**Terms of reference**

1. **General information**

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| Assignment name | **Provision of commercial Very High Resolution (VHR) and High Resolution (HR) optical satellite imagery and archive imagery** for selected start-ups and enterprises benefiting from the Digital & Green Innovation (DGI) project, led by Expertise France in Latin America and Caribbean (LAC) countries. |
| Beneficiary | Expertise France |
| Countries | **Chile, Panama and Colombia**  (*Remote support and services program)* |
| Total estimated | **Up to a total of maximum 110 000 EUR excl. VAT (through purchase orders)** over a period of six months |

1. **Context and justification of the need**

**2.1 EXPERTISE FRANCE**

Expertise France ([www.expertisefrance.fr](http://www.expertisefrance.fr)) is the public agency for international technical cooperation. The agency addresses 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 390 million euros, Expertise France (EF) operates in 147 countries and manages more than 350 projects. Expertise France has more than 450 employees at its Paris headquarters and more than 600 partners worldwide. In Latin America, Expertise France primarily intervenes in regional projects, with its office in the region established in Bogota, Colombia, in 2018.

**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. Through DGI, the EU and its Member States support digital solutions to combat climate change and environmental challenges in Africa, Asia and Latin America. These solutions range from mobile apps to advanced Earth observation (EO) technologies.

In many developing countries in LAC, there is a lack of detailed and up-to-date geo-information that is needed for strategizing climate change adaptation and digital and green transition. Earth Observation plays a key role in filling these information gaps.

This program aims to promote digital innovation to foster the “Twin Transition” (environmental transition and digital ecology) by supporting entrepreneurial projects. In recognition of the digital gender divide, DGI prioritizes inclusive solutions, especially those created by women and young entrepreneurs.

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, satellite data can provide valuable, free, reliable and recurrent climate information on a large geographic scale and over long periods of time for citizens and organizations across the world.

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) are managed by a project Leader based in Bogota, Colombia with the support of a local team and its headquarters in Paris.

For this purpose, EF has launched a call – *LAC DGI Innovation Challenge*, to identify and select innovative EO-related projects from start-ups and SMEs based in the 3 target countries: Chile, Panama and Colombia, at different stage of maturity - prototypes or ideas that use or intend to use Earth Observation, Copernicus and environmental data - 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 Latin America and Caribbean (LAC) region. The support will focus on the needs and catalogue of proposed services. The cohort of selected start-ups & SMEs (local innovators) will be supported by the provision of tailored business coaching and technical services, financed by the project. *More details about this call (now closed and finalized), including selection criteria:* <https://d4dhub.eu/es/news/call-for-proposals-for-digital-and-green-innovation-challenge-in-latin-america-and-the-caribbean>"

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 seeking a firm to provide commercial Very High Resolution (VHR) and High Resolution (HR) Optical imagery data** (archive or under programming) and an associated minima advisory services (time period, acquisition mode, sensor geometry, angles, interpreting metada…)**for the selected start-ups and enterprises benefiting from the DGI project support.**

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| ***These services will complement other support (business coaching, EO training and technical services) that are delivered to the same beneficiaries by another provider.*** |

1. **Objectives and desired results**
   1. **General objective**

**Provide commercial Very High Resolution (VHR) and High Resolution (HR) optical satellite imagery products, along with advisory support to selected start-ups, small and medium-size companies** **(SMEs) and individual entrepreneurs** (*from Chile, Panama and Colombia)* benefiting from the Digital & Green Innovation project (output 1.3) led by Expertise France in LAC countries*.*

* 1. **Specific objectives**

1. Advise each concerned beneficiary in defining their commercial EO VHR/HR data needs (areas of interest - AOI, optimal imagery characteristics matching their project) and develop specification plans in coordination with Expertise France. Communication with beneficiaries in Spanish is highly recommended (as a strong asset, though not mandatory). All advices and concise yet effective exchanges with beneficiaries should take place within the regular working hours of the target countries (Colombia, Chile, and Panama, local time).Order to leading suppliers, procure and deliver EO commercial imagery datasets (archive or new acquisitions), ensuring compliance with defined technical specifications, standards, licensing agreements, usage rights, and in line with the maximum assigned budgets.
2. Support validation and acceptance, providing documentation, metadata, and validation reports for each dataset supplied.
3. Report on activities, gather feedback from beneficiaries, and share lessons learned.
   1. **Anticipated results**

* **Assessment and planning:** assess the needs and imagery specifications required; develop customized procurement plans for each selected beneficiary.
* **Procurement, delivery and validation:** order and deliver commercial VHR and HR imagery datasets covering the defined AOIs, at appropriate processing levels (ex. orthorectified, reflectance), with quality control.
* **Validation and compliance:** confirm reception of datasets; transmit full metadata packages and validation reports; clearly communicate rights and licensing terms in compliance with project requirements.
* **Monitoring and reporting:** maintain an operational tracking system monitoring usage, deliveries, and financial execution; final report including beneficiary feedback, lessons learned, and recommendations.

1. **Description of the assignment**

The service provider will:

* Advise beneficiaries (***up to 23 start-ups, SMEs and individual entrepreneurs from Chile, Colombia, and Panama***) in defining imagery requirements (AOI, resolution, acquisition dates, processing levels) and preparing specification plans and sheets (***up to EUR 5,000 per beneficiary – to be defined and adjusted according to needs and prototype maturity - including all data acquisition costs as well as associated advisory services, quality control and management fees***).
* Procure, deliver, and validate imagery datasets, coordinating ordering from suppliers, quality control, and compliance with licensing terms (Standard EULA, Multi EULA) and any restrictions on sensitive areas.
* Initial support to beneficiaries in interpreting metadata and effectively using the imagery for prototype development and innovation activities.
* In case of time series, the contractor shall provide guidance for the correct registration of the VHR stack.
* Manage and report, maintaining records of budget allocations, responding to requests for clarifications or adjustments, and delivering consolidated reports per beneficiary detailing deliveries and validations.

All services must be delivered entirely remotely (*within the working hours of the target countries, local time)* and recommended in Spanish language (or in English) and within the set deadlines during the period from December, 2025 to End of May, 2026, including reporting and supporting documents provided (the start date will depend on the Contract and then PO signing date for this intervention period, estimated at 6 months, with final invoicing based on the actual delivered activities and products. Any potential travel expenses, document translation costs, equipment’s or logistics will be borne by the service provider and will not be included in the financial offer.

**A total of up to 23 innovators (start-ups, SMEs and individual entrepreneurs) from Chile, Panama and Colombia** are expected to be selected and supported as beneficiaries. However, due to various factors - such as withdrawal or underuse of the total amount of services allocated per beneficiary - additional beneficiaries may be considered for support, as long as the total service envelope originally allocated for all beneficiaries is not exceeded, in direct coordination with and subject to validation by Expertise France. *At the start of the assignment, Expertise France will provide the selected service provider with the list and relevant information on the beneficiaries, including descriptions and details of their projects and any other useful available information.*

* 1. **Planned Activities:**

(Note: *the service provider’ candidate may propose specifications and recommendations on its technical approach, methodology, the specific added value of its proposed services, technical specifications of the data products and its suppliers/providers of proposed imagery clearly detailed*).

**This assignment will cover the supply of imagery data, advisory services, and support to beneficiaries in defining and selecting optimal EO data sources, particularly Pleiades 1A/1B, Pleiades Neo, SPOT 6/7 (archive or new acquisitions), and archive SPOT 4/5 data commercialized by European reference suppliers, while respecting the exclusion zones and usage limitations. The selected areas shall have a particular emphasis in Climate Change and environmental monitoring within the DGI project and LAC region and directly related with the proposals from the beneficiaries.**

**Data characteristics to be provided**

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| Sensors | Pleiades 1A/1B, Pleiades NEO, SPOT 6/7 (archive under programming). SPOT 4/5., other on demand/if relevant and applicable |
| Spatial Resolution VHR | Between 30cm et 1.5m (panchromatic) |
| Spatial Resolution HR**\*** | Between 2.5m et 10m (panchromatic) |
| Spectral Bands | Panchromatic, Multispectral (NIR included) |
| Geographic location | Colombia, Panama and Chili (See description of excluded areas) and possible other areas according to the needs |
| Acquisition Date | Libre (archive or programmation). |
| Cloud coverage | Less than 10 percent for crop areas.  Less than 20 percent for full scene. |
| Standard AOI Surface | Between 25 km2 and 100 km2 (see Standard AOI description) |
| Acquisition mode | Depends on the use case : mono, stereo, tri-stereo |
| Geometric processing levels | By default ortho level 3 (except for stereo acquisition) |
| Radiometric processing levels | By default reflectance. |
| Multitemporal stack**\*\*** | The images must be co-registered. |

**\*HR Images SPOT 4/5:** Archive of SPOT 4/5 when available and necessary for Historical Time Series Analysis.

**\*\*** **When working with more than one image covering the same area** (ex. for monitoring), the images must be co-registered with the one used in the initial analysis.

***Excluded areas:*** *The image provider must take care not to deliver data in areas designated as ‘sensitive’ in terms of high security or national security in the countries concerned by this call for tenders. Very high-resolution imagery of conflict areas cannot be provided.*

***Standard AOI:*** *The standard AOI usually covers a region or crop area (many temporal images as possible in the limit of the voucher value assigned to each selected startup/enterprise and for the technical purpose of the R&D Innovation idea/ prototype). The standard AOI ranges from 25 km2 to 100 km2. Hence, the order form could request a different area, either larger in the limit of the voucher value assigned to each selected startup/enterprise selected by Expertise France in the framework of the DGI LAC project in Colombia, Panama and Chili.*

***Licensing:*** *The image products shall be delivered under the standard EULA (up to 5 End-Users), Standard EULA Multi (6-10 affiliated End-Users) and/or academic (if applicable).*

***Other types of EO data:*** *The demand of other types of commercial HR/VHR EO data (ex. Planet, Worldview, VHR interferometric products, Radar, hyperspectral images, …), are not expected to be used frequently. Nevertheless, if any other type of imagery is necessary for the start-ups and SMEs selected in the DGI LAC project. Then the provider and beneficiaries need to have the agreement of the Focal Point Expertise France for the order and activation of the product. Hence, these other types of EO data shall be in the limit of the voucher value assigned to each selected startup/enterprise selected by Expertise France in the framework of the DGI LAC project in Colombia, Panama and Chili.*

* **Phase 1 – Needs Assessment, planning and specification**

**Activities:**

* Conduct quick, concise and efficient interviews with each beneficiary – in close collaboration and tandem with the EO expert DGI focal point - to assess project maturity, priorities, and technical needs to define (estimated up to max. EUR 5,000 per beneficiary including within this total max. amount all data acquisition costs, as well as associated advisory services, quality control and management fees).
  + *AOI extent (25–100 km²)*
  + *Temporal needs and requirements (archive, new acquisition)*
  + *Preferred sensors (Pleiades, SPOT)*
  + *Processing levels and usage scenarios*
  + *Expected uses (monitoring, change detection, classification).*

**It is expected a co-design process between the service provider of this assignment, each beneficiary and a very close collaboration and tandem with Expertise France EO expert DGI project focal point**.

The EF EO DGI focal point will join beneficiary meetings with the selected provider to facilitate interaction, ensure startups and SMEs understand the use of HR/VHR imagery, and provide support when needed, especially for language nuances.

* Draft and validate detailed imagery specification sheets for each beneficiary (up to 23 start-ups and enterprises from Chile, Colombia and Panama), defining their specific requirements (AOI, resolution, acquisition date, and processing).
* Develop procurement and acquisition plans of VHR and HR satellite data, presented to Expertise France for validation.
* Coordinate directly with European reference suppliers - as the single interface within this assignment - and prepare purchase orders.
* Delivery product format and quality check template to be proposed by the service provider and validated by Expertise France.

**Deliverables:**

* Individual needs assessment report for each beneficiary.
* Detailed imagery specification sheets with validated Areas of Interest (AOIs).
* Comprehensive procurement plan and acquisition schedule.
* **Phase 2 – Imagery acquisition, delivery and validation**

**Activities:**

* Order and acquire imagery (programmed or archive).
* Deliver imagery packages and datasets to the concerned beneficiaries with:
  + *Required processing (raw/orthorectified, reflectance).*
  + *Product description specifying the purpose of the product, its main characteristics, foreseen applications, and the information it is expected to deliver.*
  + *Metadata set and quality reports.*

The contractor shall indicate the standard delivery time and the estimated delays.

* Ensure quality control to validate data:
  + *Verify that the imagery data complies with the specification from phase 1:*
  + *Check resolution (spatial/spectral), cloud cover, coverage.*
  + *Item Raw/Ortho: Checks spatial resolution, spectral resolution, spatial accuracy, number of bands. Mosaic Radiometry, contrast, holes, artefacts, deformations, clouds, shadows, Radiometry, format, name, reference system, etc.*
  + *Item AOI: Checks the imagery covers the entire AOI.*
  + *Item Metadata: Checks acquisition date and angle, reference system, platform and sensor, etc.*
  + *Item Report: Checks list of processing actions that have been applied and the specific parameters. Orthorectification, internal quality control, positional accuracy report and samples, etc.*
  + *Item Folders: Checks structure and names.*
* In case of Time Series, the contractor shall ensure that the geometric registration is adapted for the use case.
  + *Delivery quality check: formats, content. All the results of the quality control must be included in a report delivered to Expertise France.*
* Support each beneficiary to validate and formally accept imagery, and - in a brief and practical way - in maximizing its initial effective use and appropriation.

**Deliverables:**

* Complete imagery packages provided to each beneficiary.
* Associated metadata, validation reports, and quality control documentation.
* Delivery records with signed reception and acceptance confirmations.

*Unused maximum budget per beneficiary (if any) for this type of service and product may be reallocated to other Earth Observation (EO) support activities managed by Expertise France.*

* **Phase 3 – Procurement ordering imagery management, monitoring and final reporting**

**Activities:**

* **Manage procurement planning and ordering in a timely and transparent manner, with subsequent quality control conducted within a defined timeframe.**
* Track allocations, usage, and budgets.
* Regularly liaise and coordinate with Expertise France EO expert DGI focal point and report progress on a monthly basis.
* Collect feedback from beneficiaries.
* Prepare final report consolidating:
  + *Technical outputs (maps, data, reports).*
  + *Financial execution and tracking allocations/deliveries.*
  + *Lessons learned and recommendations.*

**Deliverables:**

* Monthly sheets tracking delivering progress and budget execution.
* Final consolidated report including feedback and recommendations.
  1. **Anticipated deliverables (*To be specified in purchase*), examples:**

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| Deliverables | End date |
| 1. *Quick needs assessment report and validated imagery specification sheets per beneficiary* | T0 + XX days/weeks/months |
| 1. *Procurement and acquisition plans with overall implementation timeline* | T0 + XX days/weeks/months |
| 1. *Delivered imagery packages with processing, metadata, validation and signed acceptance forms* | T0 + XX days/weeks/months |
| 1. *Monthly tracking sheets, budget execution reports, and progress updates* | T0 + XX days/weeks/months |
| 1. *…* | T0 + XX days/weeks/months |
| 1. *Final consolidated report including technical outputs, financial execution, feedback, and recommendations* | T0 + XX days/weeks/months |

*T0: Purchase order notification date*

* 1. **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 and DGI project focal point will be the service provider’s sole contact persons 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.

A very close collaboration must take place between the service provider through a focal point and Expertise France Project Officer and EO expert from assignment preparation right up to completion. Furthermore, regular exchanges must take place on assignment progress and any difficulties that may be encountered.

The contractor will be evaluated based on the following indicators upon submission of the required reports and deliverables for the interventions carried out:

* Acceptance and compliance with the mandate requirements.
* Technical expertise of the key personnel assigned.
* Delivery of outputs and achievement of results within the allocated timeframe.
* Quality of the services provided.

1. **Place, duration and terms of performance**
   1. **Implementation period:** From the contract notification date to the 29 May of 2026, approximately 5 months.
   2. **Estimative start date:** Beginning of Dec. 2025
   3. **End date:**  29 of May 2026
2. **Required expertise and profile**

* **TECHNICAL EVALUATION CRITERIA (60points)**

1. **Relevance and quality of the proposed methodology (40 points)**
   * Clear understanding of the Terms of Reference (ToRs) and strong alignment with the assignment’s objectives.
   * Coherent, context-appropriate approach and operational feasibility of the proposed methodology for assessment, concise yet effective interactions with beneficiaries, acquisition, delivery, and follow-up, including satellite imagery procurement, quality control and related EO data advisory.
   * Clearly defined deliverables and proposed products in terms of format, technical specifications, timeline, reference leading European providers, and relevance to project goals.
   * Relevant technical recommendations on commercial imagery types and suppliers, pragmatic solutions to optimize budgets allocated to each beneficiary, and responsiveness to remote delivery challenges and coordination across countries and beneficiaries.
2. **Composition and competence of the proposed team and expert**

* Qualifications and relevant experience of the proposed expert (education, languages, facilitation experience of similar assignments particularly in Europe). **(20 points)**
* The selected proposed expert, senior level (minimum 1 within the proposal as the main expert to conduct this assignment) should demonstrate strong competencies in the following areas (Mandatory):

A. Qualifications and skills

* + Master’s degree (or equivalent, minimum Bac+5) in Earth Observation, remote sensing, geospatial sciences, environmental or climate sciences, geography, engineering, or related fields.
  + Specialized training or certification in satellite imagery, GIS, or Earth Observation technologies is an advantage.
  + Strong ability to engage, order EO data and coordinate with key reference stakeholders and leading suppliers in Europe.
  + Excellent abilities in communication, teamwork, knowledge transfer, capacity building, technical analysis, reporting, problem-solving, and initiative, with strong skills in explaining technical concepts to non-expert audiences and supporting end-users in adopting EO data.
  + Excellent written and spoken English. Spanish language skills are a strong asset given the target countries (Colombia, Panama, Chile) but not mandatory.

B. General professional experience

* + At least 5 years of professional experience in the Earth Observation and geospatial sector.
  + Proven experience coordinating procurement processes and managing relationships with reference leading European suppliers of commercial satellite imagery, including:
  + Procurement and management of VHR/HR satellite imagery (Pleiades, SPOT, and other commercial sensors).
  + Definition of technical requirements and acquisition plans for imagery in multi-stakeholder contexts (start-ups, SMEs, public or R&D projects).
  + Quality validation and control of EO products, including orthorectification, radiometric calibration, and metadata verification.
  + Use and delivery of EO data and services related to climate change, environmental monitoring, or other relevant thematic areas.
  + Experience working with start-ups, enterprises,, public sector or innovation hubs
  + Very good knowledge of the Copernicus program and its datasets.
  + Demonstrated track record of at least three similar assignments in the past three years.
* **Financial evaluation criteria (40 points)**

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

* ***Ideal experience and expertise of the* service provider (organization or consortium):**
  + Proven experience delivering Earth Observation and geospatial data services, including: Procurement and management of VHR/HR satellite imagery (ex. Pleiades, SPOT), definition of technical requirements and acquisition plans, and quality validation of EO products (orthorectification, radiometry, metadata verification).
  + Established network of qualified leading European suppliers enabling the procurement and timely delivery of VHR/HR imagery.
  + Track record of at least three similar assignments successfully completed in the past three years, with references demonstrating expertise, quality of delivery, and effective coordination with leading imagery providers.
  + Background work or consultancy in EO applications fields such as: environment, agriculture, Climate Change, Disaster Risk Reduction, forest, etc.
  + Background experience in EO tools ecosystem (Open Source, platforms) but not mandatory.
* ***A technical and financial proposal including:***
* ***The CVs of the proposed expert (max. 4 pages),*** *who will carry out the activities, including references for similar services previously provided highlighting the skills and experience corresponding to those required for this assignment, together with references of similar missions from the expert.*
* ***A methodology note (max. 4 pages)*** *detailing the approach, the expertise mobilized, and the envisaged suppliers for commercial imagery orders, with clearly defined deliverables (incl. the initial assessment of needs and the technical characteristics of the VHR/HR satellite data imagery to be provided) in terms of format, indicative timeline, and relevance to the project.*
* ***Financial Proposal (in Euros):*** *Including the details of the unit prices that are set out in Financial Annex. The estimated quantities provided in this annex are intended solely as a reference for the demand for satellite imagery per square kilometer. It must be clearly understood that these figures do not, under any circumstances, represent contractual quantities or commitments.*