

# TERMS OF REFERENCE

## I. General information

Assignment name	Provision of Technical expertise for the implementation of the Digital and Green Innovation project, led by Expertise France in LAC countries, focusing on Earth observation technologies integration and the use of spatial data to address climate change challenges
Beneficiary	Expertise France
Countries	Latin American and the Caribbean countries, in particular Chile, Panama and Colombia
Total estimated number of days	Max. 140 man-days (through purchase orders) over a period of 17 months

## II. Context and justification of the need

### 2.1 EXPERTISE FRANCE

Expertise France ([www.expertisefrance.fr](http://www.expertisefrance.fr)) is the French public agency for international technical cooperation. The agency meets the technical assistance needs of partner countries in the main fields of public action: democratic and financial governance, security, sustainable development and human development. Through its action in the field, it contributes to the objectives of solidarity and influence of French and European development policy.

With a turnover of 324 million euros, Expertise France (EF) is active in more than 100 countries and manages more than 500 projects. Expertise France has more than 450 employees at its Paris headquarters and more than 600 partners worldwide. In Latin America, Expertise France intervenes mostly with regional projects or programs. In October 2018, the first Expertise France office was opened in Bogota, Colombia.

### 2.2 THE DIGITAL & GREEN INNOVATION PROJECT

Today, the challenges related to climate change are omnipresent, and the search for innovative solutions to strengthen resilience and foster adaptation has never been more crucial. It is in this context that the “Digital & Green Innovation” (DGI) Action, co-financed by the European Union, BMZ and AFD and implemented by a consortium composed of GIZ, Enabel, ESTDEV, Expertise France and AFD, fits into this context. This program aims to promote digital innovation to foster the “Twin Transition” (digital for climate and digital ecology) by supporting entrepreneurial projects.

To meet the challenges of climate change, decision-makers will need reliable and innovative data to take action in the short and long term. To support the development of solutions that improve resilience and adaptation to climate change, the use of available Earth observation data and services will be essential, especially within the framework of the European Copernicus program. Indeed, only satellite data can provide free, reliable and recurrent climate information on a large geographic scale and over long periods of time.

Expertise France's activities will focus on identifying and accompanying innovative solutions based on geospatial data for climate in Latin America (Output 1.3: "Improved capacities for the integration of Earth observation (EO) technologies and data (Copernicus) by Business support organizations (BSOs) as well as green and digital innovators in Latin America and the Caribbean" **which aims to foster the prototyping of advanced, digital and space-based solutions to face climate changes challenges**).

The main objective of the project led by Expertise France is therefore to strengthen resilience to climate change and scale up adaptation efforts by supporting the development of innovative climate space applications in Latin America and the Caribbean, in particular **in Chile, Panama and Colombia**. Expertise France's operational activities of the DGI project (output 1.3) will be managed by a project Leader based in Bogota, Colombia with the support of its headquarters in Paris. For this purpose, EF will launch a call to identify and select 20 companies based in the 3 target countries: Chile, Panama and Colombia, at different stage of maturity interested in using EO data from Copernicus for their business. The applications domains will be in line with the global objective of the project and useful for the countries and the whole LAC region. The selected companies/start-ups will be supported by the providing of tailored services, financed by the project.

To select these services, Expertise France will launch a major call for tenders to select European and local companies able to offer appropriate services to accompany companies in the development of their innovative ideas. In addition, Expertise France will develop a specific support and training activities to some Business Support Organizations (BSOs), based in the 3 target countries, in the use of EO data for entrepreneurship. The aim is to support the creation of "space incubators" across Latin America, able to specifically support the creation and development of companies using EO data.

As part of this regional project to support the green and digital transition in Latin America and the Caribbean (Colombia, Chile and Panama), Expertise France is looking for an **Expert specialized in Earth observation technologies, use of Spatial data and Innovative projects** (*individual expertise assignment as part of an international cooperation project*) to provide technical support for all DGI project activities.

### III. Objectives and desired results

#### 1) General objective

**The objective of the assignment is to provide technical support to all the activities of the Digital & Green Innovation project (Output 1.3) implemented by Expertise France, which aims to improve the capacity for the integration of Earth observation (EO) technologies and data (Copernicus) by BSOs as well as green and digital innovators in Latin America and the Caribbean, particularly in Chile, Panama and Colombia.**

#### 2) Specific objectives

1. Support in identifying needs and capacity-building/trainings requirements (for BSOs and innovators/start-ups), related to EO opportunities that address climate change challenges in the three targeted countries, along with mapping key stakeholders, potential beneficiaries, and service providers;

2. Provide expertise in the space and Earth Observation ecosystem, key players and initiatives in Europe and Latin America & Caribbean countries;
3. Provide expertise in innovative projects, capacity-building and training program supports preparation and supervision, and private sector/start-ups development;
4. Organize awareness-raising activities to promote open call (Innovative challenge) for innovators/start-ups in the 3 targeted LAC countries, engage stakeholders and facilitate effective communication;
5. Supervise the drafting and technical review of bids, tenders, and calls for proposals, ensuring alignment with identified support needs, project objectives and procedures;
6. Identify needs for specialized short term technical expertise required during the project, prepare the objectives of these missions and services, identification and selection of experts, and supervise the technical execution of expert missions, including the review of deliverables;
7. Lead the planning and execution of capacity-building workshops and training to project' beneficiaries', ensuring stakeholder engagement, effective reporting and capitalization.

### 3) Anticipated results

- ✓ A comprehensive and feasible work plan is submitted and approved, providing a roadmap for technical activities and timelines to be met by the assigned expert, with regular updates throughout the project;
- ✓ Opportunities in Earth Observation (EO) are identified to address climate change challenges, alongside capacity-building requirements and a mapped network of key stakeholders, including potential service providers and also beneficiaries in the 3 targeted countries (Initial assessment, country studies report, stakeholder lists revised and completed);
- ✓ Increased participation of local potential project beneficiaries (BSOs and innovators/start-ups) and stakeholders as a result of awareness-raising activities, leading to successful and relevant applications for open calls and tenders (Organization of awareness-raising activities and stakeholder engagement);
- ✓ All necessary bids and tenders are drafted, reviewed, and published on time, in alignment with the project's goals and requirements (Tender and bid submission Package);
- ✓ Technical expert's missions are conducted effectively, resulting in high-quality deliverables and actionable insights that address identified needs (mission reports reviewed and validated);
- ✓ Increased knowledge and skills of participants in the capacity-building events, study tours and trainings organized, leading to enhanced practices and improved outcomes (Events and training organization, training evaluation and feedback reports).

#### IV. Description of the assignment

##### 1) Planned activities

The expert will be responsible for the technical aspects of the activities (Output 1.3 of the DGI Action), implemented by Expertise France. He or she will ensure engagement and consultation with stakeholders throughout the duration of the project. The expert will produce strategic technical reflections within the framework of the project for Chile, Panama and Colombia, which can be capitalized on at LAC countries regional level. The expert will take a highly specialized and strategic look at the technical approaches, services and innovations to be proposed by European and LAC providers & BSOs, and also by innovators and start-ups from the 3 target countries. He/she will be able to share European and LAC sub-regional best practices in terms of EO technologies and use of data.

Under the supervision and operational responsibility of the Project Leader based in Bogota and in collaboration with the Project Officer based at EF headquarters, the expert will propose a plan and carry out the framing and technical monitoring of the implementation of all technical main activities of the Output 1.3 of the project (see below key seven results). Thus, he/she will serve as the point of reference for all technical aspects of the activities and will be responsible for supporting the search for complementary local or regional expertise which will support the project. He/she will also supervise the technical work of these experts. The assigned expert will be required to travel to the three target countries of the project, as needed based on project requirements and activities.

He/she will provide strategic views, technical reviews and inputs, and will be responsible for the verification and quality control of technical deliverables of the following expected results:

- **Result 1** - *Identification of the needs and mapping of the ecosystem for innovative climate services using EO data in the targeted countries in LAC (Chile, Panama and Colombia) in view to identify challenges and draw up guidelines for a call for tender.*
- **Result 2** - *Elaboration of an exhaustive catalogue of project results, open-source solutions and services provided developed in Europe and by LAC stakeholders to support knowledge transfer to local businesses.*
- **Result 3** - *Call for tender published to select European and LAC service providers to develop a comprehensive catalog of prototyping services (including business, technical, network, human resources and a repository of open-source European data EO based algorithms).*
- **Result 4** - *A LAC-wide innovation challenge is launched and promoted based on needs identified in target countries (call for proposals) in order to select and reinforce local companies with prototypes ideas for innovative, digital and green solutions using EO technologies.*
- **Result 5** - *A tailored capacity building program, mentorship, access to data and tools will be delivered through “vouchers”, in partnership with European and LAC service providers, to support selected companies in prototyping EO based green services.*
- **Result 6** - *Open call to select LAC green business support organizations (BSOs) for a training program with the objective to increase their capacity to support EO driven innovators.*
- **Result 7** - *Upskill BSOs in supporting EO-driven innovators through training, advisory and peer-to-peer exchanges with EU partners.*

In accordance with its purchase orders, with the aim of achieving project results, the service provider through the assigned **Technical Expert in Earth observation and Innovative projects** will carry out the following activities (non-exhaustive list):

Assignment preparation and initial phase

- Kick-off meeting, including presentation of its work plan and methodology;
- Participate in project committees, and/or other stakeholder’s meetings, in which Expertise France requests their accompaniment regarding technical concerns;
- Provide technical inputs and review for the targeted country’s initial needs assessment and data analysis, including identifying capacity-building requirements (for BSOs and innovators/start-ups), EO-solutions opportunities addressing climate change challenges in the three targeted countries, mapping key actors, potential beneficiaries and service providers.

Drafting of bids/tenders/calls for proposals:

- Conduct information sessions and organize awareness raising activities to promote the planned open calls for innovators for the targeted LAC countries (Chile, Panama, Colombia);
- Facilitate communication with beneficiaries, service providers, and partners;
- Oversee the drafting and then technical review of the call for tender for the service package.

Conducting and supervising expert missions:

- Review relevant documentation;
- Identify expertise missions’ needs and requirements;
- Support TORs preparation, identification and selection of experts;
- Define mission objectives, expected results & deliverables and agenda;
- Supervise the technical work of these experts and lead missions (for ex. technical supervision or monitoring of activities);
- Prepare its mission reports, and ensure quality control of the deliverables and reports from expert missions.

Organize / co-organize trainings and events:

- Lead the technical aspects of the planning and execution of workshops, capacity building, trainings programs, events and study tours;
- Engage key stakeholders and supervise trainings and events logistics and implementation;
- Review workshops and training reports and draw up capitalization reports.

**2) Anticipated deliverables (To be specified in purchase orders), examples:**

Deliverables	End date
1. Analysis of the needs, key climate change challenges and mapping of the ecosystem...	T0 + XX days/weeks/months
2. Analytical report and review...	T0 + XX days/weeks/months
3. Organization awareness activities and report ...	T0 + XX days/weeks/months
4. Mission reports ...	T0 + XX days/weeks/months
5. Events and capacity building preparation and supervision...	T0 + XX days/weeks/months
6. Bids/call for tenders’ preparation ...	T0 + XX days/weeks/months
7. Technical offers review ...	T0 + XX days/weeks/months
8. Technical reviews of project needs and proposals ...	T0 + XX days/weeks/months
9. ...	T0 + XX days/weeks/months

10. ...	TO + XX days/weeks/months
11. Final report	TO + XX days/weeks/months

*T0: Purchase order notification date*

### 3) Coordination

The service provider shall designate a single contact person for project implementation purposes. The Project Leader of the DGI project (Output 1.3) part of the Sustainable and Inclusive Economy Department will be the service provider's sole contact person for Expertise France. Telephone and E-mail will be mentioned within the contract of this mission of technical expertise.

A launch meeting shall be held one week after the contract award has been notified. Close collaboration must take place between the service provider through its international expert and Expertise France's Project Leader and also Project Officer from assignment preparation right up to completion. Furthermore, regular exchanges must take place on assignment progress and any difficulties that may be encountered.

## V. Place, duration and terms of performance

- 1) **Implementation period:** 17 months
- 2) **Estimative start date:** December 2024
- 3) **End date:** 30 June 2026

## VI. Required expertise and profile

**Profile of the designated expert responsible for contract execution:**

❖ **Expert in Earth observation and Innovative projects**

A. Qualifications and skills:

- At least a Master's degree or equivalent (bac+5) in Earth Observation, (EO) Geospatial Sciences, Environmental or Climate Sciences, Geography, Agronomy, Engineering, or a related discipline.
- Specialized training or certification in Innovative program Management, GIS (Geographic Information Systems), satellite imaging, or other Earth observation tools would be an advantage.

Excellent qualities/capacities in:

- Communication
- Teamwork and interpersonal skills
- Knowledge transfer
- Analysis and reporting
- Problem identification and resolution
- Decision-making and taking initiatives
- Excellent written and oral communication skills in both Spanish and English, French is an added value.

B. General professional experience

- At least 7 years' professional experience in the space and geospatial sector (Earth observation, remote sensing, GIS, or related fields), managing databases, fostering innovation, engaging the private sector, and promoting open data access;
- Proven experience in innovative projects integrating cutting-edge technology with Earth observation data for environmental monitoring, urban planning, disaster response, or agricultural management;
- LAC-specific experience is required, with successful project and service implementation in at least one or more of these countries (Chile, Panama, and/or Colombia);
- Strong network of regional contacts in LAC region, including local ministries and institutions, universities, BSOs, incubators and innovators in environmental and geospatial fields;
- Very good knowledge of the Copernicus program and its data & services;
- Knowledge of environmental policies and LAC regional initiatives related to Earth observation;
- Experience in managing cross-sector projects and in building partnerships with local and international stakeholders to advance innovative solutions and foster capacity building programs is required;
- Experience in designing, conducting and supervising capacity building and training programs in the sector;
- Familiarity with international cooperation agencies, procurement and bids procedures, and supporting start-ups or innovation hubs is highly desirable.

**VII. Composition of the offer to be provided:**

- *A technical proposal including:*

- *A CV highlighting the skills and experience corresponding to those required for this assignment, together with contact details for two to three professional references (max. 5 pages).*
- *A summary note (2 to 4 pages) detailing the elements required to understand the mission, the methodology envisaged and an indicative timetable for completion (with the number of days of expertise proposed per activity).*

- *A financial proposal (fees man-day rate).*