



Republic of Liberia
Public Procurement and Concessions
Commission (PPCC) Monrovia, Liberia



**(Request for Expressions of Interest –Individual
Consultant Selection)**

NAME OF PROJECT: PUBLIC FINANCIAL MANAGEMENT REFORMS
FOR INSTITUTIONAL STRENGTHENING (PFMRIS) PROJECT

Assignment Title: Restructuring of PPCC's Website in Preparation for Electronic
Procurement System

Financing Agreement reference: IDA-D5060

Project ID No.: P165000

Reference No.: LR-PPCC-201997-CS-INDV

Issue Date: **March 24, 2021**

End Date: **April 8, 2021**

1. BACKGROUND

The Government of Liberia acting through the Public Procurement and Concessions Commission with financing facility from the World Bank (WB) under the Public Financial Management Reforms for Institutional Strengthening Project (PFMRISP) now seeks to contract the services of an experienced individual with expertise in Designing and Restructuring of Website.

The Public Procurement Concession Act (PPCA) established the Public Procurement and Concessions Commission (PPCC), provides for institutional structures for public procurement and Concessions, and stipulates methods and procedures for public procurement and Concessions and for purposes related thereto. It mandates the Commission/PPCC to regulate all forms of public procurement and concessions in the process of maximizing economy and efficiency with a focus on obtaining the best value for public expenditures and promote the economic development of Liberia.

The PPCC launched its website in 2008. The current website has been functioning for over 12 years providing key information to procurement practitioners, decision-makers, private sector businesses, civil society, donors as well as the general public. To further enhance the new site and ensure the best experience to users, the Public Procurement & Concessions Commission (PPCC) is seeking the services of a website designer to restructure its corporate website with innovative and modern functionalities, to ensure easier access to all materials contents posted on the restructured site, to facilitate knowledge and information sharing, and raise awareness of the Commission's activities contributing to the national development initiatives, as well as supporting the creation of an enabling environment for accountability and transparency.

2. OBJECTIVE OF THE ASSIGNMENT

The main objective of this project is to restructure and improve the Commission's corporate website with the domain at www.ppcc.gov.lr; thus, making it more visually appealing, more user friendly, highly accessible and manageable for all users in their individual capacities.

3. SCOPE OF THE ASSIGNMENT

This work covers the following areas:

- I. Assessment of the current site to ascertain issues of software compatibility with latest website technologies and ascertain whether the existing site or a new one is required;
- II. Redesigning the existing or creating a brand new website into an attractive, user-friendly, and mobile and social media responsive site, and ensuring accessible considering the requirements listed in Table 1.3.1 below;
- III. Creating new functionalities where applicable for ease of usability, security, navigation, control, media enhancement and administration;
- IV. Migrate and move all web contents onto the upgraded site from Vendor online portal as well as other areas as requested by the owner; and
- V. Additionally, the successful consultant(s) will also give recommendations on the site hosting and maintenance policy.

3.1. Detailed Work Required

The detailed functionalities/requirements are described in the following table. The expectant Consultant(s) must meet or exceed these requirements in a detailed methodological narrative:

No.		DESCRIPTION
1	Site Content	The consultant(s) will securely rearrange contents on the current site to the enhanced and upgraded website or migrate all contents on the current sites and from the PPCC Vendors' online site to the restructured or newly constructed website.
2	CMS	<ul style="list-style-type: none"> ❖ The consultant(s) shall use the latest most suitable and stable version of the CMS (Content Management System), and apply all security patches. ❖ Improve overall visual look of the website, use a dynamic and responsive theme, making it full screen width, responsive to mobile devices as well as social media interfaces. ❖ Improve web fonts styling, translation, and interfaces.
3	Site Optimization and compatibility	<ul style="list-style-type: none"> ❖ The new sites should be optimized for low bandwidth users and also ensure search engine optimization (SEO), thereby making the website more visible in popular search engines like Google Chrome, Microsoft Edge, Apple Safari, Mozilla Firefox, Opera, Internet Explorer, etc. ❖ The site must be compatible with the current versions of the indicated web browsers as mentioned above.
4	Site Translation	<ul style="list-style-type: none"> ❖ Update and improve workflow for content translation into English and French.

5	Front Page	<ul style="list-style-type: none"> ❖ The front page of the new site must include visibility for content types such as events, procurement activities, jobs, news, bidding opportunities, videos, and full width slideshow for images linking to internally generated contents, and others in consultation with PPCC project team. ❖ Must contain a section conclusive for the publication of an online version of the PPCC's Alert Magazine. ❖ It should be possible for users to see on the front page, what are the key publications or articles.
5	Gallery and Social Media	<ul style="list-style-type: none"> ❖ Improve the media section with automated integration of photos and videos from internal source only. ❖ Incorporate best practices for social media integration such as Facebook, Twitter, Instagram and YouTube.
6	Security	<ul style="list-style-type: none"> ❖ Improve the site security, implementing secured HTTP traffic; spam control mechanism for inputs and other features to detect and resolve website attacks. ❖ Include an improved user's access management and audit.
7	Event	<ul style="list-style-type: none"> ❖ Improve the event section - easy management of participants of workshops or conferences (online registration form, export of participant list and others). ❖ Improve event page visual look and visibility of events on the home page. ❖ Create integrated Calendar of events. ❖ Rearrange position and appearance of past and present events. Improve event registration form and workflow.
8	New webpage Templates for PPCC's Programs on-PPCC website	<ul style="list-style-type: none"> ❖ Design and develop a program page template for creating and raising awareness about PPCC's programs, projects and workshops. This template should be visually appealing and give a complete content overview of the project and program, including those resources related to it, such as events, press release, media and documents. ❖ Improve Project/Program page visibility on the home page.
9	Compliance And KPI Dashboard	<ul style="list-style-type: none"> ❖ Create a Compliance and KPI Dashboard ❖ Use script (e.g. JavaScript, R, etc.) to dynamically change content on the website. ❖ The consultant will gather all necessary information pertaining to the Dashboard contents from the Compliance Division.
10	Tracking Counter	<ul style="list-style-type: none"> ❖ Tracking counter to enable staff to track and assess the number of visitors to the website and also determine which sections of the website are popular.
11	User profile & Access	<ul style="list-style-type: none"> ❖ Improve management user profile and workflow for user's registration to the website ❖ Ability to export users to CSV or Excel.

12	Procurement and Job application Module	<ul style="list-style-type: none"> ❖ Create module/template for capturing input and managing - Tender ❖ Call for proposals ❖ Expression of Interest ❖ Job application ❖ (Improve online forms, uploads, export of applications in the excel format).
13	Backend Management	<ul style="list-style-type: none"> ❖ Use the latest version of rich text editor. ❖ Generally, improve backend management and bugs. ❖ Control text input formatting, for all text on the website. ❖ Create styles for document (and other resources) visualization on the website. ❖ Improve the bulk file upload and data upload for some defined content type.
14	Email/messaging	<ul style="list-style-type: none"> ❖ Create the Messaging/Emailing feature to allow authorized content administrators to contact users who registered on the website. This feature may be used to facilitate the dissemination of news, events, newsletters etc. The consultant can suggest a/an application(s) that could be integrated to enable this feature. ❖ Ensure that email users' email storage capacities are above 5GB or more

4. DELIVERABLES and REPORTS

In addition to the foregoing, the consultant shall deliver the following outputs for the assignment within the corresponding timeline:

Deliverables	Reports	Time Frame
1. Assessment of the current site to ascertain issues of software compatibility with latest website technologies and ascertain whether the existing site or a new one is required	Inception Report	14 days
2. Redesigning of the existing or creating a brand new website into an attractive, user-friendly, and mobile and social media responsive site, and ensuring accessibilities considering the requirements stated in detailed work to do	Report 1: Website restructured and tested for performance and functional capabilities	20 days
3. New improved and operational website developed with all functionalities described above accessible via www.ppcc.gov.lr for the corporate site	Report 2: Operational and Restructured website with demonstrated functionalities and performance	7 days
4. Develop a user manual and deliver training for the support staff and system administrators to perform content upload, system maintenance and administration	Report 3: Operational manual for website operation and management	14 days
5. Full source code including all developed libraries shall be handed over to PPCC;	Report 3: Submission of report including full source code	15 days

6. Complete website security and web standards test in collaboration with PPCC's support team.	Report: Fully operational and tested website established	10 days
7. Transfer of all user rights and administrative credentials on the restructuring and design approved of PPCC's new website.	Final Report	10 days

5. QUALIFICATIONS REQUIREMENTS

Interested Individual must meet the following Minimum Qualification Requirements:

- I. Must have a minimum of Bachelor degree in relevant field, advanced university degree in relevant field of studies (electronic engineering, Information Technology, Web design, etc) preferred.
- II. At least 5 years of demonstrated and progressive relevant experience of the assignment (web design and web development);
- III. Proven experience with Drupal, Word press, and other CMS is required;
- IV. Track record of project team in implementing similar websites with mobile device adaptation;
- V. Experience developing websites for Government institutions and Autonomous Agency will be an added advantage; and
- VI. Proficiency in programming languages such as: JavaScript, HTML, XHTML, ASP.Net, Net Framework and XML Web Services, Postgres database and PHP or others:

6. EXPECTED DURATION OF THE ASSIGNMENT

The consultancy assignment is expected to last up to 90 (ninety) days.

7. LANGUAGE

All documents and deliverables will be prepared in English.

8. INSTITUTIONAL ARRANGEMENTS

The Consultant will report to the Executive Director of the Commission on all technical aspects of the assignment and to the Project Manager on all contractual matters.

9. FACILITIES TO BE PROVIDED BY THE CLIENT

The client will provide the following facilities:

- A. Access to all necessary information and stakeholders to facilitate the assignment
- B. Access to Internet, and network resources, where necessary
- C. The consultant will use her/his personal Laptop.

10. SELECTION METHOD

An individual will be selected in accordance with the Open Individual consultant selection procedures as contained in the World Bank Procurement Regulations of July 2016 Revised November 2017 and August 2018.

The detailed Terms of Reference (TOR) for the assignment can be obtained at the address given below.

The Public Procurement and Concessions Commission now invites eligible individuals to express interest in providing the services by submitting qualification credentials, CVs including relevant and demonstrated performance history of similar assignments, demonstrated experience in performing similar assignments with verifiable references and showing responsiveness to the qualification requirements outlined in this REOI.

Eligibility criteria and the selection procedure shall be in accordance with the World Bank “Procurement Regulations for IPF Borrowers” July, 2016, Revised November 2017 and August 2018 (“Procurement Regulations”)

Two sets (copy and original) of Expressions of interest must be delivered in a written (hard copies) form and also send copy by email to the address below on or before **April 8, 2021 @ 1600 hours (GMT)** and indicate in the Email subject line or on the outer envelope “PPCC WEBSITE UPGRADE/RESTRUCTURING”

The Address referred above is:

The Procurement Unit

Public Procurement and Concessions Commission (PPCC)

Executive Mansion Grounds, Monrovia, Liberia

Phone: +231886603336/+231886649949

E-Mail: rnagbe@yahoo.com, and copied to ktroh@ppcc.gov.lr and trohkartee@yahoo.com