GOVERMENT OF LIBERIA

REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

CONSULTANT'S QUALIFICATIONS BASED SELECTION (CQS)

Agency: Liberia Institute of Statistics and Geo-Information Services (LISGIS)

Name of Project: Harmonizing and Improving Statistics in West Africa (HISWA)

Assignment Title: Development / Redesign of the LISGIS Website

Project ID: P169265

IDA Credit No.: 6577 & **IDA Grant No.:** D583

Ref Number: LR-LISGIS-487100-CS-CQS

Place of Assignment: LISGIS, Capitol Hill, Monrovia, Liberia

Submission deadline: 16th May 2025

Background

The Liberia Institute of Statistics and Geo-Information Services (LISGIS), with funding from the World Bank under the Harmonizing and Improving Statistics in West Africa (HISWA) Project, is committed to strengthening its institutional capacity to improve the dissemination and accessibility of statistical products in Liberia. The HISWA Project aims to support the implementation of major surveys and censuses across the region, with the overarching goal of enhancing the National Statistical Systems (NSS) of member countries. In Liberia, this support is geared toward harmonizing, producing, disseminating, and promoting the use of core economic and social statistics.

As part of its efforts to improve data accessibility, LISGIS plans to use a portion of the HISWA funding to revamp its official website. The redesigned platform will address current challenges, such as reliance on external hosting, fragmented data systems, and operational inefficiencies. The new website will serve as a centralized digital hub, integrating open data and microdata platforms under a single domain to provide users with a seamless and user-friendly experience.

The detailed Terms of Reference (TOR) for the assignment can be found on the following website: *https://emansion.gov.lr* or it can be provided upon submission of application in person or by e-mail. The e-mail address is provided below.

LISGIS now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The key shortlisting criteria are as follows:

- **Core business and years in business:** The firm must have strong portfolio showcasing projects, proficiency in web technologies and experience with project management and client communication, with at least **five (5) years** of relevant experience in website development.
- **Relevant Experience:** Proven experience in website development with at least ten (10) websites developed. The consultant shall provide the names and contact addresses and telephone numbers of their clients and date of execution.
- **The firm must provide the Technical and Managerial Organization of the firm (only the structure of the organization. Do not provide CVs of staff. Key staffs will not be evaluated at this stage.**
- Valid business registration and tax clearance in Liberia.

The attention of interested Consultants is drawn to paragraph 3.14, 3.16 and 3.17 of the World Bank's Procurement Regulations for IPF Borrowers **dated July 2016, revised November 2017, August 2018, November 2020, September 2023, and February 2025** ("the Regulations"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications, but they should indicate clearly whether the association is a joint venture and/or a sub-consultancy. In case of a joint venture, all the partners in the joint venture shall jointly and severally liable for the entire contract if selected.

A Consultant will be selected in accordance with the Consultant Qualification Selection (CQS) method set out in the World Bank's Procurement Regulations.

Interested Consultant(s) may obtain further information (in person or by e-mail) at the address below during office hours from 8.00 a.m.– 4.00 p.m. Mondays to Fridays except on public holidays.

Expressions of interest should be delivered in a written form to the address below (in person) on or before 16th May 2025, at 4:00 p.m, Liberian Time. The Cover of the envelop should be marked with "Expression of Interest for Development/Redesign of LISGIS Website – "LR-LISGIS-487100-CS-CQS ".

Address:
Office of the Project Coordinator
HISWA PIU, Ground Floor, Administrative Building
LISGIS Compound, Capitol Hill
Monrovia, Liberia

Attn: Ahmed Yaya Sheriff
Email: amaa345@gmail.com / cc: mambog2005@gmail.com

Terms of Reference

Development/Redesign of the LISGIS Website

1. Background

The Liberia Institute of Statistics and Geo-Information Services (LISGIS), with funding from the World Bank under the Harmonizing and Improving Statistics in West Africa (HISWA) Project, is committed to strengthening its institutional capacity to improve the dissemination and accessibility of statistical products in Liberia. The HISWA Project aims to support the implementation of major surveys and censuses across the region, with the overarching goal of enhancing the National Statistical Systems (NSS) of member countries. In Liberia, this support is geared toward harmonizing, producing, disseminating, and promoting the use of core economic and social statistics.

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2. Objective(s) of the Assignment

To strengthen institutional effectiveness and advance its core objectives, the Liberia Institute of Statistics and Geo-Information Services (LISGIS) seeks to engage a qualified and experienced firm (consultant) to design, develop, and deploy a modern website. The new platform will enhance LISGIS's digital presence, improve public access to statistical data, and ensure robust cybersecurity measures and full control over its online systems.

3. Scope of Services, Tasks (Components) and Expected Deliverables

3.1 The selected firm/consultant will be responsible for delivering the following key activities:

A. **Website Development:**

Design and develop a modern, user-friendly website with a responsive interface, intuitive navigation, advanced search capabilities, and integrated data visualization tools to enhance user engagement and data accessibility.

B. **Content Management System (CMS):**

Implement a robust CMS featuring an intuitive graphical interface, role-based access control, and multi-user support to enable efficient and secure content management by LISGIS staff.

C. **Domain and Hosting Migration:**

Migrate LISGIS's current website and domain from UNFPA-managed hosting to HostGator. This migration should ensure full ownership, administrative control, and greater operational autonomy for LISGIS.

D. **Platform Integration:**

Consolidate LISGIS's open data and microdata platforms under a single, centralized domain. This integration aims to streamline data access, enhance data discoverability, and provide a consistent, seamless user experience across all digital platforms.

E. **Security Enhancement:**

Enhance the website's security infrastructure through the implementation of SSL certification, data encryption, and adherence to international data protection standards to protect sensitive information and ensure system integrity.

F. **Accessibility and Compliance:**

Ensure full compatibility of the website across desktop and mobile devices. The website must comply with the Web Content Accessibility Guidelines (WCAG) to support inclusivity and usability for all stakeholders, including those with disabilities.

3.2 Performance Monitoring Indicators

3.2.1 Website Design & Development

- Visually appealing, user-friendly interface developed.

- Designed for optimal performance on all devices.
  Interactive dashboards and data visualization tools implemented.

- Content for search engines Optimized.

3.2.2 Content Management System (CMS) Development

- A GUI-based CMS for LISGIS staff designed.
- Role-based access control for secure content management enabled.
- Workflow automation and multi-user collaboration capabilities available.

3.2.3 Migration, and Integration

- Hosting with high uptime and robust security features secured.
- LISGIS' website and domain from UNFPA's managed hosting migrated to HostGator.
- Open data (opendata.lisgis.gov.lr) and microdata (microdata.lisgis.gov.lr) integrated as subdomains.
- Search and filtering capabilities for easier data access implemented.

- SSL certificates and secure authentication mechanisms implemented.
- Regular security audits and updates conducted.
- International data protection and cybersecurity best practices complied with.

3.3 Training and knowledge transfer

The Consultant shall provide comprehensive training and knowledge transfer to designated LISGIS staff to ensure effective internal management of the website. This includes conducting hands-on training sessions on website administration, content management, and routine maintenance. In addition, the Consultant is expected to develop detailed user manuals and technical documentation to support long-term sustainability and capacity retention within LISGIS.

3.4 The consultant is required to manage cyber security risks related to the proposed consulting services.

4. Team Composition & Qualification Requirements for the Key Experts

The following shall constitute a team of key personnel:

a) **Project Manager (Lead web developer)** – shall be responsible to manage the technical design and development of the website including commissioning and project coordination. He/she shall be responsible for managing and maintaining the back-end database, ensuring smooth data storage, retrieval and web security. He/she shall also be responsible to coordinate training and capacity development. Must hold a bachelor's degree in computer science, software engineering, or a related field. Must have at least 5 years of experience in web development using technologies like html, css, java script, php, python, or similar. Must have at least 2 years experience with cms platforms. Must have knowledge of APIs, data bases and hosting environments. Certificate in any ICT program is an added advantage.

b) **UX/UI Designer** – shall be responsible for the user experience and design of the website ensuring that it is user friendly and visually appealing. He/she shall be responsible for optimizing the website for search engines ensuring good visibility in search results. He/she must hold at least a certificate in graphic design, human-computer interaction or related field. At least 3 years of experience in UX/UI design and must have good working knowledge of design tools (i.e. adobe, XD, FIGMA, SKETCH).

c) **Content Manager** – shall be responsible to oversee the content strategy, ensuring content is aligned with LISGIS' goals and coordinates with other departments of LIGIS to gather an updated website content. He/she shall be responsible to test the website for bugs, errors and performance issues ensuring everything functions as expected. Must hold a bachelor's degree in marketing, communications, journalism, English or related field. Must have SEO knowledge, and be familiar with CMS platforms like WorldProcess or Dropal. Must have ability to analyze content performance, identify trends, and make data driven decisions.

5. **Reporting Requirements and Time Schedule for Deliverables**

The consultant will make available to the client an inception report outlining the details of the project and implementation plans, training report and project completion report. In the completion report, the consultant shall include the status of compliance to cyber security risk

management and any foreseeable cyber security risk mitigation and immediately notify the client of any cyber security risks related to the consulting services contract.

6. Client's Input and Counterpart Personnel

The client will make available to the consultant all necessary access, data and staff as well as support to facilitate smooth implementation of the project.

7. Qualification requirements for the firm

Firm must have a strong portfolio showcasing projects, proficiency in web technologies and experience with project management and client communication. Firm must have at least 5 years experience in web site development and must have developed at least 10 web sites with references.