

AFRICAN UNION  
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**REQUEST OF PROPOSAL FOR DEVELOPMENT OF WEBSITE OF THE AFRICAN  
SCIENTIFIC, RESEARCH AND INNOVATION COUNCIL**

## **1.0 INTRODUCTION**

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. The Scientific, Technical and Research Commission (STRC) of the African Union is a specialized technical institution of the African Union with a long history, at the vanguard of promotion of science and technology in the past 5 decades at the continental level. African Union STRC is the secretariat of the African Scientific Research and Innovation Council (ASRIC)

The African Scientific Research and Innovation Council (ASRIC) was adopted by the Executive council decision (EX.CL/Dec.747 (XXII)), thereby paving the way to establish and operationalize ASRIC. The ASRIC has a broad mandate as outlined in its statute to promote research and innovation to address Africa's socio-economic development challenges.

The African Union STRC invites qualified Consultants/firms to submit proposals for the development of the website of the African Scientific Research and Innovation Council. ASRIC currently has a website - [www.asric.africa](http://www.asric.africa).

## **2.0 PROJECT**

The primary goal of this project is the development of the website of the African Scientific Research and Innovation Council - [www.asric.africa](http://www.asric.africa) website in accordance with the "ASRIC website sitemap" proposed by ASRIC (see annex).

## **3.0 SCOPE OF ASSIGNMENT**

The assignment encompasses the complete development and deployment of the new website, with two distinct design concepts: one for ASRIC and the other for ASRIC journals. The ASRIC journal will comprise five sub-websites, each dedicated to a specific journal. The scope of assignment also entails the following:

1. Conduct an assessment of the existing website, including its design, content, functionality, and user experience.
2. Collaborate with ASRIC team to gather content and requirements for the development of the website to ensure that the website aligns with the needs and expectations of the ASRIC.
3. Scope of website development:
  - a. Design and Layout: Propose a modern and user-friendly website design that aligns with ASRIC's objectives and ensure responsive design for seamless access on various devices.
  - b. Content Enhancement: Review and revise existing content for accuracy, relevance, and clarity.
  - c. Functionality and Features: In consultation with ASRIC implement a navigation structure.
  - d. User Accessibility: Ensure compliance with web accessibility standards (WCAG) to cater to users with disabilities.
  - e. Security and Data Privacy: Implement security measures to protect sensitive information.
  - f. Integration: Integrate social media platforms and other relevant tools for enhanced engagement.
  - g. Multilingual Support: Provide support for multiple languages to reach a broader audience.
4. Conduct testing and quality assurance of the website to identify and address any issues related to functionality, compatibility, and performance as well as cross-browser and cross-device compatibility.

5. Provide training to ASRIC staff responsible for website maintenance and content updates. Also, prepare documentation outlining the website's features, maintenance procedures, and troubleshooting guidelines.
6. Coordinate with ASRIC for a seamless transition from the old website to the new version. Ensure the website is fully operational and accessible to users upon deployment.
7. Provide post-Implementation maintenance and support for bug fixes, updates, and enhancements.

#### **4.0 SCHEDULE OF ACTIVITIES**

The action plan on how to achieve the tasks will be developed by the Consultant/firm as part of the contract in consultation with the African Union STRC.

#### **5.0 TIME LINE**

1. The time period of the assignment is for a period of one (1) month from the date of signing the contract
2. Three (3) months maintenance support of the post implementation after the website is considered live and performs all the tasks it has been designed to accomplish.

#### **6.0 EXPERTISE REQUIREMENTS**

1. Advanced academic qualifications in the domains of web programming, web development or similar certifications are an added advantage.
2. Proven demonstrable experience in web development and management; Demonstrated knowledge of development best practices.
3. Ability to train others and provide technical support.
4. Demonstrable experience working with international organizations and/or in several of the 55 Member States of Africa is an added advantage

#### **7.0 LICENSE AND COPYRIGHT**

AU-STRC shall hold all copyrights and license(s) that may emanate from this project.

#### **8.0 DELIVERABLES**

The deliverables shall include the following:

1. A fully installed and functional website
2. An assessment report of the current website
3. Detailed project plan for the website redesign, development and deployment
4. All source code and configurations for the website development and operation in a softcopy format.
5. A user training manual for the IT team.
6. Work report after completion of the project
7. Three (3) months maintenance plan for the post implementation of the website operationalization
8. Post implementation maintenance report

#### **9.0 PAYMENT & TERMS OF PAYMENT**

The total project cost is set at 2 million Naira which is equivalent to 2,000 USD as the predetermined budget limit. The terms of payment will be result-based on the deliverables subject to approval by the African Union STRC project manager as follows:

<b>Deliverable</b>	<b>Payment (USD)</b>
Assessment report	10%
Installation and operationalization of the website	60%
Documentation (work report, source code, training manuals)	20%
Technical support and maintenance	10%

## **10.0 EVALUATION AND SELECTION OF APPLICATIONS**

Applications submitted by the Consultant/firm will be examined and evaluated by an Evaluation Team under the authority of the African Union and in accordance with the African Union procurement manual on Fixed Budget Procurement process which is indicated under *section 4.9.14.2 sub sections e, f, g and h* as below:

*(e) Technical proposals will be evaluated and bidders who pass the minimum technical mark will be invited to a public opening of their financial envelopes.*

*(f) Bidders whose technical proposals fail to meet the minimum technical score will have their financial envelopes returned unopened.*

*(g) Any financial proposals that exceed the indicated budget shall be rejected.*

*(h) The Consultant who has submitted the highest ranked technical proposal within the budget will be selected for award of contract.*

### Step 1: Opening & Administrative Checks

The following will be assessed:

1. The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
2. Completeness of the Application to meet all the criteria specified in 6.0 of this proposal guidelines.
3. The quality of the Consultant/firm's efforts to address the purpose and intent of the application.

### Step 2: Evaluation of the Application

The selection and award criteria allows for the quality of the applications submitted to be evaluated in relation to the set objectives and priorities. The selection of applications will be based on the Consultant/firm's ability and willingness to comply with the objectives and priorities, set out in the Request for Proposal.

The bids applications will include a technical proposal and a financial proposal and the Evaluators of technical proposals shall have no access to the financial proposals until the technical evaluation is completed. The technical proposal shall not include any financial information and the financial proposal must list all costs associated with the assignment.

### **Evaluation Criteria for the Technical Proposal**

	<b>Maximum Score</b>
<b>1. Approach</b>	<b>25</b>

1.1 Does the proposal clearly outline strategies with measurable outcomes, timelines and documentation to address all the aspects described in the scope of assignment?	20 points
1.2 Does the Consultant/firm's planned approach appear to be feasible to meet the goals of the upgrade of the AU-STRC website?	5 points
<b>2. Operational capacity</b>	<b>15</b>
2.1 Does the Consultant/firm clearly document experience building strong web platforms and information management systems to support information exchange and to prepare reports, monitor and evaluate activities by the application?	10 points
2.2 Is evidence of a recent audit report available? Is an organizational chart (organogram) of the Consultant/firm as specified in 6.0 included? Are there recent financial statements (within the last 3 years) and any reports to demonstrate the financial strength of the Consultant/firm?	5 points
<b>3. Technical Capacity</b>	<b>45</b>
3.1 Does the Consultant/firm document a clear and concise understanding of the current priorities as per the scope of assignment and contain reports or any proof to clearly demonstrate that the organization has experience working in all technical areas and provide documentation of experience in capacity development of activities in all technical areas?	20 points
3.2 Does the Consultant/firm document experience working with international organizations and/or in several of the 55 Member States of Africa?	5 points
3.3 Does the Consultant/firm's curricula vitae (CVs) or other documents demonstrate experience and qualifications for designing, developing, testing, and implementing information systems and web applications, preferably in implementing systems according to ISO standards and best practices pertaining to digital repositories?	20 points
<b>4. Evaluation and Performance Measurement:</b>	<b>15</b>
4.1 Does the Consultant/firm include a performance monitoring plan that clearly and accurately tracks each activity, documents all deliverables, and describes action that will be taken if performance does not proceed as proposed?	15 points
<b>Maximum Total Score</b>	<b>100</b>

**The minimum technical score required to pass is: 70 points**

After the evaluation of technical quality is completed, the AU-STRC shall notify those Consultant/firm's whose proposals did not meet the minimum qualifying score or were considered non-responsive to the Request for Proposal. The notification may be sent by registered letter or electronic mail.

The Financial Proposals shall be opened publicly in the presence of the Consultant/firm's representatives who choose to attend. The name of the Consultant/firm, the Consultant/firm's scores, and the proposed prices shall be read aloud and recorded as the Financial Proposals are opened.

The Evaluation Committee will determine whether the Financial Proposals are complete (i.e., whether they have cost all items of the corresponding Technical Proposals; if not, the AU-STRC may cost them and add their cost to the initial price or may reject them).

The Consultant/firm to be awarded the contract will be selected in accordance with the Fixed Budget Selection Procurement process as set out in the African Union Procurement Manual.

Having selected the Consultant/firm to be awarded, the AU-STRC expects to conduct negotiations on the aspects of the technical proposal and/or financial proposal before signing the contract. If negotiations fail, the Consultant/firm whose proposal received the second highest score will be invited to negotiate a Contract.

## **11.0 DEADLINE FOR SUBMISSION OF APPLICATIONS**

All bid applications shall include a technical proposal and a financial proposal in three hard copies (one original and two photocopies). The financial proposal **MUST** be enclosed in a separate sealed envelope from the technical proposal. The technical and financial proposals must be delivered in **TWO SEPARATE** envelopes, with each envelope clearly marked with 'Financial proposal' or 'Technical proposal'; these should be enclosed in an **OUTER** envelope.

All the documents must reach the African Union Scientific Technical and Research Commission not later than **31 October, 2023: 16.00 hours (+1 GMT)** on the address below.

**The Local Procurement Committee  
African Union Scientific Technical and Research Commission  
Plot 114 Yakubu Gowon Crescent, Asokoro  
Abuja, Nigeria  
PMB 5368 Wuse Zone 2, Abuja Nigeria**

**Or via email to: [seblea@africa-union.org](mailto:seblea@africa-union.org)**

### **Disclaimer**

The AU-STRC reserves the right to cancel or to relaunch the Request for Proposal without the consent of the applicants.

### **Clarification on the Request for Proposal**

Any request a clarification concerning the Request for Proposal must be sent in writing by electronic mail to the addresses below not later than seven days before the deadline for the submission of the proposals

*Email address: [seblea@africa-union.org](mailto:seblea@africa-union.org)*

*Copied to: [gilbertb@africa-union.org](mailto:gilbertb@africa-union.org)*

# ANNEX



## ASRIC WEBSITE SITEMAP

### Introduction

Following investigation of several website site maps, we are convinced that the idea of having two menus (lower and upper menu) is the preferred option for the ASRIC website.

Upper Menu
Lower Menu

### Upper Menu

ASRIC Scientific Journals ( <a href="#">link opens new page</a> )	African Union Network of Sciences	Scholarship Alumni	Calls & Opportunities	African Union Commission	English French ( <a href="#">website language switch</a> )
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### Lower Menu

Home	Who We Are	What We Do	News & Events	Search
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### ASRIC SITE MAP (Upper Menu Detailed)

- [ASRIC Scientific Journals](#) ([link opens in new page](#))
- [African Union Network of Sciences](#)
  - About AUNS
  - AUNS Registration\*
- [Scholarship Alumni](#)
  - Membership
  - Get Involved
- [Calls/Opportunities](#)



- Calls by ASRIC
- Calls by Partners
- African Union Commission
- English-French language (switch)

### ASRIC SITE MAP (Lower Menu Detailed)

- Home
- Who We Are
  - About Us
    - Vision and Mission
    - Mandate
    - Functions
    - Partners
  - Organogram
    - ASRIC Structure
    - Congress
      - ✓ About Congress
      - ✓ Congress Members (Academies by country & Research Councils)
    - Bureau
      - ✓ About Bureau
      - ✓ Bureau Members
        - Chair
        - 1st Vice Chair
        - 2nd Vice Chair
        - 3rd Vice Chair
        - 4th Vice Chair
        - Ex. Official
    - Committees
      - ✓ About Committees
      - ✓ ASRIC Committees
        - Science & Innovation Committee
        - Communication Committee
        - Resource Mobilization Committee
    - Secretariat
  - Legal Framework
    - AU Decisions on ASRIC
      - ✓ (English and French)
    - Statutes
      - ✓ (English and French)
    - Rules of Procedure

- ✓ (English and French)
  - ASRIC Strategic Plan
    - ✓ (English and French)
  - Agenda 2063
    - ✓ Overview
    - ✓ Aspirations
    - ✓ First Ten Year Implementation Plan
    - ✓ Flagship Projects
    - ✓ National and RECs Development Priorities
    - ✓ Continental Frameworks
    - ✓ Key Transformational Outcomes of Agenda 2063
    - ✓ Goals and Priority Areas
    - ✓ Linking Agenda 2063 to SDGs
  - STISA 2024
    - ✓ About STISA 2024; STISA English; STISA French; STISA Policy Analysis
- What We Do
  - ASRIC Congress Reports
  - Programmes and Initiatives
  - Activities (*History tree*)
  - ASRIC Scholarship Scheme
  - ASRIC Publications (folder 'documents' - contains all the publications)
    - Books
    - Congress Reports
    - Bureau Reports
    - COVID Taskforce Reports
  - AU-STRC Publications
    - Books
- Media
  - Media Library
    - Gallery (folder 'documents'/photos...)
    - Videos
  - News and Events
    - News
    - Events (under construction)
    - Newsletter (subscribe to newsletter by Email)
  - ASRIC Channel (youtube channel to be developed)
- Search bar

At the footer bar of the ASRIC website, there is the 'Contact Us' details, embedded 'Google map' for location, social media links for the ASRIC. The colour of the footer bar should be one of the prime colours in graphic charter not black.

## ASRIC Scientific Journals Menu

Home	ASRIC Journal of Agricultural Sciences	ASRIC Journal of Engineering Sciences	ASRIC Journal of Health Sciences	ASRIC Journal of Natural Sciences	ASRIC Journal of Social Sciences & Humanities
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### ASRIC Journals Site Map (Detailed Menu)

ASRIC Scientific Journals ([Home](#)) has content on “About ASRIC Scientific Journals”, “Vision” and “Editorial Advisory Board”.

The five journals’ web pages as shown above use similar sitemap, with the similar menu and content. However each journal should have its own database. The database structure for each journal is similar to the others. The following websites may guide in the designing stage: [JDFSL - Home](#)

Each journal sitemap is to be designed as follows:

### Each Journal Sitemap

- **Home**  
(should include: indexing i.e. ISSN, Archive number, DOI, the current issue articles, the memberships that the journal is subscribed e.g OAPSA, DOAJ, Google scholar....)
- **About**
  - About Journal

- Privacy Statement
- **Editorial Board**  
(should include: Editor's name (highest academic qualification), institution/organisation, Email, Link for editor profile on Research Gate)
- **Issues**
  - Current Issue\*\*
  - Archives\*\*\*
- **Journal Policy**
  - Copyright policy; Ethical malpractice policy; Peer review guidelines; Open access policy; Plagiarism policy; Publication Fees guidelines
- **Author guidelines**
- **Submissions**
  - Login / Sign up (Become a Reviewer) \*\*\*\*
  - Admin Page Login / Sign up (to be considered during development of database)
- **Contact Us**  
Search bar (for the journal database)

**\*\*For current issue**

1. All articles should be listed in the same page with the following information (Title; Authors; How to cite the article; download button for full manuscript and; Abstract button for detailed information on the abstract; along with information on the volume number, issue number and page numbers of the article).
2. Each article under any volume or issue should have its own webpage. That is [www.asric.africa/journal<insert name>/year<insert number>/vol<insert number>/issue<insert number>/article number](http://www.asric.africa/journal<insert name>/year<insert number>/vol<insert number>/issue<insert number>/article number)

**\*\*\*For archives**

1. All the volumes and issues should be listed according to the year, volume and issue
2. Each volume/issue should appear in a separate webpage where all articles within the volume/issue should be listed in the same page with the following information (Title; Authors; How to cite the article; download button for full manuscript and; Abstract button for detailed information on the abstract; along with information on the volume number, issue number and page numbers of the article).
3. Each article under any volume or issue should have its own webpage. That is [www.asric.africa/journal<insert name>/year<insert number>/vol<insert number>/issue<insert number>/article number](http://www.asric.africa/journal<insert name>/year<insert number>/vol<insert number>/issue<insert number>/article number)

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## WORK FLOW FOR LOGIN

There are two databases the AUNS DB and the Reviewers DB

	<b>START</b>
1.1	Author clicks Login, form requests for his/her email
1.2	Author inputs his/her Email details, clicks submit
1.3	The email is checked against the AUNS database:
1.3.1	If the <b>email exists</b> in the AUNS, a form with filled up personal details of the author loads up with a request to update form ( <i>that is to add the sub-disciplines as per the Frascati Manual</i> ). Also, form includes request: "Do you want to be a reviewer" click Yes / No to submit the form
1.3.1.1	If author clicks <b>Yes</b> ( <i>that is, he/she accepted to become a reviewer</i> ), the filled up personal details on the form are saved into the AUNS database and another copy is to be mirrored to the reviewers database then a popup requesting him/her to upload his/her CV and finally he/she clicks Submit.
1.3.1.2	Else if author clicks <b>No</b> , the filled up personal details on the form are saved into the AUNS database.
1.3.2	Else if the <b>email does not exist</b> in the AUNS, a AUNS blank form is presented to the author to fill up and submit his/her personal details as Sign up. In case he/she would like to be a reviewer i.e. he/she clicks yes as an answer "Do you want to be a reviewer", follow the instructions in 1.3.1.1
	<b>END</b>

After Login, a new form is presented to the author so fill up information details of the manuscript to be submitted. *The manuscript is submitted to manuscript database.*

The Form comprises of the following fields:

1. Author information (*as shown below*)

Authors	Name	University/ Institution	Email	Country	Corresponding author ( <i>remarks: only one author</i> )

2. Manuscript Title
3. Abstract
4. Keywords (*as least five*)
5. Upload (*the full manuscript, accepted ONLY in MS Word*)