

AFRICAN UNION

SCIENTIFIC, TECHNICAL AND
RESEARCH COMMISSION



UNIONE AFRICAINE

SCIENTIFIQUE, COMMISSION
TECHNIQUE ET DE LA REC
RECHERCHE

SCIENTIFIC, TECHNICAL AND RESEARCH COMMISSION

OF

THE AFRICAN UNION

DEPARTMENT OF

HUMAN RESOURCES, SCIENCE AND TECHNOLOGY

AFRICAN UNION COMMISSION

TERMS OF REFERENCE

For the Service On

“DEVELOPMENT OF WEBSITES FOR ASRIC AND AU-STRC”

1. 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 African Union Scientific, Technical and Research commission (AU-STRC) is a specialized technical institution of the African Union with a long history founded in 1954, the AU-STRC has been at the vanguard of promotion of science and technology in the past 6 decades at continental level.

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.

With the outbreak of the COVID-19 pandemic has taken a dire toll on the world and has sent a shock wave globally with a greater impact on the governments and populace. In order to be proactive in its response, ASRIC has urgently assembled groups of eminent scientists and professionals to guide Africa's fact-based intervention to COVID-19 pandemic that further resulted in the forming of several Working Groups and Taskforces. The Working Groups and Taskforces work involves the development of several guidelines and publications; and to administrate questionnaires, surveys, fiche documents, analysis, among others.

In view of the above, and due to the evolving nature of the activities of the ASRIC, the Secretariat (AU-STRC) is seeking the services of IT expertise to develop the websites for the ASRIC and AU-STRC so as to increase awareness, access and visibility on the functions and activities of the Secretariat.

2. SCOPE OF ASSIGNMENT:

- To develop dynamic websites for the ASRIC and AU-STRC according to the current web design and technology trends.
- To ensure continuous improvement of the websites for duration of the contract.
- To develop online questionnaires, and surveys and link them to the AU-STRC database.

3. SCHEDULE OF THE ACTIVITY:

The consultant is expected to develop a work plan on how to achieve the tasks as part of the application for the consultancy considering the following:

- The websites (AU-STRC and ASRIC) need to fully developed and operational in a period not more than 45 days from the contract signing.
- Monthly update / improvement of the websites. However all content sent out to the consultant should be uploaded to the website within 48 hours from receiving.

- The consultant is to develop online questionnaires and surveys in one week from the time they receive the draft content for the questionnaires and surveys.

4. TIMELINE:

The timeline of the contract is for a period of six (6) months from the date of signing the contract, which may be extended upon the mutual agreement between the consultant and the client.

5. EXPERTISE REQUIREMENTS:

- Applicants should have demonstrable experience in designing, developing, testing, and implementing information systems and web applications.
- Applicants should illustrate their technical capacity to implement the scope of assignment, including a resume, highlighting skills and experiences related

6. LICENSE AND COPYRIGHTS:

AU-STRC shall hold all copyrights and license(s) of the entire web applications.

7. DELIVERABLES:

- Full functional websites for the AU-STRC and ASRIC
- Continuous improvement of the websites
- Well organized functional questionnaires and surveys

8. TERMS OF PAYMENT:

The total payment is be 6,000\$ USD. The terms of payment will be result-based on the deliverables specified as follows:

| | DELIVERABLE | PAYMENT |
|---|---|----------------|
| 1 | Full functional websites for the AU-STRC and ASRIC | 25% |
| 2 | Continuous improvement of the websites <i>(Payment will be made monthly in equal amount after the deliverable 1)</i> | 50% |
| 3 | Handing over report, other project documents and all source code for the web applications | 25% |
| | TOTAL | 100% |

9. EVALUATION OF APPLICATIONS:

Applicants will be evaluated based on the following criteria.

| | | Score |
|----------|--|--------------|
| 1 | General qualification | 25 |
| 1.1 | Education | 10 |
| 1.2 | Membership in professional organizations | 5 |
| 1.3 | Publications | 5 |
| 1.4 | Proficiency in more than one of the African Union working languages | 5 |
| 2 | Specific Experience directly related to assignment | 50 |
| 2.1 | Specific Qualification related to the assignment | 20 |
| 2.2 | Specific Experience related to the assignment | 20 |
| 2.3 | Certifications and professional attainment related to the assignment | 10 |
| 3 | Adequacy of approach | 25 |
| 3.1 | Adequacy and quality of work plan | 10 |
| 3.2 | Technical approach and methodology | 15 |
| | Maximum Total Score | 100 |

10. DEADLINE OF SUBMISSION OF THE APPLICATION

All the documents must reach the African Union Scientific Technical and Research Commission not later than **23 October, 2020: 16.00 hours (+1 GMT)** on the following:

By email:

seblea@africa-union.org copied to seble.alemu02@gmail.com and gilbertb@africa-union.org

or

By postal service to 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

Note: Any application received beyond the deadline will not be accepted