



**REQUEST FOR EXPRESSION OF INTEREST (REOI)**  
**CONSULTANCY SERVICES – FIRMS SELECTION**

**Assignment Title: ‘the Configuration and Deployment of a Secure Digital Library Platform for ACHPR ’**

**PROCUREMENT NUMBER: ‘ACHPR/2025/01 ’**

**Date: 11<sup>th</sup> August 2025**

1. The African Commission on Human and Peoples’ Rights (ACHPR) hereinafter called “the Client” has received funding from Member States toward the cost of the **the Configuration and Deployment of a Secure Digital Library Platform for ACHPR ’** and intends to apply part of the proceeds for consulting services.
2. The consulting services (“the Services”) include:

To design, configure and secure an Online ACHPR Library and Resource Centre which is linked to ACHPR website. The selected consultant is expected to ensure the online Library is user friendly, accessible and of high quality.

**Scope of work:**

Under the overall supervision of the Executive Secretary to the Commission or the delegation, The Consultant will be expected to have the following activities within the scope of work:

- Lead needs assessment sessions to map information management requirements.
- Propose and validate a data model based on the assessment findings.
- Configure an online platform, including interface and user settings.
- Migrate existing datasets into the new system
- Provide onboarding and training to ACHPR staff on the use of the platform.

**The core elements of the project scope are as follows:**

**Needs assessment**

The Consultant is expected to engage different level of ACHPR to ensure proper understanding of the information management needs, focusing on data models, information flow, interface design, and content structure. Through this engagement the consultant is expected to map out kind of documents to be shared by who and how.

**Data model validation**

Following the assessment of the needs, the Consultant will propose an initial data model configured within a database instance hosted on open-source software. This model will define key data elements, relationships between templates, field specifications, and a glossary of terms. ACHPR will validate these components through an iterative review process.

**System configuration**

The Consultant will implement the finalized data model in the open-source instance and configure the system's user interface. This includes setting up menus, filters, forms, and user profiles.

### **Data migration**

ACHPR's datasets will be migrated—either fully or partially—to the web-based instance, depending on their compatibility with the new data model.

### **Information architecture**

The Consultant will develop the information architecture to validate the overall layout and visual style of the landing page, menu structure, page distribution, and the presentation of infographic elements.

### **Page design and implementation**

Based on the approved information architecture, the consultant will deliver a design prototype. ACHPR will validate this through iterative feedback, followed by final design implementation and system testing.

### **System Usage and Administration training**

The Consultant will hand over the finalized database and conduct onboarding sessions on the database. The training will include ACHPR Secretariat, ACHPR Commissioners, NGOs, NHRIs, and member states representative. The consultant is expected to also provide a digital User Guide for the new system/database.

### **Information Architecture:**

The Consultant will present and validate the information architecture, including the microsite's structural framework and pages.

### **Microsite design and Implementation**

This includes the design and implementation of pages with the following elements:

- Graphic Design: Style, logos, colors, etc.
- Infographics: Maps, statistical charts
- Submission Forms

### **Key Deliverables**

Needs assessment report and user research findings.

- 1.1 Validated data model and system report
- 1.2 Configured platform instance with migrated data.
- 1.3 Training sessions Report and feedback from user
- 1.4 Digital user guide material
- 1.5 Sustainability plan

### **Duration of the contract.**

The contract to be signed with the ACHPR shall be for a duration of one year for development, configuration and implementation of the online Library. The hosting will be decided after deliverable of the system and could be beyond one year.

2. The Terms of Reference (TOR) for the primary procurement stage for the assignment is attached to this request for expressions of interest.
3. The Client now invites eligible consulting firms ("Consultants") to indicate their interest in providing the required/mentioned Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.
4. The shortlisting criteria are:

*[insert*

- 4.1 *An Official signed Letter from an authorized official, expressing interest of the firm to participate in the Consultancy.*
- 4.2 *An Official signed Declaration of Undertaking from an authorized official of the firm.*
- 4.3 *General profile and background of the firm which should elaborate the following:*
  - 4.3.1 *Core Business of the firms*
  - 4.3.2 *Names of authorized representatives of the firms (Power of Attorney).*
  - 4.3.3 *In the cases of Consortiums/Partnerships/Associations shall be required to submit Joint venture Agreements/Joint Association letters stating the lead firm.*
  - 4.3.4 *Commercial Registration of the firms attaching Registrations certificates.*
- 4.4 *Experience of the Firm in handling consultancy services of a similar nature in the last ten (10) years; and*
- 4.5 *Availability of Professional Key Staff with Suitable Qualifications and experience in the field of assignment. The Key Experts must have a very good command of written and spoken English.*

5. Given the size of this assignment, the firm with the most appropriate qualifications and references is selected. The selected firm is invited to submit a combined technical and financial proposal, and then invited to negotiate the proposal and the contract

6. **Privacy Policy** - ACHPR Procurement office collects and uses your personal information for the “Procurement Process” when you intend to compete and deliver any service or goods for the organization either individually or as a firm based on your consent. Your personal data is our highest security and kept for a period strictly necessary for the purpose set out.

Data Protection – The Client’s Procurement office collects and uses your personal information for the “Procurement Process” when you intend to compete and deliver any service or goods for the organization either individually or as a firm based on your consent. Security of your personal data is our highest priority and data will be kept with confidentiality for a period strictly necessary for the purpose set out. This data protection notice refers to the section 3.5 of the African Union’s Procurement Manual and supplements the AUC Cyber Security and Personal Data Protection Convention (“AUC Convention”), and should be read in conjunction with the same, <https://au.int/en/treaties/african-union-convention-cyber-security-and-personal-data-protection> .

Or

Data Protection – The Client’s Procurement office collects and uses your personal information for the “Procurement Process” when you intend to compete and deliver any service or goods for the organization either individually or as a firm based on your consent. Your personal data is processed in line with the section 3.5 of the African Union’s Procurement Manual. This data protection notice supplements the AUC Cyber Security and Personal Data Protection Convention (“AUC Convention”), and should be read in conjunction with the same, <https://au.int/en/treaties/african-union-convention-cyber-security-and-personal-data-protection> .

7. All Consultants are eligible for this assignment only if they fulfil the following eligibility criteria:

- a. Have no conflict of interest in relationship to performance of this assignment;
- b. Are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the World Bank or any other multilateral development bank and being listed on the website <http://www.worldbank.org/debarr> or respectively on the relevant list of any other multilateral development bank. Further, are not ineligible under pursuant to a decision either as a matter of AU’s constitutive Act, or Resolution of the General

Assembly of the Union, the AU prohibits commercial relations with a country, or by an act of compliance with a decision of the United Nations Security Council taken under appropriate Chapter of the Charter of the United Nations along with any of their sub-consultants, subcontractors, suppliers, or service providers for any part of the contract;

- c. Have not been convicted by a final judgement or a final administrative decision or there is judgment or pending legal action or subject to financial sanctions by the United Nations or Country for involvement in a criminal organisation, money laundering, terrorist-related offences, child labor or trafficking in human beings; this criterion of exclusion is also applicable to legal persons, whose majority of shares are held or factually controlled by natural or legal persons which themselves are subject to such convictions or sanctions
  - d. Are not being bankrupt or filling for insolvency, winding up or ceasing their activities, having their activities administered by courts, having entered receivership, reorganization or being in any analogous situation.
  - e. Are not in breach of obligations relating to the payment of taxes or social security contributions.
  - f. Have not been declared guilty of gross professional misconduct proven by any means which the Purchaser can justify.
8. Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected. Firms and/or joint ventures from African Union Members States will have an added advantage.
9. A Consultant will be selected in accordance with the “**Selection Based on Consultants’ Qualifications**” selection method set out in this REOI in accordance with the applicable African Union’s Procurement Manual. This is an Expression of Interest (EOI) only; submission of Financial Proposals is not applicable at this stage.
10. The Client reserves the right to verify any information provided by prospective entities/individuals and false information will lead to disqualification. The Client reserves the right to cancel or reject any or all EOIs.
11. Expressions of interest with supporting documents must be delivered [achpr.humanresources@africanunion.org](mailto:achpr.humanresources@africanunion.org) by the **26<sup>th</sup> August 2025 17.30 GMT** and should be clearly marked:

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- 12.**Interested Consultants may also obtain further information at the address below during office hours (09:00 - 17:30 GMT time):

African Commission on Human and Peoples Rights  
Attn: Procurement Unit  
Banjul, The Gambia  
Tel: + 220 2076007  
E-mail: [achpr.humanresources@africanunion.org](mailto:achpr.humanresources@africanunion.org)

## Annex 1 – Declaration of Undertaking *(To be Signed by the Consultants)*

### DECLARATION OF UNDERTAKING

*{Location, Date}*

To: *[insert Name and address of Client]*

Dear Sir / Madam:

1. We, the undersigned, offer to provide the services for *{insert Assignment Title and Procurement Number}*, in accordance with your Request for Expression of Interest dated *{insert Date}*.
2. We declare that:
  - a. All the information and statements made in this EOI are true and we accept that any misinterpretation or misrepresentation contained in this EOI may lead to our disqualification and/or may be sanctioned by the Client;
  - b. At any point in time, on the Client's request, we will provide certified copies of all documents to prove that we have the required qualifications and the professional experience in relation to performance of this assignment, which are attached to this EOI as photocopies;
  - c. We have no conflict of interest in relationship to performance of this assignment;
  - d. We confirm our understanding of our obligation to abide by the AU's Ethics policy regarding corrupt and fraudulent practices;
  - e. We, along with any of our sub-consultants, subcontractors, suppliers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the African Union, World Bank or any other multilateral development bank and being listed on the website <http://www.worldbank.org/debarr> or respectively on the relevant list of any other multilateral development bank. Further, we are not ineligible pursuant to a decision either as a matter of AU's constitutive Act, or Resolution of the General Assembly of the Union, the AU prohibits commercial relations with a country, or by an act of compliance with a decision of the United Nations Security Council taken under appropriate Chapter of the Charter of the United Nations of the United Nations Security Council;
  - f. We have not been convicted by a final judgement or a final administrative decision or there is judgment or pending legal action or subject to financial sanctions by the United Nations or Country for involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or trafficking in human beings; this criterion of exclusion is also applicable to legal Persons, whose majority of shares are held or factually controlled by natural or legal Persons which themselves are subject to such convictions or sanctions;
  - g. We are not a shell company nor has our company been created specifically for this bid and confirm we are legally registered to operate a business under the Laws of *{insert country of registration}* since *{insert year of registration}*; and
  - h. We are not being bankrupt or filling for insolvency, wound up or winding up or ceasing our activities, having our activities administered by courts, having entered receivership, reorganisation or being in any analogous situation;
  - i. We are not in breach of obligations relating to the payment of taxes or social security contributions.
  - j. We have not been declared guilty of gross professional misconduct proven by any means which the Client can justify.
3. By signing this statement, we also authorize the Client to contact our previous or current employers/clients, to obtain direct references about our professional conduct and achievements.

We remain,

Yours sincerely,

Signature (of Consultant's authorized representative) {In full and initials}:

Full name: {insert full name of authorized representative}

Title: {insert title/position of authorized representative}

Name of Consultant (company's name or JV's name):

Capacity: {insert the person's capacity to sign for the Consultant}

Address: {insert the authorized representative's address}

Phone/fax: {insert the authorized representative's phone and fax number, if applicable}

Email: {insert the authorized representative's email address} \_\_\_\_\_

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

## Annex 2 – Terms of Reference

### TERMS OF REFERENCE

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#### Consultancy for the Configuration and Deployment of a Secure Digital Library Platform for ACHPR

##### 13. Background:

The African Commission on Human and Peoples' Rights (the ACHPR or the Commission) is a quasi-judicial institution established per Article 30 of the African Charter on Human and Peoples' Rights (the African Charter). The primary mandate of the ACHPR, as outlined in Articles 45 and 46 of the African Charter, is to promote and protect the rights of individuals and peoples, including women's rights. The ACHPR operates based on the principles and provisions outlined in the African Charter and consists of 11 independent and impartial Commissioners elected by the Assembly of Heads of State and Government of AU. In executing its mandate, the Commission has created subsidiary mechanisms such as special rapporteurs, committees, and working groups.

The ACHPR is expected to engage its stakeholders through various platforms including website, Library, meeting and reports. To ensure efficiency and effectiveness The African Commission on Human and Peoples' Rights (ACHPR) is seeking the services of a qualified consultant or a firm to support the configuration and deployment of a secure, user-friendly digital library platform. This initiative aims to archive both public and private collections of ACHPR using the open-source platform

##### 14. Objective:

To design, configure and secure an Online ACHPR Library and Resource Centre which is linked to ACHPR website. The selected consultant is expected to ensure the online Library is user friendly, accessible and of high quality.

##### 15. Scope of work:

Under the overall supervision of the Executive Secretary to the Commission or the delegation, The Consultant will be expected to have the following activities within the scope of work:

- Lead needs assessment sessions to map information management requirements.
- Propose and validate a data model based on the assessment findings.
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The core elements of the project scope are as follows:

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##### 3.2. Data model validation

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### **3.3. System configuration**

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### **3.4. Data migration**

ACHPR's datasets will be migrated—either fully or partially—to the web-based instance, depending on their compatibility with the new data model.

### **3.5. Information architecture**

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### **3.6. Page design and implementation**

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### **3.7. System Usage and Administration training**

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### **3.8. Information Architecture:**

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### **3.9. Microsite design and Implementation**

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- **Graphic Design:** Style, logos, colors, etc.
- **Infographics:** Maps, statistical charts
- **Submission Forms**

## **16. Key Deliverables**

- 16.1 Needs assessment report and user research findings.
- 16.2 Validated data model and system report
- 16.3 Configured platform instance with migrated data.
- 16.4 Training sessions Report and feedback from user
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- 16.6 Sustainability plan

## **17. Duration of the contract;**

The contract to be signed with the ACHPR shall be for a duration of one year for development, configuration and implementation of the online Library. The hosting will be decided after deliverable of the system and could be beyond one year.

## **18. Qualifications and Experience:**

All respondents MUST:

- Be at least ten years' experience in similar works or projects.
- Proven experience in digital library systems, information management, or database configuration.
- Familiarity with open-source platforms in African context
- Strong understanding of human rights documentation and archival practices.
- Excellent communication and collaboration skills
- Demonstrated similar samples work at least 3 (Three) full cycle Application development and implementations.
- Provide consultants with minimum qualifications and experience to the assignment of not less than 10 (ten) years.
- Provide an Agile Software Development Life Cycle (SDLC) implementation plan with a firm GO LIVE date for the new functionalities required. The plan should indicate the number of Man-Days required for the entire assignment and provide a breakdown and details for each phase of the project.

## **19. Reporting:**

The selected firm or individual will be under overall supervision of the ACHPR's Executive Secretary or delegated authority.

## **20. Inputs of ACHPR or other actors**

The ACHPR Secretariat will be responsible for and will endeavour to support the Consultant by:

- Enlisting the support of the concerned Secretariat Units;
- Facilitating access to all required information and documentation; and
- Committing to ensure the assignment is completed within the agreed timelines.

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