

## SPECIFICATIONS

Tender No: 2024-05

**TITLE: CONTRACTING OF A TECHNICAL ASSISTANCE TO THE EXECUTIVE SECRETARIAT OF THE INTERNATIONAL OLIVE COUNCIL (IOC) FOR DEVELOPING A METHODOLOGICAL FRAMEWORK AND ASSOCIATED SOFTWARE TOOLS FOR THE OLIVE GROVE CARBON BALANCE RECOGNITION SCHEME UNDER THE FRAMEWORK OF VOLUNTARY CARBON CREDIT MARKETS.**

### **1. PURPOSE AND SCOPE OF THE CONTRACT**

The purpose of this contract is to provide a Technical Assistance service for the development of the methodological framework and associated software tools for the olive grove carbon balance recognition scheme under the framework of new voluntary carbon credit markets.

The contract also includes the creation and delivery of all the technical and functional documentation to manage, maintain and evolve the software generated. To this end, an activity for the delivery of documentation and transfer of technical knowledge to the IOC Information Systems Department and to the key users of the application will be included in the project planning.

### **2. PARTICIPATION IN THE TENDER**

This call for tenders is open to any legal entity (private or public) that accepts these conditions in full, has the capacity to act, can demonstrate its economic, financial and technical or professional capacity, and has no liability in relation to the IOC Executive Secretariat.

Furthermore, its corporate purpose or activity must be directly related to the object of the contract, and it must have a business structure with sufficient human resources and equipment for the execution of the contract.

## **2.1. Joint tenders**

In the case of a joint tender, the tenderer must clearly define the structure of the offer.

### **2.1.1. Existing consortium**

The offer may be submitted by service providers that have already formed a consortium as a separate legal entity with its own statutes and/or operating rules and independent technical and financial capacity, as well as contributions from the defined service providers. The consortium will be the entity that will assume technical and financial responsibility for the contract.

### **2.1.2. Intention to form a consortium**

The offer may be submitted by service providers that have not yet formed a consortium as a separate legal entity, but plan to do so in accordance with 2.1.1. above if their joint offer is accepted. In this case, the tenderer will have to provide documentation on its legal nature and the preliminary version of the planned statutes. They must also provide a clear description of how the consortium will operate and the different technical and financial contributions of each service provider.

### **2.1.3. Subcontracting**

Offers submitted by service providers who do not wish to form a consortium as a separate legal entity shall be submitted in the form of a subcontract and, in that case, one of the service providers shall assume full responsibility for the offer. This service provider (“main contractor”) will sign a contract in its name with the other companies or natural persons who will therefore be considered subcontractors of the “main contractor”.

All service providers acting as subcontractors must provide a signed statement acknowledging the service provider acting as the main contractor. The proportion (%) of the contract attributable to the main contractor and each subcontractor must also be indicated.

## **3. DESCRIPTION OF THE WORK TO BE CARRIED OUT BY THE AWARDED CONTRACTOR.**

### **3.1. DESCRIPTION OF THE PROJECT TO BE DEVELOPED**

The awarded contractor, in agreement with the IOC’s Olive Growing, Olive

Technology and Environment Unit and the IOC Observatory (hereinafter referred to as 'the IOC team'), shall carry out the work to achieve the following objectives:

- Highlight the role of the olive grove as a tool in the fight against climate change, given its capacity to act as a carbon dioxide (CO<sub>2</sub>) sink.
- Analyze the role that the IOC could play in the new scenario of voluntary carbon credit markets for olive groves.
- Develop a robust methodology based on scientific knowledge to calculate the carbon balance of olive groves that can serve as a basis for standardization.
- Develop a user-friendly software tool for calculating the carbon balance of olive groves, estimating improvements obtained by applying different agronomic practices, and generating voluntary carbon credits.
- Design a voluntary carbon credit certification scheme for the olive sector that can be compatible with the European Commission's regulations and those of other international markets.

In order to achieve these objectives, the work to be carried out has been divided into three main activities to be executed in parallel, as described below.

**1) TEC\_ENV3-1: Development of a calculation methodology and certification scheme for the carbon balance of olive groves, taking into account CO<sub>2</sub> emissions and removals.**

The project will focus on aligning the methodology for calculating emissions and removals with the European Framework for Carbon Sequestration and Voluntary Carbon Credit Markets, the IPCC calculation guidelines, the Good Practice Guidance for Land Use, Land Use Change and Forestry (GPG-LULUCF) and the new GHG Protocol guidance for the Land Sector. This comprehensive methodology will be applicable to the olive sector and its associated activities.

This activity involves the development of the following tasks:

a) Technical Secretariat of the Working Group (WG)

The awarded contractor shall assume the functions of the Technical Secretariat of the WG. Under the supervision of the Head of the IOC's Olive Oil Technology and Environment Department, the awarded contractor shall carry out the following tasks, without prejudice to others that may be proposed as methodological and/or technical improvements:

- i) Manage project activity schedule, type of meetings, proposed agendas, etc.
- ii) Manage tools for collaborative work using Microsoft 365 Office Suite (SharePoint,

One Drive, Teams, etc.) or equivalent.

b) Analyze the role of the IOC in the development of emerging voluntary carbon credit markets around the world:

The awarded contractor shall conduct an analytical process in collaboration with the WG aimed at submitting a proposal to the IOC Council of Members session in November 2024, describing the role that the WG believes the IOC should play in the development of voluntary carbon credit markets, and the means and/or resources necessary to carry it out. For context, some of the issues to be addressed, without prejudice to others that may arise during this process, include:

- i) Should the IOC homologate the methodology and scheme resulting from this project within the framework of the EU voluntary carbon credit certification scheme? If so, please describe the roadmap for doing so.
- ii) Should the IOC develop a specific market for Voluntary Carbon Credits (VCC) in the olive sector? If so, describe what role the IOC should take on and propose a roadmap for its development and governance.
- iii) Should the IOC develop tools for trading VCC (VCC tokenization, Blockchain-based trading, etc.)? If so, please provide a description of the main technologies available and an estimated budget for their development, implementation, etc.

c) From carbon balance to voluntary carbon credits in the olive sector: State of the art report. Threats and opportunities for the olive sector.

The awarded contractor shall prepare a report that accurately describes the current situation of voluntary carbon markets, regulatory standards, key stakeholders and roles. They may summarize this information in a SWOT or GAP analysis from the perspective of the global olive sector. This report will be discussed with the WG and will ultimately result in a document to be published by the IOC. The design and index of minimum contents of said report in English shall be included in the offer, without prejudice to any improvements that may be proposed.

d) Development of the methodology for carbon balance assessment in olive groves and certification framework scheme.

The awarded contractor must draw up a methodological proposal for assessing the carbon balance of an olive grove. It shall take into account both GHG emissions

expressed in units of CO<sub>2</sub>eq (agronomic operations, soil, etc.) and removals (plant biomass and soil storage), resulting in a value of removed/stored carbon expressed in units of CO<sub>2</sub>eq.

e) Coordination of the pilot test in sector companies.

Once the draft methodology has been approved, a group of sector operators will be established to pilot test the methodology. The minimum criteria for the sample design for the pilot shall be described in the offer by the applicant.

The awarded contractor must carry out a training activity in hybrid format for the operators' technical participating in the pilot test. They must also provide technical assistance (not necessarily in person) to the operators during the pilot test in order to resolve any technical issues that may arise when calculating the carbon balance.

At the end of this stage, the awarded contractor will present to the WG a summary report of the main issues, questions, difficulties, and improvement proposals regarding the draft methodology.

f) Verification of the pilot test results.

The awarded contractor shall conduct an independent verification of the pilot test results to evaluate their compliance with the selected reference schemes, which at a minimum, and without prejudice to others, should include:

- European Regulation on the certification of voluntary carbon credits (under development), in line with the tripartite interim agreement reached between the European Commission, Council and Parliament on 20 February 2024 on the establishment of an EU certification framework for permanent carbon removal, carbon farming and carbon storage in products.
- ISO 14064 and ISO 14067.
- GHG Protocol.
- Verra: VM0042 2.0, or equivalent at the start of the contract.

g) Editing the final version of the calculation methodology and certification scheme

Once the pilot test report and the verification report have been analyzed by the WG, the awarded contractor will develop Version 1.0 of the methodology. This version will be considered final only for the purposes of the project, as possible revisions or updates in the future, which are outside the scope of this tender process, should not be ruled out.

## 2) TEC\_ENV3-2: Development of a carbon calculation tool and establishment of science-based reduction targets

The aim is to design and develop a computer tool or WebApp to determine the carbon balance of an olive grove surface unit with the following methodological characteristics:

- The tool shall be able to calculate the carbon balance of an olive grove area according to the most widely agreed scientific models, taking into account both emissions, removals and storage of carbon in both soil and plant biomass.
- The tool shall propose a result for the CO<sub>2</sub> absorption potential of the olive grove, based on the application of certain agronomic practices.
- The tool will be developed as a calculator for the methodology described in the activity “TENV3-1: Development of a calculation methodology and certification scheme for the carbon balance of olive groves, taking into account CO<sub>2</sub> emissions and removals.”
- The awarded contractor shall develop the application with a focus on maximum usability, ensuring that technical requirements for installation do not hinder its use, aiming for widespread dissemination among all IOC member countries.
- A simple and intuitive interface will be designed for users to input activity data, generate reports, and perform simulations.

This activity, without prejudice to any improvements proposed by the tenderer, involves the development of the following tasks:

### a) Evaluation of the current IOC WebApp

The first task to be carried out by the awarded contractor will be to evaluate the WebApp developed by the IOC in 2014 regarding the carbon balance associated to a functional unit of olive oil, in order to identify elements (such as modules, code, data structure, etc...) that could be useful either as a basis for this new application or could be repurposed. Without prejudice to other considerations, the awarded contractor will have to answer the following questions in their evaluation:

- i) Update of the GHG inventory tool (secondary data scenarios, associated emission factors, etc.) or development of a new tool.
- ii) Integration of other existing models, such as the OLiveCam model.

At the end of this evaluation, the awarded contractor shall submit a report to the WG

justifying their assessment and detailing the proposed design of the new application to be developed, as well as the methodological framework it will comply with.

b) Development of the carbon balance algorithm

Design and development of the calculation models necessary for the WebApp's planned functionalities.

c) Development of a Minimum Viable Product (MVP)

The awarded contractor will develop an MVP with the minimum functionalities necessary for the calculation algorithm to be tested in the pilot phase by the relevant users.

d) Technical assistance on the use of the tool for the work teams of the designated companies during the Pilot phase

Once the MVP has been accepted by the IOC, a group of sector operators will be established to pilot test the methodology using the MVP. The awarded contractor must carry out a training activity in hybrid format for the technical teams of the operators that will participate in this pilot test. The awarded contractor must also provide technical assistance (not necessarily in person) to the operators during the pilot test, in order to resolve any technical issues that may arise in the use of the tool.

At the end of this stage, the awarded contractor will present to the WG a summary report of the main issues, questions, difficulties, and proposals for improving the tool.

e) Validation of the MVP in the pilots

Independent verification of the results of the methodology's application in cases where the MVP has been used shall be considered as a validation test of the calculation algorithm.

In the event that the pilot test does not cover the full range of possible calculation alternatives, the awarded contractor shall propose an algorithm validation system to be agreed upon with the WG in order to ensure the consistency of the results obtained through the tool.

f) Final version of the WebApp tool for the carbon balance

Once the improvements proposed throughout the pilot phase have been validated and incorporated, the awarded contractor will develop the final version of the software, following the technical specifications detailed in point 5 of these Tender Specifications.

g) Documentation and technical knowledge transfer

The awarded contractor will produce and provide detailed technical and functional documentation of the final version of the product to transfer technical and functional knowledge to the IOC Information Systems Department and to the key users of the application.

Tasks for the development, delivery and explanation of this documentation will be included in the project planning, as well as the necessary training sessions for the technical handover of the WebApp.

### **3) TEC\_ENV3-3: Definition of metrics for agricultural carbon practices for the development of the voluntary carbon credit scheme.**

#### **3.1 Ex-ante analysis of best practices to improve the carbon balance**

In this activity, the first task to be developed will be a bibliographical review providing a detailed analysis of the agronomic practices that can improve the carbon balance of the olive grove. At the end of this task, the awarded contractor must present a report to the WG that will serve as a basis for standardizing the estimation of the improvement of olive groves' carbon balance, and therefore for the generation of carbon credits.

#### **3.2 Standardization of carbon balance improvements, according to applied agronomic practices**

The aim is to obtain a model or algorithm that allows estimating the improvement of the carbon balance in an olive grove based on the application of the agronomic practices identified in the previous analysis. This predictive model must be integrated into the methodology, the credit generation standard and the software tool.

#### **3.3 Technical aspects (QU.A.LI.TY requirements aligned or to challenge EU criteria)**

The purpose of this task is for the awarded contractor to develop a specific methodological proposal for olive groves for the certification of voluntary carbon credits within the framework regulated by the European Commission. This proposal should include justified alternatives to the quality criteria established in the general regulation. The goal is to recognize the true role played by olive groves and to maximize the eligible area for selling the credits generated in the future voluntary market.

Specifically, methodological options should be proposed for establishing baseline scenarios for each project and for determining additionality. These options should facilitate the maximum inclusion of olive grove areas in the voluntary carbon credit market.



#### 3.4 Development of a standard for VCC.

The awarded contractor shall propose a draft standard for the generation and certification of voluntary carbon credits specific to olive groves, based on the project's methodology, that can be used by any general voluntary carbon credit certification scheme, as the "specific standard of the olive grove".

In parallel to the draft standard or as a preamble to it, the awarded contractor will develop a description of the ecosystem: stakeholders involved, project cycle, accreditation process, methodology for generating VCCs, operation of registries, etc.

#### 4. EXECUTION SCHEDULE AND BILLING MILESTONES

| TEC_ENV3-1 Development of CO2 Emissions and Removals Calculation Methodology and framework.  | YEAR 2024 |     |     |     |     |     |     |     |      |     |     |     | YEAR 2025 |     |     |     |     |     |     |     |      |     |     |     |
|--|-----------|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----------|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
|  | Ene       | Feb | Mar | Abr | May | Jun | Jul | Ago | Sept | Oct | Nov | Dic | Ene       | Feb | Mar | Abr | May | Jun | Jul | Ago | Sept | Oct | Nov | Dic |
| Meeting working group (WG)   |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| <b>Tender</b>  |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| <b>Contract</b>  |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| State of the art Report  |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| Review with WG. Keypoints to solve   |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| 1st methodology´s draft sent to WG   |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| <b>Draft discussion on WG. Approval.</b>   |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| Voluntary pilots in final users  |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| Results of pilots  |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| Edition final version methodology  |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| Verification methodology in pilots   |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| <b>Methodology doc for approval</b>  |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| TEC_ENV3-2 Creation of a Carbon Calculation Tool and Setting Science-based Reduction Targets   | YEAR 2024 |     |     |     |     |     |     |     |      |     |     |     | YEAR 2025 |     |     |     |     |     |     |     |      |     |     |     |
|  | Ene       | Feb | Mar | Abr | May | Jun | Jul | Ago | Sept | Oct | Nov | Dic | Ene       | Feb | Mar | Abr | May | Jun | Jul | Ago | Sept | Oct | Nov | Dic |
| <b>Tender</b>  |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| <b>Contract</b>  |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| Review actual webapp   |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| Update GHG inventory tool (secondary data scenarios, emision)  |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| Integrate OLiveCam model ¿?  |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| Algorithm for carbon removals  |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| Minimum Viable product   |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| Voluntary pilots in final users  |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| Results of pilots  |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| Verification on pilots   |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| Documentation and technical knowledge transfer   |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| Final version webAPP tool for carbon balance   |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| TEC_ENV3-3-Definition of Metrics for Carbon Farming Practices for Voluntary Carbon Credits System  | YEAR 2024 |     |     |     |     |     |     |     |      |     |     |     | YEAR 2025 |     |     |     |     |     |     |     |      |     |     |     |
|  | Ene       | Feb | Mar | Abr | May | Jun | Jul | Ago | Sept | Oct | Nov | Dic | Ene       | Feb | Mar | Abr | May | Jun | Jul | Ago | Sept | Oct | Nov | Dic |
| <b>Tender</b>  |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| <b>Contract</b>  |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| Identify best practices to improve carbon balance and standarization   |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| Project piloting   |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| Development of standard: Involved actors, project cycle, accreditation process, methodology approval process, operation of registries    |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| Development of standard: technical aspects (QUALITY requirements)  |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| Development of standard: ESG aspects   |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| Analysis of the feasibility of the creation and management by the IOC of a marketplace of voluntary carbon credits for the olive sector. |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |
| <b>Olive carbon credits standard for approval</b>  |           |     |     |     |     |     |     |     |      |     |     |     |           |     |     |     |     |     |     |     |      |     |     |     |

The following billing milestones are established:

- 1) **TEC\_ENV3-1: Development of a calculation methodology and certification scheme for the carbon balance of olive groves, taking into account CO2 emissions and removals**
  - State of the art report: 30%
  - First draft of the methodological document: 50%
  - Verification report after the pilot test: 5%
  - Final editing of the methodological document: 15%
- 2) **TEC\_ENV3-2: Development of a carbon calculation tool and establishment of science-based reduction targets**

- Evaluation report of the current IOC carbon balance WebApp: 25%
- Development of an MVP for the pilot phase: 50%
- Validation of the tool: 5%
- Final version of the software (WebApp in production): 20%

**3) TEC\_ENV3-3: Definition of metrics for agricultural carbon practices for the development of the voluntary carbon credit scheme**

- Ex ante report: 25%
- First draft of the VCC standard: 12,5%
- Methodological proposal for EU scheme: 32,5%
- Final version of the VCC standard: 30%

**5. TECHNICAL SPECIFICATIONS FOR THE WEBAPP**

**5.1. PRELIMINARY CONSIDERATIONS**

This section describes the services, characteristics and technical requirements that make up the object of the contract, the list below not being an exhaustive list of the characteristics of the contracted services, but rather the general lines required by the IOC to obtain the expected results.

The aforementioned requirements must be understood as minimum requirements. Tenderers may extend and improve them in their bids, which will be considered positively when assessing the offer. Proposals that offer features below these minimum requirements will not be considered in the current award procedure.

The awarded contractor shall provide the knowledge, methodologies, and utilize the necessary tools to ensure the optimal outcome of the project.

The awarded contractor undertakes to maintain confidentiality and ensure that their personnel employed in the execution of the contract also maintain confidentiality regarding all information of the Organization that comes to their knowledge during the course of the work. They shall not use this information for themselves or for any other person or entity.

**5.2. TECHNOLOGIES TO BE USED**

Some of the development technologies that are likely to be used are described below, although each service provider may present those that they consider most appropriate to meet the project's objective:

- Development stack based on open-source technology.

- Use of a well-known development framework that allows agile application development. The framework used must support the final version of the delivery and include necessary components to ensure responsive visualization.
- The software tool will be published as directed by the IT Department of the IOC Observatory.
- SSL: The website must be prepared to serve under the SSL protocol.
- There will be three clearly differentiated environments:
  - Development environment, where the application will be developed and all technical unit tests will be conducted.
  - Integration or pre-production environment, where functional testing and acceptance testing by the IOC will be performed.
  - Production environment, where the application will run with real data and will only be accessed by users.

### **5.3. DYNAMIC INCLUSION OF SECTIONS**

The application must allow for the dynamic inclusion of new sections, without requiring additional developments nor modifying the project's initial templates. This requirement means that if the IOC decides to add a new section to the application at any time, all types of content should be capable of being displayed in this new section. The visualization of this new section must be manageable through the backend without necessitating modifications or new template creations in the main application theme. The functionality of the new section should mirror that of existing sections in terms of display and permission management.

### **5.4. GENERAL CHARACTERISTICS OF CONTENT CONFIGURATION**

When creating the contents, some basic and common configurations must be taken into account for all of them. This does not imply that certain contents cannot include more configurations or that these specifications may change due to needs during development. However, it is noted for the record that a series of characteristics are sought to maintain the portal organized and standardized for future evolutionary developments:

- Content reviews: It is mandatory to generate a revision for each edit of a content, and include a message with each revision.
- Authorship: Each content version must include authorship and creation date.

- Users will not be able to manage content.
- On the pages, no author information or date of submission will be displayed, not even in the generated HTML.
- URL Alias: It is mandatory to assign an alias to each content at the time of its creation.
- The text format of the WYSIWYG editors will be restricted and the characteristics will be indicated at the beginning of the development. However, all configurations will be made from the backend and no specific development will be required to apply them.
- The application shall not have any data embedded directly in its source code (hardcode). Any text displayed on the website must be configurable in the backend without requiring modifications to the source code.

## **5.5. LANGUAGE**

The languages displayed on the web application in the MVP will be English and Spanish. Therefore, all messages and text strings, as well as the backend interface, will be implemented in these languages. However, the application must be developed in the remaining official languages of the IOC by the end of the activity, namely French, Arabic, and Italian.

## **5.6. COOKIES**

The operation must comply with the obligations stipulated in Section 2 of Article 22 of Law 34/2002, of July 11, on information society services and electronic commerce, Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, General Data Protection Regulation (GDPR), Organic Law 3/2018, of December 5, on Data Protection and Guarantee of Digital Rights, and any other applicable regulations. For these purposes, the recommendations and reference guides of the Spanish Data Protection Agency (AEPD) will be taken into account (<https://www.aepd.es/es/guias-y-herramientas/guias>).

Before its implementation, a document detailing the implementation method and justification for compliance with the aforementioned regulations and recommendations from the AEPD shall be submitted for validation.

To achieve this, the application must include a cookie management and administration module that acts as a barrier, ensuring that a cookie cannot be loaded without its corresponding configuration through the backend. It should be possible to configure certain aspects, such as:

- Modifying the content of the notice.

- Modifying the text, destination and number of the buttons.
- Allowing for the management of cookies loaded globally across the portal and on specific pages, enabling deletion, modification, or addition without the need to modify the source code of the module.
- Refining search results using filters. The search should prioritize results from the current section the user is in and display results from other sections below.

## **5.7. ROLES AND PERMISSIONS**

It is necessary for the application to allow the definition of roles and user permissions so as to limit navigation through different sections and access to different contents. Each user will have a profile consisting of a role and a set of permissions.

In general, the application should allow to:

- Create the following roles per section:
  - Administrator role: can assign permissions and roles to users, having also the same permissions as the manager role.
  - Manager role: has permission to create, edit and publish any content in a section. Cannot assign roles or permissions to other users.
  - User role: only has permissions to create and edit reports.
- Assign permissions by content type and by section. This action can only be done by a user having an administrator role.
- Assign permissions for each of the actions of each type of content. This action can only be carried out by a user with the role of administrator.

## **5.8. CONTENT BLOCKS**

Characteristics common to all content blocks:

- Designed with responsive design principles, ensuring a columnar layout that adapts seamlessly to various screen resolutions (high resolution, standard resolution, tablet, mobile, etc.). All blocks must display correctly on mobile devices.
- Users can define the number of items displayed in the view, filter tags, and fields of the items (e.g., title, date, heading) shown in the view.

## **5.9. IMAGES.**

### **5.9.1. IMAGE CAROUSEL**

The images published in the application shall comply with the following minimum general characteristics, without prejudice to any improvements proposed by the tenderer in their offer:

- Able to occupy the full width of the screen.
- Capable of supporting sufficient resolution for responsive mobile design (if necessary, the layout will adapt to a resolution that ensures attractiveness and usability on mobile devices).
- Circular carousel with up to 10 elements.
- Left and right arrows for navigating through carousel elements.
- Status buttons (bullets) provided for each element to navigate through carousel elements (selectable).
- Each element includes:
  - Configurable background image
  - Title
  - Short text

### **5.9.2. STATIC IMAGES**

The images must have the following minimum characteristics, without prejudice to any improvements proposed by the tenderer in their offer:

- Possibility to configure a destination link (by clicking on the image)
- “Responsive” behavior (regardless of the width of the uploaded image, it should always be able to adapt to the width of the device).

## **5.10. ACCESSIBILITY AND QUALITY REQUIREMENTS**

The developments carried out within the framework of this contract must comply with the accessibility, quality and code security criteria set by the IOC for each application. The awarded contractor must comply with these requirements and integrate with necessary tools to ensure compliance. The contractor must rectify any software deficiencies identified through accessibility, quality, and security reviews conducted by the IOC.

### **5.10.1. QUALITY**

The quality of the source code developed by the awarded contractor is the responsibility of said contractor and will allow for measurement by the IOC using recognized tools. Once the development has been completed and before entering the production phase, the IOC will carry out an acceptance test or User Acceptance Test (UAT) consisting of a set of tests to verify that the development complies with the technical, performance and functional specifications described in these tender specifications.

Quality issues in the development of the application will be categorized according to usability criteria and will serve to prioritize their resolution. They will be ranged according to the following criteria:

- High: They prevent the use of the application or the application is not operational.
- Medium: The application is operational but has technical or design flaws that make it cumbersome to use and unattractive.
- Low: The application is operational with minor technical or design flaws that can clearly be improved.

All issues detected during the UAT or in the post-start-up phase will be corrected according to a work plan to be established between the awarded contractor and the IOC, at no cost to the latter. High and medium-level issues shall be corrected as a priority, even if their resolution exceeds the initial time frame of the project. Low-level issues shall be planned and corrected as soon as possible within the time frame of the contract.

The percentage of commented source code must be equal to or greater than 30%.

These requirements must be complied with by the awarded contractor. Any non-compliance must be corrected as soon as possible and at no cost to the IOC.

#### **5.10.2. ACCESSIBILITY**

Where applicable, you must comply with the Web Content Accessibility Guidelines (WCAG) at level AA, published by the W3C (World Wide Web Consortium). The latest version of this guide can be downloaded at through the following link: <https://www.w3.org/WAI/intro/wcag>

#### **5.11. AVAILABILITY**

The software shall be designed to run continuously in 24x7 mode wherever the IOC decides.

If the software is hosted on the supplier's infrastructures and is unavailable at any



time, the issue must be reported to the IOC immediately and corrected as soon as possible at no cost to the IOC, with the proportional part of the time the application was out of service being deducted from the invoice. This requirement must be complied with by the awarded contractor.

#### **5.12. PROJECT DOCUMENTATION**

To ensure continuous service availability, the awarded contractor must thoroughly document all work carried out as outlined in this specification, following the IOC's requirements for detail, organization, and rigor. Documentation should cover operational procedures, architecture/design, development, implementation, and testing of the services.

The documentation process will commence with the initiation of the first activities and must be maintained throughout the duration of the contract. This ensures that upon completion and delivery, the IOC can effectively continue development or maintenance with confidence.

Periodically, the awarded contractor will provide the IOC with a schedule outlining the activities to be conducted in each phase of the project.

#### **5.13. PRODUCT DEPLOYMENT**

The web development must be prepared to run in a containerized environment compatible with OCI (Open Container Initiative).

The awarded contractor shall have access to and perform product deployments in the development and pre-production environments.

Under no circumstances shall the awarded contractor have access to the production environment of the IOC. Deployment in this environment shall be done in coordination with and with the authorization of the IOC Information Systems Department, preferably using an inter-environmental transport system.

#### **5.14. LICENSING**

Compatibility between the different software licenses used must be taken into account in the developments. The licenses of all software components must be free, with no restrictions on their use, modification and/or cost, and in no case applicable to the IOC.

### **6. DESCRIPTION OF TECHNICAL REQUIREMENTS AND PROFESSIONAL QUALIFICATIONS REQUIRED**

Natural or legal persons, Spanish or foreign, who have full capacity to act, are not subject to a prohibition on contracting, and can prove their economic, financial and technical or

professional solvency, may take part in the tender procedure.

Legal persons may be awarded contracts only for services which fall within the aims, object or field of activity which, according to their statutes or founding rules, are specific to them.

The awarded contractor must comply with the services and benefits offered, and in any case, those detailed in these specifications.

The awarded contractor must provide certifications, approvals, authorizations and, in general, all documentation required by current legislation for the provision of services.

The awarded contractor shall at all times comply with the applicable legislation in force.

The awarded contractor must provide at their own expense the means and resources necessary to carry out the services and benefits offered.

The awarded contractor shall commit to treating all information and documents related to the execution of the contract with strict confidentiality, and shall not use or disclose them to third parties. This commitment shall remain binding even after the tasks are concluded.

The awarded contractor will be responsible for damages to persons, materials or third parties due to actions carried out in the execution of the service. Therefore, the awarded contractor must have an insurance policy with sufficient coverage to handle any incidents that may occur during the execution of the services.

## **7. DOCUMENTATION**

The IOC is undergoing a digital transformation process within the organization. One of the initiatives launched is the optimization of the tendering procedure, for which a new electronic tendering procedure has been designed. This procedure aims to streamline the administrative block of the tendering process and simplify the submission of offers by tendering entities.

The IOC takes this opportunity to inform tendering entities that the tender at hand will be used as a pilot of the new e-tendering procedure currently under implementation.

The administrative documentation related to this tender will be filled in using the European Single Procurement Document (ESPD).

The URL available for the electronic processing of this tender (TENDER FORM) will be available in the tender's notice published on the IOC website.

The TENDER FORM will include two sections: one for filling in the identification details (entity name, VAT identification number, address, city, country, telephone, ...) and another for downloading the tender documents in PDF format.

- Administrative offer: a signed declaration of the tenderer's commitment to submit all required administrative documents (ESPD template). We will provide a template to download.
- Technical offer: PDF documents.
- Financial offer: PDF documents.

## 8. **TENDER CONTROL PANEL.**

An online tender form will be created for each tenderer associated with the TENDER CONTROL PANEL below:

| Milestone                                   | Date & Time (CET) |
|---|-------------------|
| Tender publication date                     | 16/07/2024 14:00  |
| Closing date for the receipt of bids        | 29/08/2024 14:00  |
| Opening date of the administrative offer(*) | 30/08/2024 09:00  |
| Opening date of the technical offer         | 30/08/2024 09:00  |
| Opening date of the financial offer         | 05/09/2024 13:00  |

(\*) Interested bidders will receive a link to zoom or teams to join the opening meeting.

## 9. **EXCLUSION CRITERIA**

Tenderers shall be excluded from participating in an award procedure if:

- a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- c) They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes;
- e) They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity;

- f) Following another procurement procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

## **10. AMOUNT OF THE TENDER.**

The maximum tender amount (including taxes) will be €150,000 broken down by activities as follows:

- 1) TEC\_ENV3-1: Development of a calculation methodology and a certification scheme for the carbon balance of olive groves, taking into account CO2 emissions and removals. Maximum tender amount: €50,000
- 2) TEC\_ENV3-2: Development of a carbon calculation tool and establishment of science-based reduction targets. Maximum tender amount: €60,000
- 3) TEC\_ENV3-3: Definition of metrics for agricultural carbon practices for the development of the voluntary carbon credit scheme. Maximum tender amount: €40,000

## **11. SELECTION CRITERIA**

Tenderers shall be selected on the basis of their technical, professional, financial and economic capacity to perform the contract.

## **12. AWARD CRITERIA**

Finally, the accepted tenders will be evaluated in accordance with the following parameters:

|  |      |
|--|------|
| Price  | 40%  |
| Proposed improvements  | 10%  |
| Experience in similar work and curricula vitae of the project team | 20%  |
| Execution schedule, methodology and organization of the project    | 30%  |
| TOTAL  | 100% |

## **13. DURATION OF THE CONTRACT**

The maximum duration of this contract is two years, or once the execution of the

services detailed in these specifications has finalized.

The corresponding contract will come into effect upon signing and will terminate once both parties have fulfilled their obligations.

#### **14. POINT OF CONTACT**

The authorized point of contact for any enquiries regarding this call for tenders is:

International Olive Council

C/Príncipe de Vergara, 154

28002 Madrid, Spain

E-mail: IOOC@internationaloliveoil.org

Any contact should be made in writing. Questions and answers will be published on the IOC's website: <https://www.internationaloliveoil.org/contracts-grants-vacancies/contracts/>

#### **15. MISCELLANEOUS**

The award procedure will be governed by the terms of these tender specifications, the tender documents, the provisions of the Financial Regulation of the International Olive Council, the provisions of the implementing procedures, and such present or future provisions as may be applicable.

After receiving the tenders, the Executive Secretariat reserves the right not to award the contract and to renegotiate with the tenderers that were given the best evaluation.

Up to the point of signature, the contracting authority may cancel the procurement procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated, and the candidates or tenderers duly notified.

The Executive Secretariat reserves the right to interpret these tender specifications.

Participation in this procurement procedure implies acceptance in full by the tenderer of all the clauses of the tender specifications and any obligations deriving therefrom.

Madrid, July 12, 2024

Jaime Lillo  
Executive Director