**Promotion of Green Economic Development (ProGED) Project**

**Terms of Reference**

**Development of an ODK Form for the Assessment Tool**

**(Draft of 14 October 2013)**

**Background**

The objective of the Promotion of Green Economic Development (ProGED) Project is to improve the competitiveness of enterprises through the adoption of climate smart and environment friendly strategies. With the Department of Trade and Industry (DTI) as its implementation partner, the project will pilot activities in the tourism sector in the provinces of Bohol and Cebu, and replication in other parts of the country in the second half of 2014.

The project, through DTI, shall work with selected tourism enterprises in Bohol and Cebu to adopt these strategies towards enhancing their competitiveness. Areas of intervention include: information and awareness on green economic development, green service facilitation and matchmaking, and green framework conditions

One of the steps in greening a business is to engage a green service provider (GSP) to conduct a walk thru of the facility to identify greening opportunities. The ProGED project, with the support of a consultant, developed an assessment tool to identify greening opportunities for tourism enterprises, along the six hotspots, namely:

1. Energy efficiency and renewables
2. Water efficiency and wastewater management
3. Solid Waste Management
4. Environment Friendly Supply
5. Environment Friendly Transport
6. Natural Resource Management

The assessment tool is not intended to be a comprehensive technical audit along the six hotspots. Rather, it is designed to provide the GSP with sufficient information to a) identify greening opportunities; b) provide recommendations for the enterprises to green their operations through interventions involving little or no investment; and c) prepare a proposal for varying levels of greening interventions.

To facilitate the report preparation capturing the results of the assessment tool, it is envisioned to conduct the walk thru using a data collection or survey form, such as the Open Data Kit (ODK) form, that will allow him/her to directly capture the walk thru interview on an android tablet/smart phone. The survey results will be translated into a report template, making it easier for the consultant to prepare the analysis, formulate recommendations and prepare a proposal.

**Objective**

The project shall engage a Consultant to develop an ODK form for the Assessment Tool to be used on an Android Tablet or smart phone. It shall also include the report generation template, database, and identification of available applications that can support the GSP in the conduct of a walk thru. This can include, but not limited to: camera, thermal scanner, light meter, compass, among others.

**Tasks of the Consultant**

The Consultant shall undertake the following tasks

1. Review the Assessment Tool and the steps in the conduct of a walk thru to gain a better understanding of the process.
2. Conduct a review of open source applications that can supplement the walk-thru and determine their compatibility with the ODK Form.
3. Conduct an assessment of the existing android tablets of the Project and provide recommendations for software updates and other enhancements needed to accommodate the ODK form.
4. Together with GIZ ProGED Project, agree on the format of the form, layout, and reporting format
5. Prepare a presentation on the tool and its use to be presented to GSP.
6. Incorporate recommendations for improvement of the form by GSP.
7. Finalize the form, server setup and reporting templates.
8. Develop a manual for the use of the form.
9. Conduct a training workshop for GSP on the use of the form.
10. Perform troubleshooting for the project up to three months after the completion of the engagement.

**Output**

The outputs of the Consultant shall include

1. ODK Form of the Assessment Tool, including the report template and recommended applications
2. Manual for the use of the form.

**Qualifications**

The Consultant shall have the following qualifications

* An undergraduate degree or certificate in computer science, programming, or equivalent
* At least 3 years work experience in developing ODK forms and other similar applications.

**Time Frame**

The assignment shall take place in Manila, Philippines and shall be completed within the period 15 October to 15 November 2013.

**Schedule of Payments**

* 40% of the contract amount as Advance Payment, upon signing of the contract and submission of Annex 11 Request for Advance Payment
* Up to 60% of the contract amount, upon submission of outputs, acceptance by the Project, receipts for reimbursable expenses, and submission of Annex 12 Final Invoice for Contracts

**Allowable Expenses**

The following expenses shall be reimbursed by the Project upon submission of official receipts:

* Air and Land transportation for official travel
* Terminal fees

**Reports**

The Consultant shall be supported within ProGED by Victoria Antonio. Reports shall be submitted in electronic form to volker.steigerwald@giz.de and victoria.antonio@giz.de