

PERIOD OF ADVERTISEMENT:
CLIENT:
SOURCE OF FUNDING:
TYPE:

05th August 2020 - To: **26 August 2020**
ECOWAS COMMISSION
ECOWAS Budget
Expressions of Interest

SELECTION OF A CONSULTANT (FIRM) FOR THE REVIEW AND REDESIGN OF THE ECOWAS WEBSITE

1. The ECOWAS Commission intends to use its resources to finance a service contract with a consulting firm (could be a single firm, a consortium or partnership thereof) that will be responsible for conducting **the review and redesign of the ECOWAS website**.
2. The main objective of the consultancy is to improve the quality of ECOWAS website and its visibility on social media.
3. The overall duration of the assignment is **estimated at six (6) months, which can be extended** if necessary, based on the needs of the ECOWAS Commission as well as the contracted firm's satisfactory performance.
4. The ECOWAS Commission invites Consulting Firms ***specialized in reviewing and redesigning websites*** to submit their candidacy for the services described above. Interested, eligible and qualified consulting firms must provide full information on their qualifications and experience, demonstrating that they are qualified and experienced in providing similar services. The criteria for shortlisting are as follows:
 - a) General Experience of the firm - At least 6 years of experience managing IT projects;
 - b) Specific experience - At least 7 years of experience in web/application design and development;
 - c) Availability of Relevant Staff to be assigned to the ECOWAS project, showing full list of staff along with their respective CVs providing details on competencies such as:
 - i. Team proficiency in the following programming/coding languages such as HTML, CSS and JavaScript, PHP, SQL etc. is required. Knowledge of Content Management System (CMS), WordPress, Operating System, Web server (Apache, IIS) is also required.
 - ii. Experience with Software Development Life Cycle SDLC implementation (Provide three recent references for similar projects carried out);
 - iii. Knowledge of W3C standards and technologies, ISO standards relevant to this work is desirable.
 - iv. Track record of project team in implementing similar systems in a regional or international organization is desirable;
 - v. Experience in the regions is highly desirable;
 - vi. Have experience in consultancy for international and/or public institutions in media management/external communication.
 - d) Must be fluent in one of the working languages of ECOWAS (English, French or Portuguese). A working knowledge of another would be an advantage.

NB: In addressing the above listed criteria, consulting firms must provide tangible evidence and detailed references for all claims made in terms of experience and capabilities, similar assignments, etc. Each reference provided should be summarized on a project sheet, and will be considered and accepted only if the candidate attaches supporting documents indicating the contact information of the contracting authorities so as to facilitate verification of the information provided, covering excerpts of contract (inner cover page; page with the signatures and the Terms of Reference) along with attestation(s) of good performance of each contract presented.

5. Interested Consulting firms may apply as a consortium or partnership to ensure and/or boost their consolidated capacities to execute the assignment.

6. The eligibility criteria, the preparation of shortlist, and the selection procedure shall comply with the ECOWAS Rules and Procedures for the Use of Consultants” (ECOWAS Procurement Code), available on its website: <http://www.ecowas.int> **The selection procedure will be based on Quality and Cost Based Selection (QCBS) method.** Also, firms that are part of an international network are to submit only one expression of interest as a network.

7. The attention of interested Consulting firms is particularly drawn to **Article 118 of the ECOWAS Revised Procurement Code (“Infringements by Candidates, Bidders and Awardees”)**, providing information on corrupt or fraudulent practices in competing for or executing a contract. In addition, please refer to the following specific information on conflict of interest related to this assignment as per **“Article 119 of the ECOWAS Revised Procurement Code.**

8. Interested consulting firms can obtain further information at the e-mail addresses mentioned below, during working days and hours of the ECOWAS Commission from 9:00 a.m. to 3:00 pm (Local Time - Nigeria): procurement@ecowas.int with copy to sbangoura@ecowas.int; alunqu@ecowas.int; soulate@ecowas.int;

9. Expressions of Interest (EOIs) may be delivered in sealed envelopes (1 signed Original and 3 Copies) in English, French or Portuguese and clearly marked **“Selection of a Consultant (Firm) for the review and redesign of the ECOWAS website”**. **“Do not open except in presence of the Opening Committee.”** EOIs must be sent to the address below by **26th August 2020 at 11.00 a.m. (GMT+1), Nigerian Time:**

For delivery in person or by registered mail to:

Directorate of General Administration,
Procurement Division
First (1st) Floor of the ECOWAS Commission Headquarters,
Plot 101, Yakubu Gowon Crescent,
Asokoro District, Abuja, NIGERIA.

Please note that electronic submissions are also accepted and shall be addressed to: procurement@ecowas.int, with copy to: sbangoura@ecowas.int; alunqu@ecowas.int; soulate@ecowas.int;

10. The working languages shall be English, French and Portuguese.

11. **This request for EOI can also be viewed on the following website:**
<http://www.ecowas.int/doing-business-in-ecowas/ecowas-procurement/>

Commissioner General Administration & Conference