

Terms of Reference

Consulting Services for Design and Maintenance of a Web Portal for the OECS Public Procurement Network

1. Background

The OECS Public Procurement Network (OECS-PPN) is an initiative emanating from the combined interest of the participants of the first OECS Procurement Workshop held in Barbados on June 20 – 21, 2017, at which public procurement officers from the nine OECS member states decided to establish a regional network for sharing knowledge and experience among the individuals and organizations which implement or have a professional interest in public procurement.

The OECS-PPN comprises professionals and institutions in OECS countries who are involved in legislative development, reform, policy-making, regulation, oversight, management or implementation of public procurement.

The focal point of the network will be its web portal, which will serve as the network's platform for sharing knowledge, information, good practices, lessons learned and for communicating among members.

2. Objectives of the Assignment

The objective of the assignment is to design, develop, launch and maintain a web portal for the OECS-PPN in a manner that meets the functional specification and business requirements attached.

3. Scope of Work

The Consultant shall:

- a) design and develop the web portal to meet the attached functional specification and business requirement, using popular open source content management and community portal development tools, such as WordPress, Joomla, Drupal.
- b) install, configure, test, de-bug and commission the portal in the designated hosting environment, including collaborating with Computer Centre Limited (Saint Lucia), which will provide web hosting services for the web portal.
- c) provide warranty service of two years from the date of launching the portal live.
- d) develop web-based training resources, including a User Guide, Administrator Guide and Maintenance Guide.

4. Schedule of Deliverables

The deliverables are:

- a. installed, tested, commissioned and fully functional web portal that meets the applicable functional specification and business requirements within **sixteen** weeks of contract signature;
- b. User's Guide, Administrator Guide and Maintenance Guide, in electronic format.

5. Data, Services, Personnel and Facilities to be provided by the Client

The Client shall provide facilities at Compute Centre Limited in Castries, Saint Lucia for the installation, testing and commission of the web portal, which shall be conducted in the presence of the Client's Assignment Manager.

6. Organizational Arrangements

The Client for the contract is the Department of Finance of the Government of Saint Lucia.

Technical supervision of the Consultant's performance of the assignment shall be provided by Government Information Services of Saint Lucia.