



## Terms of Reference

### Call for proposal of a strategy of digital transformation of the OIV

#### 1. OIV mandate

The International Organisation of Vine and Wine (OIV) is an intergovernmental organisation of a scientific and technical nature of recognised competence for its works concerning vines, wine, wine-based beverages, table grapes, raisins and other vine-based products.

In the framework of its competence, the missions of the OIV are the following:

- a) to inform its members of measures whereby the concerns of producers, consumers and other players in the vine and wine products sector may be taken into consideration
- b) to assist other international organisations, both intergovernmental and non-governmental, especially those which carry out standardisation activities
- c) to contribute to international harmonisation of existing practices and standards and, as necessary, to the preparation of new international standards in order to improve the conditions for producing and marketing vine and wine products, and to help ensure that the interests of consumers are taken into account

These missions are laid out in a five-year Strategic Plan (see annex A), which inspires the activity of the OIV for the period 2020–2024 by setting its objectives and priorities. The current Strategic Plan is constructed around 6 main axes:

- AXIS I: Promote environmentally friendly vitiviniculture
- AXIS II: Promote economic activity according to principles of sustainable development and of growth and globalisation of markets
- AXIS III: Contribute to social development through vitiviniculture
- AXIS IV: Pursue the development of a harmonised regulatory environment
- AXIS V: Facilitate the digital transition of the sector
- AXIS VI: Consolidate the role of the OIV as a global scientific, technical, and cultural reference organisation

For a better understanding of the complex structure and functioning of the organisation it is highly recommended that the document “Understanding the OIV” in Annex B is consulted. In addition, the internal structure of the OIV staff based in the Paris headquarters is presented in Annex C.



## 2. Project background

In an effort to keep the pace of the digitalisation process that is currently affecting all sectors of the economy, including the international public sector, the OIV intends to contract a consultant/partner to collaborate on the design and planification of a comprehensive and detailed strategy of digital transformation of the organisation. Behind this project there is the awareness that the OIV needs a global view on IT projects to update and optimise its capacity and efficiency in terms of both internal/external communication with its stakeholders and data/information management. At the same time, the image of the OIV as reference body in the sector must be reinforced and the capacity to effectively serve its Member States should be improved. To become a leader in its field and set up solid basis for its future, the OIV needs a long-term investment aligned with IT best practices to catch up with existing lag. For the investment to be effective and impactful a master plan is needed. At the core of this plan there should be an IT that is user centric, connected and communicating, able to simplify and rationalize internal processes and based on secured foundations. The project proposal shall encompass, in an organic and structural plan, different areas of intervention to be defined by the tenderer after careful assessment.

## 3. Scope of work

Given the particular nature of the organisation and the specific characteristics of its activity, it is required that an in-depth needs assessment is conducted as a first step. This will certainly require an audit of existing IT and interviews with the OIV staff. In this phase it is also recommended that the current Strategic Plan (see annex A) is consulted and taken into account in determining the ultimate IT needs of the organisation. At the same time, the proposal must consider what are the digitalisation strategies currently implemented by other intergovernmental organisations, by conducting a benchmark analysis of best practices in this very specific universe. The process should then bring to identification of initiatives and digital opportunities in different areas of work of the OIV. Once identified, the actions to be taken should be prioritized and included in a detailed plan. This plan should provide a roadmap to effectively implement the project of digital transformation over a two to three-year time horizon.

## 4. Deliverables

The expected output of this project is a detailed document with the terms of reference of a strategy of digital transformation of the OIV. The final document should include a master plan to be potentially developed over a period of two to three years. In the plan it should be specified for each phase of implementation what are the strategy, the indicative budget required, and the expected benefits / impact on the organisation.



## 5. Duration of the work

The whole process should take no more than 6 weeks and should be delivered before the deadline of 31 July 2020. In the table below there is an indicative timeline of the project.

|   | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 |
|---|--------|--------|--------|--------|--------|--------|
| 1. Needs assessment and benchmark analysis                                    |        |        |        |        |        |        |
| 2. Identification and prioritization of initiatives and digital opportunities |        |        |        |        |        |        |
| 3. Preparation, presentation and validation of the master plan                |        |        |        |        |        |        |

## 6. Budget allocation

The project proposals should not exceed Seventy-Five Thousand Euros (75000 €), inclusive of all applicable taxes, commissions, bank charges, and other fees as may be incurred in the process.

## 7. Selection Criteria

The following is a non-exhaustive list of criteria that will be applied during the selection process:

- Eligibility and shortlisting criteria
  - a) Appropriateness of the agency for the assignment
  - b) Extent of network of the agency
  - c) Number of similar projects completed in the last 5 years
  - d) Years in existence
  - e) Projects handled in last 5 years
- Technical bid/proposal selection criteria
  - a) Quality of personnel to be assigned to the project
  - b) Expertise and capability of the consultant
  - c) Plan of approach and methodology

## 8. Submission of proposals

All proposals must be addressed to the OIV Director General, Mr. Pau Roca, and sent to [stats@oiv.int](mailto:stats@oiv.int) **no later than Friday, 12 June 2020**.

Proposals must be written in one of the following languages: English, French or Spanish. A maximum of three short-listed bidders will be then invited to an online interview to briefly present their proposals.

Should you need any further clarification please contact Mr. Giorgio Delgrosso ([stats@oiv.int](mailto:stats@oiv.int)).



**Annex A**

<http://www.oiv.int/public/medias/7156/en-oiv-strategic-plan-2020-2024-web.pdf>

**Annex B**

<http://www.oiv.int/public/medias/6350/en-understanding-the-oiv-print.pdf>

**Annex C**

<http://www.oiv.int/public/medias/7204/organigramme-oiv-sg-2020.pdf>