

Terms of Reference

TOR for Consultancy Services: Development of a database

1. Background

The National Biodiversity Centre has been designated as the national focal agency for documentation of TK knowledge associated with biological resources within the country.

To facilitate the process, TK database based on access was developed in the year 2010.

However, with the increasing data and limitation of the access based database, the Centre plans to upgrade the existing database to a dynamic web-based database that is compatible with the other existing database of the Centre.

2. Objective

The Centre is seeking the service of a consulting firm to upgrade and develop a dynamic Traditional Knowledge (TK) database.

3. Assignment

- i. The consultant firm shall be responsible for developing the TK database for the Centre.
- ii. The TK database shall be dynamic and web-based as per the specification provided by the Centre.
- iii. The consultant firm shall sign a non-disclosure agreement and maintain strict confidentiality on any information accessed from the TK database or provided by NBC. This condition shall apply even after the end of the contract.
- iv. The consultant firm shall make timely presentations of the database to NBC during the development process so that the final product is acceptable to NBC.
- v. The consultant firm shall install the database and demonstrate the functionality of the database to the Centre for final approval.
- vi. The consultant firm shall provide a minimum of 1 year back-up service from the date of delivery of the TK database to the Centre.
- vii. The database developed should be compatible with the existing Material Transfer Agreement (MTA) database.

4. Period of Engagement

The assignment should be completed within a month.

5. Qualification Requirement of the consultant

- Software engineering and IT background
- Experience in database development.

6. Documents to be submitted

Shortlisted firm should submit the technical and financial proposals on or before 17th June, 2015.

7. Proposal Evaluation Criteria

The evaluation committee will evaluate the proposals and select a consulting firm based on the combination of the following factors:

- I. Qualification and experience.
- II. Track record of successful completion of past assignments.
- III. Financial bids.
- IV. Willingness and flexibility to work within the required deadline.

8. Price and Payment

- I. Unless otherwise stated, prices are in Ngultrum and are exclusive of all payable taxes.
- II. Discounts should be included on quoted prices, if any.
- III. Quoted price would be open to negotiations.
- IV. Full payment shall be made after the installation of the approved final database on the office server/computer as specified in the contract agreement.

9. Deliverables

- I. The developed database and all confidential information must be submitted to the Bioprospecting Division, NBC.
- II. All documents, whether draft or final, should be submitted, in soft and hard copies, to the Bioprospecting Division, NBC.

- III. Any material submitted under this ToR is the property of the Bioprospecting Division, NBC and cannot be submitted or distributed to or used by any other agencies, unless arranged otherwise.

10. Legal responsibility

- I. Quotations are not binding on NBC and a Contract will only come into being when a written confirmation of the work order is issued.
- II. In case of any error or omission in the contracted work, it shall be the responsibility of the service provider to carry out the services to the satisfaction of the client.