



Terms of Reference

1 December 2020

“REGIN” project (*Regions for Migrants and Refugees Integration*) Specifications for the development of a database and mapping of regional integration practices

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Deadline for tender submission: 31 December 2020

Contracting Authority:

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1. BACKGROUND AND PRESENTATIONS

A consortium led by the Conference of Peripheral Maritime Regions – CPMR (<https://cpmr.org/>) launched the “REGIN” project (Regions for Migrants and Refugees Integration - <https://reginproject.eu/>) on 1 February 2020. The project is due to run until end January 2022.

The CPMR is currently launching a call for tenders for the **design and development of a database of regional integration practices with multi-criteria search tool and associate interactive map** under Work Package 6 “Integration Lab”.

- **Presentation of the Conference of Peripheral Maritime Regions (CPMR)**

The Conference of Peripheral Maritime Regions of Europe (CPMR) is a French not-for-profit association (under Law 1901) with a membership of some 160 regional authorities from 25 states from both within and outside the European Union (EU). It aims to promote recognition of the essential role of the Regions as key actors for growth and balanced development of the EU, in areas such as economic, territorial, maritime and blue growth policies, transport, climate change, energy, as well as migration policies.

- **Presentation of the REGIN project**

The REGIN project is co-funded by the European Commission (DG HOME) under the AMIF Programme (Asylum, Migration and Integration Fund), reference AMIF-2018-AG-INTE-1 Local and regional integration networks. It will run from 1 February 2020 to 31 January 2022. This project is coordinated by the CPMR as leader of a consortium consisting of 10 partners:

Regions/Public administrations:

- [CPMR](#) (Lead Partner)
- [Azores](#) (Portugal)
- [Campania](#) (Italy)
- [Catalonia](#) (Spain)
- [Murcia](#) (Spain),
- [Partnership Skåne](#) (Sweden)
- [Puglia](#) (Italy)

Technical Partners:

- [Instrategies](#)
- [Migration Policy Group](#)
- [CIDOB](#)





The goal of this project is to design, develop and assess an innovative toolbox for regions to facilitate, promote and strengthen migrants’ and refugees’ integration. The expected contribution is to advance robustness, accuracy and reliability of the regional authorities’ capabilities to promote inclusion, as well as improving cooperation and knowledge-sharing among them.

Four main objectives are addressed in the project:

- Objective 1: Improving the designing, planning and monitoring of integration actions;
- Objective 2: Identifying inclusion and integration indicators at regional level;
- Objective 3: Developing a set of tools able to facilitate regional performance on promoting and strengthening migrants and refugees integration;
- Objective 4: Promoting interchange, dialogue and cooperation in practice and initiatives between partners

The REGIN project targets in order of priority:

- the project partners and stakeholders working in collaboration with them, including migrants and refugees themselves;
- all CPMR member regions;
- more widely all other European local and regional authorities;
- EU institutions and agencies;
- various national, regional and local players working in the field of integration of migrants and refugees;
- any member of the public interested in the actions carried out within the framework of the project.

2. SCOPE AND OBJECTIVES OF THE CALL

The purpose of the present subcontracting call is to hire an individual or company to design and develop a database of regional integration practices with multi-criteria search engine and an associated interactive map as part of the activities of Work Package 6 of the project: “Integration Lab”.

- **Work Package 6 “Integration Lab”: Database creation and mapping of practices**

Work Package 6 “Integration Lab” of the REGIN project is led jointly by the project partners CPMR and Puglia Region.

It is focused on identifying and monitoring practices and experiences on migrants’ and refugees’ integration at regional level, paying special attention to the lessons learnt and failed practices part. It will include experiences of REGIN’s partner regions and beyond, paying special attention to other EU regions.



The idea is to complement the [EWSI database](#) at regional level but emphasising the learning process of developing actions and instruments to promote inclusion and integration. This Work Package will also take stock of and connect with the [mapping](#) the CPMR is developing.

A minimum of 60 practices will be selected to insert in the database with a view to ensuring balance of areas of intervention, regions and countries, type of actions etc. The database will be structured in accordance with the search engine criteria to provide an easy tool to find the practices.

The database will be complemented with a visual mapping of the practices, to facilitate the search and to promote the use of this Integration Lab. The Mapping will include REGIN’s regions’ experiences and beyond, paying special attention to other EU regions

3. SPECIFICATIONS

• Role of the Contractor

The Contractor carries out the assignment as described in these terms of reference (ToR):

- By discussing with the contracting authority the conceptual design behind the database, interactive map and search filters in line with expectations prior to configuration.
- By developing the web-embeddable geo database structure and mapping for regional integration practices;
- By respecting the REGIN graphic charter as well as its visual identity (colour palette, font, style);
- By integrating the selected practices with associated criteria into the database
- By ensuring the tool has the capacity to expand database/map use notably to integrate additional layers of data
- By developing tutorials for administrators (manuals or videos) in the management of the data base (ability to update, edit, and delete information, to add fields and enter new practices as needed).
- By providing technical support and instructing how to embed the database with mapping into the REGIN web site

• Technical Specifications

Geographical Coverage

The database and map should be designed to cover the regional administrative units of the European Union, UK and Norway and EU candidate countries and also possibly regions in North Africa.

The **preferred option (Option 1)** would be for the map to be already preconfigured with the regional administrative units of the abovementioned geographical area which can be activated as required.

The **alternative option (Option 2)** is to include only the regions for which data is available, with the possibility to add new regions subsequently to the map if data becomes available.



The spatial representation of the regional administrative units should be based as far as possible on the [Shapefile of Territorial Units of EU](#) available on Eurostat web site.

Content of the Database

The content of the database will be based on information collected by the REGIN team through a survey. Each practice will be categorised by the REGIN team according to a scheme that will serve to define the filters for the multi-criteria search.

A short description of the practice will be edited and translated into English if necessary by the REGIN team.

It could be envisaged that for each practice in the database, there is a link to a descriptive page of the practice structured according to a template.

Each practice will be categorised according to a scheme that will serve to define the filters for the multi-criteria search.

The Contractor should integrate the initial content provided by the REGIN team in a Microsoft excel or word format.

Additional data should be able to be entered easily into the database by the administrators and existing data updated if necessary.

Architecture

The geospatial data base and interactive map should be developed using a platform that can be embedded in the REGIN website which is built using Wordpress

The design must be modular and adaptive to allow the integration of new components or map layers. The Contractor must thus put an open, flexible system in place.

The Contractor must structure the database using Geographic Information System (GIS) software. In this regard open-source GIS software and freeware-based technical solutions could be used.

Among other things, the Contractor must create a geodatabase and topology for the various layers of information. For the topology, the Contractor must specify the spatial representation of each region (see point on “Geographical Coverage” above).

Frontend

Users will be able to access the database through a Web data access and search portal embedded into the REGIN website.

The database will have several capabilities:



- List view of practices
- Map view of practices
- Multi-criteria search
- Call to action - click to view detail of selected practices

The map should also provide the possibility to click on a given region and see a pop-up window with a short summary of the regional profile containing

- Links to practices of the region
- Elements of data concerning the region, e.g. demographic data, regional MIPEX score and link to the future MIPEX-R section of the MIPEX website (www.mipex.eu)

There will be a dynamic and detailed menu with multi-criteria search engine and tools for navigation and viewing.

The portal must be user friendly and allow easy access to information with a minimum of handling. There should be a standardized presentation of data

Tentative multi-criteria filters to be applied. Please note that this is still work in progress and the final set of criteria will be defined by end of January 2021.

By geography	By theme of action:	By evaluation criteria:	By Level of progress:
Country	<ul style="list-style-type: none"> • Multi-level governance • Regional Capacity Building • Living Together • Sectoral Policy Areas with sub-categories: <ul style="list-style-type: none"> ○ health, ○ social welfare, ○ education, ○ labour market inclusion, ○ language skills, ○ housing 	<ul style="list-style-type: none"> Relevance Effectiveness Efficiency Impact Sustainability 	<ul style="list-style-type: none"> Limited Emerging Developed Advanced

Visual Design

The overall design should respect the REGIN graphic charter as well as its visual identity (colour palette, font, style).

There should also be a harmony with the [MIPEX website](http://www.mipex.eu) mapping visuals (2020 edition to be launched on 9 December 2020).

Administration

A secure back-up system should be in place.

The Contractor must define user profiles for the access to data administration. Access to the administrative interface must be secure and personalized.

After they are identified, depending on the rights they have, designated individuals access a dashboard that shows the back-office content and capabilities they are authorized to use.

The administration platform must be based on simple, intuitive, and effective ergonomics, so that non-specialists can participate in managing the platform.

Training for users

The Contractor should provide written or video tutorials allowing administrators to:

- understand the structuring and operation of the portal;
- modify the database structure to include new components;
- restore content in the event of an incident;
- easily update the portal.

- **Products and Timeline**

The products to be developed by the Contractor are directly related to two project deliverables.

Deliverable number	Description	Deadline
D6.2	Integration practices database	31/07/2021
D6.3	Mapping	31/07/2021

The products and related timeline are as follows:

No.	Description	Indicative Timeline
1.	Conceptual model developed	28/02/2021
2.	Data base underlying forms, sheets and tables developed	15/04/2021
3.	Web based data base with mapping Beta model	15/05/2021
4.	Web based data base with mapping final model	30/06/2021
5.	Web based data base with mapping Administrator and Editor guidelines available	31/07/2021

All data base and mapping tools and information products will belong to the REGIN Project.



- **Illustrative Examples**

For illustrative purposes, below are some examples of online databases and geospatial databases with multicriteria search tool that are similar in structure to what we envisage.

EWSI practices database with multicriteria search (no map view)

<https://ec.europa.eu/migrant-integration/integration-practices>

Refugees welcome map of the Erasmus+ project Higher Education supporting Refugees in Europe

<http://refugeeswelcomemap.eua.be/Editor/Visualizer/Index/48>

4. TENDER PROCESS AND DESCRIPTION

- **How to respond to the call for tender**

Deadline: Thursday 31 December 2020

Tenders received after this date will not be considered.

Offers should be sent by email to Claire STREET (claire.street@crpm.org) with copy to nidaa.botmi@crpm.org

The CPMR will send a confirmation of receipt of offers by email to each tenderer.

The tenderer must provide the following items by 31 December 2020 at the latest:

- Detailed technical proposal, including design, development and support
- Price proposal excluding VAT (VAT will be paid by the Contracting Authority in France)
- Examples of previous work relevant to this call with references

The technical and price proposals must consider the two options as specified in Point 3 “SPECIFICATIONS” – “Technical Specifications” – “Geographical Coverage”.

Option 1: map preconfigured with the regional administrative units to be activated as required.

Option 2: map including only the regions for which data is available, with the possibility to add new regions subsequently to the map if data becomes available.



• Tender Selection Criteria

The selection will be based on the following criteria, set out in descending order of importance:

- Technical solutions proposed:
 - Easy to embed in the REGIN website which uses Wordpress CMS
 - Evolutive and adaptable
 - Back-end accessible
- Clarity and ease of use of the database for the end user
- Visual quality of the mapping;
- Proposed cost of all services provided (excluding VAT): value for money will be considered in tender evaluation.
- Lead times (the data base and map should be online no later than 31 July)