy to mitigate the dynamics of conflict that may arise due to water access.

2. *“Improvement of the situation of drought affected communities in Isiolo, Maralal and Marsabit”*, with Caritas Isiolo, C. Maralal and C. Marsabit.

This project focuses on the sectors of Water and sanitation, Food relief and Peace building. It aims at alleviating suffering of the drought- affected communities in the Northern Kenya Catholic Dioceses of Isiolo, Marsabit and Maralal through emergency interventions by the end of 2018. The project is designed to achieve improved access to portable water, management and application of hygiene knowledge and skills, improve access to food in the households in the target areas and promote peaceful co-existence among the drought-affected communities. The activities will reach directly to 19.820 beneficiaries and indirectly to 101.562 indirect beneficiaries in the target areas within a period of one year.

In both projects, especially in the second one, which is being implemented with three different Caritas, Caritas Kenya has an essential role in the coordination of activities.

The purpose of this consultancy is the **strengthening of the capacity of the staff of these Caritas** in projects information management through introducing them to the Basics of Geographical Information Systems and Remote Sensing. They will be introduced to spatial data collection, validation and manipulation and visualization in open source (and other contemporary) GIS environments (QGIS), thus optimizing the joint work of Caritas Spain, Caritas Kenya and the Diocesan Caritas. The idea is that, from the beginning, they can integrate the learned tools in the monitoring of the ongoing projects.

Expected results:

- Technical staff of Caritas Kenya, Caritas Garissa, Caritas Isiolo, Caritas Maralal and Caritas Marsabit are able to appreciate the role and use of Geospatial Information (Geographical Information Systems and Remote Sensing) in their Humanitarian and Development projects;
- The Caritas staff have basic knowledge and skills in the use of QGIS, as applied in their areas of implementation.

Expected products:

The products generated by the GIS consultant will be the following:

1. **Working Plan.** It will be delivered no later than one week after the signature of the contract and should contain:

Outline of Training Module: It should be a tailored, 2-week intensive GIS training course covering introductory use of GIS with a focus on humanitarian and development applications. For this training, it should be used QGIS, a Free and Open Source Geographic Information System.

The course should cover the following:

a) QGIS

- ✓ QGIS, how to install and set it up.
- ✓ Basics of GIS.
- ✓ Maps and maps projections.
- ✓ Preparing to work in QGIS (Project preparation).
- ✓ Vector (Point, Line and Polygon) and raster layers operations. Integration of vector and raster layers.
- ✓ Watershed analysis with SAGA and GRASS.
- ✓ Map and map atlas preparation.
- ✓ Basics Introduction of remote sensing.
- ✓ Image processing in QGIS.
- ✓ Image processing with SCP.
- ✓ Data collection including collection of GPS coordinates using android phones and integration into the GIS environment
- ✓ Practical work with the ongoing projects.

- The calendar of activities and products to be delivered.

2. **Final report on trainings.** It must include all the manuals, presentations and practical work used for the training.

All the products will be submitted in English.

3. Actors involved.

a) Caritas Spain:

- Validation of terms of reference, training module and final reports.
- Financing of the training.

b) Caritas Kenya:

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- Institution responsible for project management.
- Preparation of terms of reference.
- Facilitation of logistics and coordination of actors.

c) GIS consultant

- Delivery of training.
- Supporting in the integration of GIS tools in the ongoing projects.
- Completion of the final report.

4. Timeframe and location of the training.

Below is a tentative schedule for the implementation of the consultancy. This is a proposed schedule, intended to serve as a guide to the duration of the process. It is not binding for the consultancy, who should devise their own final schedule.

PHASE	NECESSARY TASKS AND RESOURCES	WEEK				
		1	2	3	4	5
Training	Preparation of the Training					
	Training in GIS(Training in GIS (Brief introduction to GIS and Remote Sensing, Introduction to QGIS, Data collection including collection of GPS coordinates using android phones and integration into the GIS environment), Data Analysis and visualization in QGIS environment. Introduction to Google earth and generation of kml files for points, lines an polygons.					
Final report	Analisis of the work done (Water Resource Management, WASH and Disaster Risk Reduction) by the attendants to the training with regard to the integration of the GIS tools in the ongoing projects.					
	Preparation of final report					

The **location** for the training will be Isiolo/Meru, Kenya.

5. Profile of the GIS consultant.

The consultant team will have to fulfil the following requirements:

- High level of proficiency with GIS, Experience in the use of Open source GIS software (QGIS).

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- Experience with the use of GIS in humanitarian and development settings.
- Experience providing technical instruction/training in GIS.

6. Deadlines, budget and general conditions for the consulting

The **start date** will be as soon as this procedure is resolved, with the work set to begin on approximately the first half of April.

The final **delivery deadlines for products** will be defined in the work plan and in the contract entered into with the consultant or consulting team. The end products must be delivered to Cáritas Española one month after the completion of the training.

Payment for the consulting will be split into two instalments, the first of 50% and the second of 50%, all subject to appropriate delivery of the products marked.

A penalty will be established of 1% of the total price of the consulting per day of delay in delivering the products marked without specific consent from Cáritas Española.

In order to participate in the tender process, the tenderer must submit its proposal by email to Caritas Kenya and CARITAS ESPAÑOLA, according to the data provided at the end of these ToR, within 15 calendar days following the publication of the ToR. The technical proposal must include a work schedule setting out the deadlines proposed by the firm for carrying out the tasks.

The submitted proposals must include at least the following Information (all the documents must be submitted in English):

1. Technical proposal for the consultancy based on the present ToR, including the working plan.
2. Financial proposal in both EUROS and Kenya Shillings specifying: consultancy fees + per diem + travelling costs. If the consultant team lives outside Spain, information shall be provided on the applicable tax regimes.
3. CV of the consultant/consultant team.

7. Selection and evaluation criteria

Selection criteria will be both technical and financial, considering the proposal that best fits the needs of the organizations and the activity proposed.

The bids submitted will be scored with a possible total of 100 points, broken down as follows:

1. Technical quality of the proposal and its suitability for the purposes fixed: **40 points**.
2. CV of the consultant: **30 points**
3. Financial proposal: **30 points**

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Bidders will be informed of their exclusion or success within 15 calendar days of the opening of the proposals received.

The corresponding contract will be signed by Caritas Spain and the consultant. The contract will indicate the duration of the service, its cost and applicable conditions and the present ToRs will be annexed to it.

The successful bidder undertakes to execute the contract in its own right, as any third-party assignment or subcontracting is prohibited, unless specifically authorised by CÁRITAS ESPAÑOLA.

Furthermore, the contractor shall be liable for any consequences derived from any inaccuracies in statements made in respect of compliance with the obligations under these TOR and the subsequent contract entered into.

8. Submission of the proposals

Technical and financial proposals will be submitted before 15 days from its publication.

Place of presentation: Spain and Kenya

Staff responsible for receiving tenders (send to all):

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Method of presentation: Digital format through email.

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