

Form EOI-1
EOI Submission Form

[Location, date]

[Authorized official]

Re: Consulting Services for *[insert assignment]*
Ref: *[insert]*

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any sub consultants for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")¹, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to anticorruption@ifad.org any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to ethicsoffice@ifad.org any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.

¹ The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

Name of Recipient	Address	Reason	Amount	Currency

(If none has been paid or is to be paid, indicate "none.")

8. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. *[insert if needed: "other than the following:" and provide a detailed account of the actual, potential or perceived conflict].* We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
9. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to the consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate “none”.

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.

[Authorized signatory]

[Name and title of signatory]

Form EOI-2
Organization of the Consultant

Re: Consulting Services for *[insert assignment]*

Ref: *[insert]*

[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]

Name of the firm	
Date of establishment	
Country of registration	
Full address of the firm	
Focal point: name, position, contact information (telephone, email):	Name:
	Tel:
	Email:
Number of branches in the country	
Country(ies) of operations with number of branches in each country	
Number of full-time employees	
Number of part-time employees	
Field(s) of expertise of the firm	

Number of professional staff with experience related directly to the assignment	
Subsidiary and associated companies (<i>wherever applicable</i>): (details in the following format to be provided for all associates) – (i) Name of the company (ii) Nature of business (iii) Address of the company (iv) Website of the company (v) Brief description of company (maximum of 120 words)	
Any other information that the consultant would like to add:	

Maximum 10 pages

Form EOI-3
Experience of the Consultant

Re: Consulting Services for *[insert assignment]*

Ref: *[insert]*

[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

Maximum 20 pages]

Assignment name:	Approx. value of the contract (in current US\$):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Address, and contact details (including email address(es)):	Approx. value of the services provided by your firm under the contract (in current US\$):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:

Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

Name of Firm: _____

ANNEX 1
TERMS OF REFERENCE

Consulting Services

for the

**Engagement of Short-Term Consultant for the development and hosting of SAPZ Website
including deployment of e-mail services using the Microsoft 365
Platform**

1.0 BACKGROUND

1.1 The Federal Government of Nigeria (FGN) in partnership with African Development Bank (AfDB), International Fund for Agricultural Development (IFAD), Islamic Development Bank (IsDB), state governments and private investors is implementing AfDB/IFAD/IsDB Assisted SAPZ in seven (7) states namely: **Kano, Imo, Kaduna, Cross River, Kwara, Oyo and Ogun**) and Federal Capital territory (**FCT**) in the first phase.

1.2 SAPZ is a comprehensive agro-industrialization program designed as a tool for creating integrated, agricultural-focused platforms that will accelerate private sector investment in value added agro-processing to unlock opportunities for improved food security, job creation, import substitution, rural poverty reduction and increased contribution of agriculture to National GDP.

1.3 The overall program development objective is to support the development of SAPZ in high food production areas to supply the domestic food market and create exportable surpluses as well as capacitate smallholder farmers, small agro - processors and traders and community-based service providers including women and youth, to take advantage of the market demand created by the SAPZ to sustainably enhance their income, household food security and resilience to climate change. The program has four broad components namely: (i) Infrastructure Development and Management of Agro-Industrial Hubs (AIHs) (ii) Agricultural Productivity, Production, Market Linkages and Value Addition in SAPZ Catchment Areas (iii) Policy & Institutional Development Support and (iv) Program Coordination and Management.

1.4 The International Fund for Agricultural Development (IFAD) has provided a start-up fund for which the National Program Coordination Office (NPCO) intends to apply part of the proceeds towards the engagement of a short term consultant for the development and hosting of SAPZ Website including deployment of e-mail services using the Microsoft 365 Platform. The website is expected to provide a platform for information dissemination between the SAPZ and the world at large.

1.5 The National Program Coordination Office therefore requires the services of a consultant for the development and hosting of SAPZ Website including deployment of e-mail services using the Microsoft 365 Platform.

2.0 **OBJECTIVE**

The objectives of the assignment is to design/develop and host a state of the art and user-friendly SAPZ program website as well as deploy e-mail services using the Microsoft 365 platform

3.0 **SCOPE OF SERVICE**

The scope of service for the assignment are, but not limited to the following:

- design a look-and-feel for the SAPZ site capturing the different functionalities outlined in this TOR and following the SAPZ branding guidelines.
- The company will develop a graphic concept and the visual language of the templates.
- Ensure a consistent visual language on the new site by introducing fixed styles in templates ensuring consistency in fonts, formatting, icons, images, layout techniques.
- The new look and feel should be adapted to homepage, sections, subsections and the following components of the site: article template, resource webpage template, publication/guidance webpage template, country story webpage template, event webpage template, and about us template.
- Standard page elements including header, footer, tabs, persistent navigation, contact us, email and page print options should be included in the new templates.
- The new templates should guarantee that most recent content on the site is captured in automatically in the homepage in an organized way following specific categories, tags or other custom taxonomies.
- All section and subsection webpages should incorporate functionalities to guarantee the latest information on that section and sub-section is displayed (news, resources, publication/guidance, country stories, and events).
- Adapt the database of the SAPZ site to include new categories to display the information in an organic way.
- Based on the agreed templates, develop web sub-sections to the SAPZ site based on, but not limited to the structure, functionalities and features defined in these terms of reference.
- The subsections webpages should incorporate functionalities to guarantee the latest information on that sub-section is displayed (news, resources, publication/guidance, country stories, events).
- Hosting of the website for one year renewable every year upon satisfactory performance.

Functionalities to include in the new templates

The following features will be guaranteed through the templates outlined in the section 3:

- Add feed link
- Responsive design;
- Social sharing features – including twitter share by text selection and twitter feed by handle and hashtag.

- Multiple page styles and custom post types;
- Search function by news, type of publication/guidance, type of resource, events, country story and issue;
- Search resources by free text;
- Interactive map;
- Signup for latest news;
- Link the site with other platforms such as Twitter, Facebook and other social media sites;

Knowledge transfer

- Develop a user manual and deliver a webinar for the support staff and system administrators to perform content upload, system maintenance and administration.

Support and maintenance

- The vendor shall provide administrative and technical support, quality control for a period of 12 months;

A. Website

The developed site including all developed libraries shall be subject to the following:

- Adjustment of the concept based on feedback and comments from the SAPZ team.
- Development of the visual concept and language for the site adapting it to the different components outlined in the section “deliverables” and adjusting it based on feedback and comments from the SAPZ team.
- create responsive CSS and graphic design elements and to integrate or adapt existing CSS and graphic design and make it responsive.
- Development of web sections and content upload.
- Integration and final approval by SAPZ.
- Test site before going live.

4.0 REQUIRED SKILLS AND EXPERIENCE

The firms shall be selected using the Consultant Qualification Selection Method of Procurement and it should demonstrate and provide examples of previous experience in the performance of similar services as follows:

- Be a reputable firm with at least 5 years of prior experience designing visually appealing and navigation friendly web sites;
- Familiarity and relevant experience in using different Content Management Systems (CMS), particularly WordPress;
- Have a broad knowledge of current web development technologies and design tools in the field, and new software and other web programming languages and programs including use of HTML, XHTML, CSS, XML, XSLT, Macromedia Flash, Java;
- Have excellent knowledge of recent trends in graphic design, web sites, including online video publishing, and social media networking;
- Demonstrate the ability to create innovative and visually appealing design;

Key professional staff qualifications and competence needed for the assignment:

- Lead developer: The lead developer must have a minimum of first degree in any relevant field with at least five years of experience in programming and content management system (CMS) development and is responsible for the overall development process and assures that all code contributed is in line with coding standards. He/She must have at least two years' experience in Word Press CMS, must be an expert in scripting and coding languages and standards: PHP, AJAX, Java Script, HTML (including version 5), CSS (including version 3).

The lead developer must be an expert in the use and configuration of Word Press CMS, MySQL Database, Apache web server, Experience with other related applications is an advantage. In addition, the lead developer must have a good understanding of the use and configuration of the following products and techniques: Search engine optimization, Google Webmaster tools, Google developer tools, Mobile device adaptation.

- Junior developer: The junior developer must have at least a diploma in relevant fields and is to support the lead developer with the overall development process. The junior developer has at least two years of work experience in programming and CMS development, of which at least one year is specific to Word Press CMS.
- Graphic designer: The graphic designer must have at least a diploma in relevant field with prior experience on designing websites with a solid portfolio of at least 3 years of experience.
- Graphical integrator: The graphical integrator supports the development team with the integration of graphic design and CSS elements. The graphical integrator must have at least a diploma in relevant field with at least three years of experience with the CMS integration of responsive CSS and graphic design of which at least one year is specific to Word Press CMS. The graphical integrator is an expert in the below scripting and coding languages and standards: HTML (including version 5), CSS (including version 3), PHP, Java Script (including JQuery).
- Junior migration expert: The junior migration expert supports the development team with the execution of manual and/or automated content migration. The junior migration expert works to assure the correct redirection of webpages after migration. The junior migration expert must have a minimum of a diploma in relevant field with at least two year of work experience in CMS publishing and configuration of which at least six months are specific to Word Press CMS. The junior migration expert has an eye for detail and a basic understanding of content development. The junior migration expert has the capacity to write and read fluently in English. The junior migration expert has experience with the below applications, scripting and coding languages and standards are also an advantage: PHP, Java Script (including JQuery), HTML, CSS, MySQL Database.

5.0 DELIVERABLES

- A robust and user - friendly SAPZ website that will create a dynamic, interactive and easily navigable web.
- Develop a user manual for the operation of the website
- Provision of official e-mail services for SAPZ staff using the Microsoft 365 platform
- Train relevant staff on the operation and upload/update of the website
- Dissemination of information and SAPZ activities to the outside world, real time
- Deliver a webinar for the support staff and system administrators to perform content upload, system maintenance and administration
- Provide administrative and technical support for a period of 12 months.

5.1 ESTIMATED TIMELINES FOR DELIVERABLES

S/N	DELIVERABLES	TIMELINES
1	Designed SAPZ Website	4weeks from signing of contract
2	Development of a user manual for the operation of the website	5 th week of the contract
3	Provision of official e-mail services for SAPZ staff using the Microsoft 365 platform	6 th week of the contract
4	Deliver a webinar for the support staff and system administrators to perform content upload, system maintenance and administration	7 th week of the contract
5	Train relevant staff on the operation and upload/update of the website	7 th week of the contract
6	Hosting/Deployment of SAPZ Website	8 th week of the contract
7	Provide administrative and technical support for a period of 12 months	9 th week to the end of the assignment

6.0 CLIENT'S INPUT

The client shall provide to the Consultant any documents, information as well as access to the server room throughout the period of the assignment.

7.0 DURATION OF SERVICE

The duration of the assignment will be 12 months renewable upon satisfactory performance and conduct

8.0 Reporting

The consultant shall report to the National Program Coordinator

**The National Coordination Office,
Special Agro – Industrial Processing Zone (SAPZ) Program,**