

# **Terms of Reference (TOR)**

**For recruitment of**

**WEB DEVELOPMENT CONSULTANT**

**West Africa Contract Monitoring Network**

## 1.0 Introduction

The West Africa Contract Monitoring Network comprising civil society, public and private sector sought to monitor public contracting to ensure transparency and accountability for the benefit of the citizenry in **Liberia, Ghana, Sierra Leone, and Nigeria**. The project funded by the World Bank aims to improve the transparency and accountability of public procurement and contracting systems in four West African countries: Liberia, Ghana, Sierra Leone, and Nigeria. The project seeks to employ a company to develop, host and maintain a website for its West Africa Contract Monitoring Programme. The Website is expected to be built on a more secure platform with an assured service level, web maintenance and search engine optimization. The West Africa Regional Network website will be dedicated to improving information sharing, peer learning and dialoguing among members of the network in Ghana, Nigeria, Sierra Leone and Liberia. In effect the website is expected to grow into a knowledge portal accessible to registered members.

## 2.0 Project Background

Monitoring of procurement processes and contracts has been sporadic or limited in scope and impact, reflecting constraints in opportunity and capacity. However, there is growing recognition that, supporting such independent third-party monitoring institutions can serve as an effective oversight function in controlling fraud and corruption in public contracting, especially when linked to the formal public accountability institutions. Establishing an effective and robust contract monitoring coalitions will contribute to controlling corruption and ultimately improving public sector efficiency and the delivery of public services.

The Contract Monitoring Program therefore aims to improve the transparency and accountability of public procurement and contracting systems in four West African countries: Liberia, Ghana, Sierra Leone, and Nigeria. The project seeks to build the capacity of multi-stakeholder country groups to more effectively monitor contracting processes and outcomes in their respective countries.

The specific objectives of the project include:

- Improve transparency and accountability of public procurement and extractive industries contracting;
- Build capacity of country coalitions to monitor contracting processes and outcomes;
- Strengthens and support multi-stakeholder coalitions that will monitor the award and implementation of contracts in priority sectors;
- Create an informal regional network among the four country coalitions.

## 3.0 Objective of the Assignment

The web development and its management are essential for maintaining the transparency and accountability West Africa Contract Monitoring Project. The website is expected to create a common understanding regarding activities of all the network members through learning and sharing. The

website also is expected to have interactive elements that enable users to engage and have direct feedback as well as promote the activities of the network globally. The website will also be used as a tool for advocacy and knowledge sharing, and for the engagement of policy makers in the four countries.

#### **4.0 Scope of Services and Detailed Tasks**

Development of web page for better disseminations of information among the network members and key stakeholders regionally and globally. Promote the regional programme and its activities, partners, key stakeholders and other information. Ensure accountability and transparency for the project related activities for all its stakeholders.

#### **5.0 Deliverables**

- 5.1 Submit an inception report and draft work plan
- 5.2 Conduct background scoping and research work on at-least 5-6 website for projects of similar nature and present their salient features and innovations as part of Inception Report;
- 5.3 Obtain a domain name as per GACC's request and register it for five years initially;
- 5.4 Create a comprehensive website with menus, sub menus providing all information about the project;
- 5.5 Provide links to appropriate related sites as required by the client;
- 5.6 Offer continuing hosting and maintenance of the site, which would include applying security patches and prompting GACC when disk space is about to run out;
- 5.7 Maintain the web site for a period of one year and renew it on mutual consent after one year
- 5.8 Submit final report at the end of the consultancy

#### **6.0 Qualifications and Experience**

The agency should have previous experience of creating, developing and maintaining websites for organizations implementing similar type of projects for a period not less than three years. The website content will be developed in collaboration and consultation with GACC Communications Officer.

#### **7.0 Reporting**

The website will be under the direct supervision of the Project Manager. The contents of the website will not be altered, updated or deleted without the prior permission from GACC. The agency shall not use the domain for any advertisements and personal use without the prior permission of the GACC.

#### **8.0 Contract Period**

The entire work should be completed within Twenty (20) days after the award of contract. The time schedule for completing the activity are mentioned below:

- i) Inception report and registration of domain name - 3 days
- ii) Interim report with draft details of web design along with presentation - 8 days

- iii) Draft final design incorporating changes suggested by the GACC - 4 days
- iv) Final report with uploaded information - 5 days
- v) Maintenance - Every quarter

#### **9.0 Facilities & Information to be provided**

The GACC will provide all the necessary logistics and documents on the project to facilitate the discharge of the functions.

**Interested Consultants should submit their CV's and proposals to [bnarteh@ghana-anticorruption.org](mailto:bnarteh@ghana-anticorruption.org) and [ffdennis@gmail.com](mailto:ffdennis@gmail.com) copied by Friday 15<sup>th</sup> February 2013.**