

**Terms of Reference**

**Request for Proposals for the Training on Quantum Geographic Information System (QGIS)**



**Proposals Due: June 01, 2022, (on or before 11.59 PM)**

**Handicap International - Humanity & Inclusion**

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**Introduction**

Handicap International - Humanity & Inclusion (HI) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. The organization works alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. HI promotes an inclusive approach by focusing on access to services “for all” whenever possible rather than developing specific actions for vulnerable groups including people with disabilities and the aim is to improving the capacity of vulnerable population including people with disabilities to meet their basic needs and to exercise their fundamental rights. HI started its operation in Bangladesh in 1997. HI Bangladesh currently runs programs with activities focused on rehabilitation, health, promoting disability rights, disaster risk reduction, economic development and/or livelihood and poverty reduction in both Rohingya Refugees and Bangladeshis.

In a bid to achieve its mission, HI is committed to promoting an environment of training, learning, and continuous professional development (CPD) for all employees to ensure that all staff have access to learning, development and training opportunities which enable them to be suitably knowledgeable and competent to carry out their roles, and to develop their talents in any ways that fit with the organization’s development to meet its strategic objectives. In line with this mandate, HI is looking for a competent firm or individual to provide training services for the MEAL Unit staffs in Geographic Information System. ***The Training will use QGIS platform all over the learning and application process.***

**Rationale of the training**

A geographic Information system (GIS) offers the ability to utilize geographic data in a way that can be mapped out, analyzed and then assessed according to different points of interest. As it has so many applications, GIS training is crucial for organizations that want to have a more knowledgeable and efficient workforce. With the many subsets of GIS applications, training is not static or one-size-fits-all but a process that should be flexible and tailored to the needs.

Through this training our MEAL staffs will be able to know and learn GIS and will be able to use Geospatial data by using gained knowledge in the workplace, they will be able to improve these related reports much more.

**Objectives of the Training**

The overall objective of the training is to equip learners with advanced ways to use GIS in spatial mapping, data management, analysis, visualization and decision support system. The specific objectives are given in the bellow;

* To develop an understanding of the different components of a GIS, the role GIS plays in solving epidemiological and public health problems, shelter and poverty mapping, actors mapping, and the role of GIS as a decision support system in humanitarian and development nexus.
* To present to participants all data-related aspects of a GIS, such as the data models in GIS, data input, data editing, data visualization, metadata, and managing a spatial database.
* To carry out advanced analyses of geographical data.
* To perform spatial & temporal epidemiological & public health analysis using GIS.
* Establish an understanding of how to work with spatial data and GIS techniques to solve humanitarian and development issues;
* Understanding of the fundamentals use of SQL, R, Python in GIS

**Broad areas to Cover**

* Introduction to GIS in Humanitarian and Development Field
  + Understanding the basics
  + data sources
  + interface, data models, and data types
  + working with the software (create metadata and import / export different spatial data formats)
  + data manipulation concepts
* GIS data management
  + database creation
  + data types and data sources
  + working with GIS data
  + working with data from different sources (databases, shapfiles, and spreadsheets)
  + Coordinate reference systems and attribute joins (project and spatially join datasets)
  + Geocoding
* Spatial data collection techniques
  + Digitization and scanning of maps
  + Using GPS and Google Earth
  + Using GPS utility software for managing and downloading and managing data
  + Using Mobile Phones for GIS data collection
  + Importing GPS data to QGIS / GIS
  + Extraction of data from GPS
* Mapping techniques and applications
  + Mapping project activities
  + Mapping in QGIS using GPS and Google Earth Data
  + Representing data (Creating choropleth map and data classification)
  + Visualization data with several plugin options
  + Designing maps
  + GIS mapping on different thematic issues including most-at-risk populations, facilities and resources,
  + Geoprocessing
* GIS for monitoring
  + Mapping diseases transmission and progression,
  + Incidence and prevalence maps
  + Visualize mortality by regions
  + Buffer analysis to identify affected populations
  + Participatory mapping
* Spatial analysis for different humanitarian and development field (Public Health, Nutrition, Health, WaSH, Shelter, Poverty), and decision making
  + Spatial analysis and clustering i.e. creating heatmaps and clusters
  + Space-time modeling i.e. animating time series data
  + Network and accessibility analysis

**Expected Outcome of The Training**

* Participants will understand the fundamentals of creating more accurate and visually compelling maps
* Participants will better understand the spatial data processing, analysis, and visualization workflow in GIS
* Participants will be able to connect to a spatial database (PostGIS) using QGIS
* Participants will be practiced in composing SQL statements to perform basic geoprocessing tasks
* Participants will be more familiar with key techniques in spatial analysis using SQL
* Participants will have practiced basic spatial analytical tasks with real-world data to answer practical problems similar to their daily tasks

**Expected Outputs from Training provider**

The individual/ firm should be able to provide the following-

* A detailed training curriculum clearly indicating step by step progress and areas covered in the training.
* Deliver GIS Training as required time period (**5 days**). The training will be in house and physical attendance required.
* Assess learners’ ability to perform theoretical, practical knowledge of GIS and provide detail assessment report.
* A lesson plan and assessment methodology.
* A detailed report on the training proceedings.
* An after-training Action Plan to help participants practice skills and knowledge gained and to improve their engagement with the community.
* Recognized competence Certificate for participants.
* Willing to extend support (free of cost) after the training;

**Training Participants**

Members of the MEAL Unit of HI Bangladesh.

**Timeline and training duration**

HI has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of HI. Bidders will propose in house extensive training plan as per the need but the training schedule is not less than of 5 days intensive training, 8 hours per day with 3 times break for lunch and snacks.

|  |  |
| --- | --- |
| Event | Date |
| ToR issued | May 17, 2022 |
| Deadline for queries | May 27, 2022 |
| Last date of submission | June 01, 2022 |
| Evaluation of proposals | June 10, 2022 |
| Notice of Intent to Award (estimate only) | June 13, 2022 |
| Negotiations and execution of contract (estimate only) | June 16, 2022 |
| Training Period | 26-30 June 2022 |

**Training Mode**

Physically presence at the venue, through-

|  |  |
| --- | --- |
| * Lecture * Presentation and discussion * Hands on exercise using computer | * Group work * Assessment (Pre & Post) * Question and answer |

**Location**

Dhaka. HI will arrange the training venue with basic logistics.

**Responsibility of cost**

* Venue, Food, accommodation and transport will be under responsibility for HI participants.
* For facilitator/consultant/consultancy firm the fees/remuneration, cost of accommodation, travel/transport must be carryout by own. Only food at training venue during session will be provided by HI.

**Training material:**

* The training materials, modules and handouts must be printed and soft copy to be shared to the participants.
* The materials development and delivery to the participants must be set of each individual and cost will be under consultant responsibility.
* HI management will review the materials after first sorting list of selection through the procurement process.

**Required Qualifications for individuals/ firm**

* Extensive experience (minimum 5 years) in providing training on QGIS.
* Consultants have been involved in providing training and learning interventions in government and private offices for at least five (5) years.
* Consultants have GIS certification from internationally re-known institution;
* Consultants have conducted training for more than 500 people train Basic, Intermediate and Advanced GIS workshop/ training with government and companies, and international NGOs.
* Consultants are be able to offer customized content and programs that are tailor-fit to HI’s needs and objectives.
* Consultants must be able to provide qualified subject matter experts based on the stated specifications.
* Bidders must provide list of key persons involved with respective work assignments during preparation and actual learning session such as project management team and moderators and the like, with their curriculum vitae.
* Good facilitation skill and able to accommodate different view of participants, understanding and experience.
* Bidders are willing to provide post training support services in case the learners felt any challenge;

**Eligibility Requirements**

* Interested Individual/ Firm must submit their profile(s).
* Firm/ organization must submit the documentation of legal status, and registration as a Company (Trade License, E-TIN, VAT Registration and Bank Account Information).
* Technical proposal (maximum 10 pages) including the proposed methodologies and proposed schedule.
* Financial Proposal (all included) VAT & TAX as per Bangladesh Government applicable rules, field visits, and any other logistical cost (Training materials/module printing and any other relevant cost).

**Selection Criteria**

Purchase committee of HI will select most favorable trainer considering the below criteria:

|  |  |
| --- | --- |
| Criterion | Maximum Number of Points |
| Cost | 40 Points |
| Person’s experience on similar assignments | 30 Points |
| Quality of work plan submitted | 20 Points |
| Sample previous Training Module | 10 Points |
| Total | **100 Points** |

**Interviews**

HI may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interview process may require a demonstration. The interviews may be conducted in person or online. If conducted in person, interviews will likely be held at HI Country office. HI will not reimburse Proposers for any costs incurred in traveling to or from the interview location. HI will notify eligible Proposers regarding interview arrangements.

**Cancellation of Solicitation**

HI may cancel this solicitation for any or no reason. Bids may be rejected if HI determines that:

* The Bids received do not reflect effective competition;
* The cost is not reasonable;
* The cost exceeds the amount expected; or
* Awarding the contract is not in the best interest of HI.

**Terms of Payment**

* HI shall not accept any advance payment against this work.
* Payment will be made through Bank Transfer or AC Payee Cheque in favour of individual/ firm according to the given Bank Details within 15 (fifteen) days after successfully completion of the work along with the submission of Invoice and all other relevant documents.

**Submissions of Proposals**

In light of the above, HI is looking for a competent individuals/ firm with a proven track record in designing and delivering training in QGIS. The individuals/ firm should submit both its Technical and Financial Proposals clearly highlighting the key processes and key deliverables and CVs of the proposed trainer.

Interested and suitably qualified individuals/ firm can submit Proposal by e-mail to: [logistics@bangladesh.hi.org](mailto:logistics@bangladesh.hi.org). Email (with attachment) must not exceed 10MB with Ref: PSR BGD-2022-DHAK-0060.

Submission deadline: June 01, 2022 (on or before 11.59 PM).