



Terms of Reference (ToR) for a Short-Term assignment

Technical assistance requested	IT-GIS expert
Procurement Title	Short-term engagement of the IT-GIS expert
Main Beneficiary	International Sava River Basin Commission (ISRBC)
Target Beneficiary	Parties to the Framework Agreement on the Sava River Basin (Bosnia and Herzegovina, Croatia, Serbia and Slovenia)
Content of assignment	Support to the ISRBC in preventive control, monitoring, regular and corrective maintenance of SavaGIS / HIS as well as assistance in the work of ISRBC expert groups
Expert Category	Senior Expert
Duration of assignment	October 2017 - July 2018

1. Background information

As a part of the obligation resulting from the Framework Agreement on the Sava River Basin (FASRB), and the Geographic Information Strategy for the Sava River Basin, the Geographic Information System for the Sava River Basin (hereinafter: Sava GIS), has been successfully implemented. The system has been in function since October 2015, while the regular and corrective maintenance of the Sava GIS during the warranty period, until end of October 2016, has been performed by the company which developed the system. Engaging of an IT/GIS professional emerged as a first priority in the system's daily operational work.

Therefore ISRBC has decided to engage an IT-GIS expert on a short-time basis for performing essential duties and tasks described in further text.

2. Description of assignment

2.1. Requested services

Essential duties and responsibilities are as follow:

- Preventive control, monitoring, regular and corrective maintenance of SavaGIS / HIS
- Maintenance and migration of spatial and attribute data within the central SavaGIS / HIS database
- Checking / developing procedures for safety / back-up storage of SavaGIS / HIS
- Technical and professional support in terms of preparing proposals for upgrades of SavaGIS / HIS and IT systems
- End-user support (e.g. national experts) in the preparation, validation and import datasets
- Develop advanced specialized maps, utilizing geographic information
- Extract relevant information from various databases for use in maps or reports
- Assist with analysis, research, design, and implementation of all mapping tools, templates, standards, and software
- Identify additional potential capabilities, including new software and technical solutions such as models and scripts to automate regular processes of SavaGIS/HIS
- Gather the appropriate research and information necessary to keep data up to date and accurate in central SavaGIS / HIS database

- Participation in the preparation of project and tender documentation related to the procurement of GIS / IT systems
- Participation in preparation of the ISRBC documents in the parts related to his/her field of expertise
- Assistance in preparation of documents for work of expert groups of ISRBC including participation on the meetings, as required
- Provide instruction to the Secretariat staff and end-user in the use of SavaGIS/HIS, as required
- Carrying out other tasks in the field of IT/GIS, according to the needs of ISRBC.

The above activities may be adapted during the engagement depending on progress and needs.

2.2. Reporting

IT-GIS expert will be required to report to designated official of the ISRBC Secretariat in written form on monthly basis about activities carried out, along with time sheets.

2.3. Period of assignment

Services will be provided over the period October 2017 - July 2018 (4 hours per working day) and carried out on the work in the premises of ISRBC.

2.4. Location/Place of assignment

The premises of ISRBC, Kneza Branimira 29, 10 000 Zagreb, Croatia.

2.5. Working language

English and one of the official languages of the Parties to the FASRB.

3. Eligibility

The applicant must:

- Be a citizen of the Contracting Parties of the FASRB.
- Hold university degree education on Master's or equivalent degree (ISCED level 7) with major in IT and/or GIS expertise.
- Have a minimum of five (5) years of professional experience relevant for the post (see description of assignment, specified in section 2.1), attained after achieving the minimum requirements stated out above.

4. Cost of the assignment

Maximum gross amount available for the assignment: 15.000 EUR.

5. Selection procedure

If the eligibility criteria are met, the applicants will be assessed on the basis of the criteria and point system set below:

5.1. Professional requirements (90%)

5.1.1. General professional experience and skills (20 points)

- Professional experience in national and international programs referring to GIS and IT management

- Professional experience in GIS systems development and maintenance
- Professional experience in the Sava River Basin Country/Countries related to the assignment
- Proficiency in English

5.1.2. Specific professional experience (60 points)

- Working knowledge of GIS theory, methodology, and techniques
- Working knowledge of relational database design principles and database administration
- Working knowledge of applicable programming and/or scripting language in Java and JavaScript (preferably knowing ExtJS and OpenLayers framework)
- Extensive experience with Windows Server OS, PostgreSQL RDBMS, GeoServer, GeoNetwork and Apache Tomcat software
- Proven experience in using of Esri ArcGIS software for Desktop.

5.1.3. Procurement interview (20 points)

Assessment of the applicant's ability to carry out the tasks of the assignment set out in accordance with requirements provided in Section 5.1.1 and 5.1.2.

Only short listed candidates who pass 60 points according to 5.1.1 and 5.1.2 will be contacted and invited to the interview.

5.2. Financial Offer (10%)

$S_f = 100 \times F_m / F$ (F_m-The lowest Financial offer; F-the price of the proposal under consideration)

5.3. Overall Ranking

$S = S_t \times T\% + S_f \times P\%$ (S-Total Score; S_t-Professional requirements score; S_f-Financial offer score)

T=90; P=10 (T-Weight of Professional requirements; P-Weight of Financial offer)

Proposals will be ranked according to their combined professional requirements (S_t) and financial offer (S_f) scores using the indicated weights.

The Applicant achieving the highest combined professional requirements score and financial score will be invited for award the contract.

6. Application format and application submission

Applications (CV and application letter, both in English and Financial offer) titled:

“Short-term engagement of the IT-GIS expert” should be submitted to: *International Sava River Basin Commission, Kneza Branimira 29, 10000 Zagreb, Croatia.*

Applications must be received by September 20, 2017, no later than 3:00 PM.

Applications (CV and Financial offer) must be prepared using the enclosed standard forms.

Name and address of the applicant should be written in full on outer envelope.

References must be available on request.

Application must be valid 60 days after the submission date.

All applications will be considered strictly confidential.

7. Opening of application

Applications shall be opened publicly on September 20, 2017 at 3:00 PM, by the Evaluation Committee in the presence of the applicants who choose to attend.

The Evaluation Committee will check the completeness of applications in accordance with the requirements set forth in these tender documents.

8. Additional information:

For any additional information please contact Mr. Mirza Sarač at the Secretariat of ISRBC, Kneza Branimira 29, Zagreb (e-mail: msarac@savacommission.org, phone: +385 1 488 69 72) till September 13, 2017.