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GOVERNMENT OF SIERRA LEONE
Project Fiduciary Management Unit

REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES –INDIVIDUAL CONSULTANT SELECTION)

Date of issue: **18th August, 2022**

COUNTRY: Sierra Leone

NAME OF PROJECT: Sierra Leone Agro-Processing Competitiveness Project (SLAPCP)

Loan No./Credit No./ Grant No.: P160295.

Assignment Title: Consultancy Services to Upgrade/Redesign Sierra Leone Standards Bureau (SLSB) Website.

Reference No: SL-MoFED-303478-CS-INDV

1. The Government of Sierra Leone, through the Ministry of Trade and Industry, is implementing the Sierra Leone Agro processing Competitiveness Project with financing from the International Development Association (IDA) of the World Bank Group. This project will support Government's strategic objectives of promoting private sector development, achieving economic diversification, and boosting agricultural productivity. The project development objective is to improve the business environment in agribusiness sector and increase productivity of targeted agro-processing firms in Sierra Leone. Achieving the project objective contributes directly to strengthening agro processing competitiveness, which is defined as the ability of agro-processing firms to generate new investments and increase market share in goods and services through improved productivity.
2. **BACKGROUND**
SLSB is in the process of upgrading (redesigning) its website as a tool for communicating activities being undertaken and to reach out stakeholders. The website will also act as a networking platform for sharing of standard test results to the public. The website is expected to be visually appealing, easy to manage and navigate, while also taking into account the SLSB color.
SLSB now invites eligible individual Consultants to express their interest in upgrading its website.
3. **Objective of the Assignment**
The overall objective of the project among other things will be; to redesign a new and modern interface, secure, robust and user-friendly website showcasing the various functions and activities carried out within the Sierra Leone Standards Bureau (SLSB) and the benefits to the public and to enhance information flow between MDAs, its partners/stakeholders and the wider world. The total assignment period will be 90 working days.

4. SCOPE OF WORK

Build a visually appealing, easy to manage and user-friendly website for SLSB. The organization will be provided with the SLSB strategy to be used as a reference point when re-branding the website.

- a. Build website within the prescribed guidelines and layout to be agreed with SLSB Management, and within the confines of the content which SLSB will provide. The product will reflect the Goals, Mission, Vision and objective of SLSB.
- b. The website should have SSL certification to protect server-client communication and a useful links to other MDAs.
- c. The website will have a database-driven administrative backend tool that allows key personnel from the ICT and other related departments to easily update contents or add users without directly accessing source code and for authorized users to control records.
- d. Ensure that the web interface be accessible and usable on common mobile devices and standard desktop browsers. Each section of the site will have a common look and feel, the use of photographs, fonts and layouts will be consistent throughout the site.
- e. Ensure relevant reports are exported and saved in pdf /MS word and excel in the site.
- f. Ensure that the website has a tracking tool (counter) to enable SLSB to track and assess the number of visitors/hits to the website and also determine which sections of the website are popular
- g. Conduct both technical and operational training for SLSB staff to manage the site.
- h. Should provide a warranty period of six months after completion.
- i. To provide a dedicated cloud hosting for its platform with a 24/7 technical and remote support for its website.

5. Website features

The website will have the following features:

a. Domain

Website Domain: The domain (slsb.gov.sl) name will be redirected into the hosting plan

b. Content Management System (CMS)

A secure area of the website where authorized users can log-on to add, upload, edit or delete certain areas of content, whether they be pages, articles, events, news etc. All of the above site features can be implemented in the CMS, providing the client with a fully customizable site. the redesigning/upgrading of the website will be more user-friendly with an intuitive interface; the developer will also develop a web-based, database-driven administration tool that allows key personnel from the ICT and other related departments to easily update contents without directly accessing source code.

c. Cooperate Mail Services

The website will have unlimited cooperate mails for SLSB staff and this will register together with the domain redirection or hosting plan.

a. Home page

Landing page with introductory images, Breaking news, stories, events and links to other pages.

b. About Us

A simple web page describing the SLSB activities and operations. It should include Vision, Mission and Mandate of SLSB core values and a link to a list of Management Team & Functional Review, Institutional Structure and Organization.

c. Technical Divisions: this should have a drop down menu to display other department pages such as Testing, Metrology, standards, Quality Assurance, Certification etc.

- d. **Support division:** this tab should have a drop down menu to display the Administrative wing of SLSB such as Finance, Human Resources, Procurement Internal Audit etc.
- e. **News:** the page will display all the news of SLSB
- f. **Download:** this page should take you to a section where you can download useful documents.
- g. **Contact Us:** A list of staff members and their contact details including e-mail address; may also include general contact details such as the address of SLSB and info@slsb.gov.sl.

The contacts area can include an optional feedback form to send standard requests to (for example) enquiries and other research exercise etc. This form can be customized to send a structured e-mail, to insert data into a support/contact driven database application, or to simply e-mail you a notice with the submitted details. These queries can be replied to directly through the receiver's e-mail application.

- h. **Gallery:** A thumbnail-based gallery of images associated with SLSB. This could be used in varying ways which will include images of SLSB members and staff, images of events and building structures including current and proposed structure. Again, the gallery pages can tie in closely with a CMS, where the client can upload and manage images by adding titles and organizing them into different folders, sections or sub-galleries.

6. Web Development Tool Specifications

The website will be running on the Linux/Windows based cloud computing environment. The main languages will be Html, PHP and MYSQL, MS-SQL, .NET, and Java script can also be used in combination. Any other language including content management software such as; DNN or Drupal will be used for easy administration of web content.

7. Delivery Timetable

The Consultant will propose a time table for the delivery of the following:

- a. Presentation of the first draft of the prototype
- b. Presentation of the second draft of the prototype
- c. Hosting of the website on the cloud
- d. Training of the staff
- e. Testing of the website

Should be negotiated with the winning consultant.

8. Qualification and Experiences

- Minimum education qualification master's degree or above in relevant sciences and engineering; Computer Science, Software Engineering
- Proven experience in website designing
- At least 5 years of professional experience of work particularly in designing and building of organizational website.
- Excellent written and verbal Communication skills.
- Proven record of assignments on the specific areas as stipulated in the scope of work with Government Institutions.
- Requesting references from previous work delivered

9. Deliverables.

The Consultant is expected to deliver the fully functional website of SLSB full satisfaction including:

- a. Provide technical and operational training of staff
- b. Provide both hard and soft copy technical and operational manuals describing the structure of the website and functionality.
- c. Provide final report about the project.

10. Fee and Warranty.

The fee and the terms of payment will be negotiated with the selected Consultant before the signing of the contract. A warranty of six months will be signed with the consultant after completion of website.

11. Timetable

The assignment is expected to take 90 working days. The consultancy will develop and submit a work plan (proposal) and timetable at the commencement of the assignment.

The attention of interested Individual Consultants is drawn to Section III. Paragraphs 3.14, 3.16, and 3.17 of the World Bank's Procurement Regulations for IPF Borrowers July 2016, [revised November 2017, July 2018 and November 2020] ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant Selection Method set out in the Procurement Regulations: The following is the link to the World Bank's website:

<https://policies.worldbank.org/sites/ppf3/PPFDocuments/Forms/DispPage.aspx?docid=083b3f94-a932-4395-a410-834f8bc14f8c>

A Consultant will be selected in accordance with the "Selection of Individual Consultants (SIC)" method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 0900 to 1700 hours.

Expressions of interest must be submitted via e-mail to the address below on or before **Thursday 1st September, 2022 at 3:00 pm.**

pfmuaadverts2020@gmail.com / [copy kenewa.g@yahoo.com](mailto:kenewa.g@yahoo.com)

All enquiries must be sought to the address below:

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