



Section I. Letter of Invitation

Gaborone, 01st April 2026

Invitation no. 2026/02;

Agreement no. loan no. 81312345

Dear Sir/ Madam,

1. The Center for Coordination of Agricultural Research and Development for Southern Africa (CCARDESA) has received financing from the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH: equivalent to EUR 1,562,000.00 towards the cost of Growing Greener: Restoration and sustainable agropastoral systems in open arid landscapes across Southern Africa (Growing Greener) Project and intends to apply a portion of the proceeds of this grant towards eligible payments under this contract
2. The *Center for Coordination of Agricultural Research and Development for Southern Africa* now invites proposals to provide the following consulting services: **Maintenance of the Website and Development of the Marketing component in the CCARDESA Mobile Learning Application, & Upgrade other features.**
3. A firm will be selected under the "*Least Cost Selection* " method and procedures described in this RFP, in accordance with the policies detailed in CCARDESA's Procurement Policy as approved by CCARDESA's Board of Directors.
4. The RFP includes the following documents:
 - Section 1 - Letter of invitation
 - Section 2 - Instructions to consultants
 - Section 3 - Technical proposal - standard forms
 - Section 4 - Financial proposal - standard forms
 - Section 5 - Terms of reference
5. The requested proposal should be submitted no later than 17th April, 1630hrs [Gaborone, Botswana], local time.

6. The proposal must remain valid for 90 (ninety) days after the above submission date. During this period, the consultant shall maintain the availability of professional staff nominated in the proposal.
7. The estimated indicative budget for this assignment is **\$30,000.00**
8. Please inform us in writing upon receipt:
 - (a) that you received the letter of invitation; and
 - (b) whether you will submit a proposal alone or in association.

at the following address

Not Required

Yours sincerely,

Tseliso Makara (Mr)
Procurement Expert-CCARDESA

Section II. Instructions to Consultants

1. A two-envelope system is to be used.
2. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by CCARDESA. A consultant, including their respective personnel and affiliates, are considered to have a conflict of interest if any of them a) has a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participates in more than one proposal under this procurement action, c) has a business or family relationship with a member of the client's board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of the expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during expression of interest (if any), preparation of the proposal, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract .
3. The Fund requires that all beneficiaries of CCARDESA funding or funds, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing.
4. The technical proposal shall be marked "original" or "copy" as appropriate. The technical proposals shall be sent to the following address, (in person, or by mail, or by e-mail).

The Executive Director

Centre for Coordination of Agricultural Research and Development for Southern Africa
(CCARDESA) Secretariat

Ground Floor, Red Brick Building

Plot 4701

Station Exit Road

Private Bag 00357

Gaborone, Botswana

E-mail: procurement@ccardesa.org

Tel: 00267 391 4991/7

and in one (1) original hard copy and three (3) additional hard copies. All required copies of the technical proposal are to be made from the original. If there are discrepancies between the original and the copies of the technical proposal, the original governs.

5. The technical proposal shall be based on the technical forms attached including the CVs of the proposed staff.
6. The evaluation committee shall evaluate the technical proposals on the basis of their responsiveness to the terms of reference, applying the evaluation criteria, sub criteria, and point system specified here below:

	Points
I. Specific experience of the consultant (as a firm) relevant to the assignment:	[15]
II. Adequacy and quality of the proposed methodology, and work plan in responding to the terms of reference (TOR):	[20]
III. Key experts' qualifications and competence for the assignment:	
a) <i>Position K-1: [Team Leader]</i>	[30]
b) <i>Position K-2: [Team Member]</i>	[25]
Total points for criterion III:	[55]

The number of points to be assigned to each of the above positions shall be determined considering the following three sub-criteria and relevant percentage weights:

1) <i>General qualifications (general education, training, and experience):</i>	20%
2) <i>Adequacy for the assignment (relevant education, training, experience in the sector/similar assignments):</i>	70%
3) <i>Relevant experience in the region (working level fluency in local language(s)/knowledge of local culture or administrative system, government</i>	10%

organization, etc.):

Total weight: 100%

IV.	Transfer of knowledge (training) program (relevance of approach and methodology):	10%
	Total points for criterion IV:	10%
V.	Participation by nationals among key experts	
	Total points for criterion V:	0%
Total points for the five criteria:		100

7. A proposal shall be rejected at this stage if it does not respond to important aspects of the request for proposals (RFP), and particularly the terms of reference or if it fails to achieve the minimum technical score indicated of 70 points.
8. After the technical evaluation is completed, the client shall inform the consultants who have submitted proposals about the technical scores obtained by their technical proposals, and shall notify those consultants in writing whose proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and TOR, that their financial proposals will be returned unopened after completing the selection process. The client shall simultaneously notify in writing consultants that have secured the minimum qualifying mark of the date, time and location for opening the financial proposals. The opening date should allow consultants sufficient time to make arrangements for attending the opening. Consultants' attendance at the opening of financial proposals is optional.
9. The financial evaluation shall be based on the financial forms attached in section 4.
10. Combined technical/financial evaluation:

"the client will select the consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score, and invite such consultant to negotiate the contract."
11. Notice of intent to award: after the completion of the evaluation report and having obtained all the necessary approvals, the client shall send the notice of intent to award to the successful consultant.

At the same time it issues the notice of intent to award, the client shall also notify, in writing, all other consultants of the results of the bidding. The client shall promptly respond in writing to any

unsuccessful consultant who, after receiving notification of the bidding results, makes a written request for a debriefing or submits a bid protest as provided in the CCARDESA Procurement Manual.

12. The consultant is expected to commence the assignment by *01st May 2026* at the following address:

Centre for Coordination of Agricultural Research and Development for Southern Africa
(CCARDESA) Secretariat

Ground Floor, Red Brick Building

Plot 4701

Station Exit Road

Private Bag 00357

Gaborone, Botswana

Section III. Technical Proposal - Standard Forms

- TECH-1 Technical proposal submission form
- TECH-2 Consultant's organization and experience
- TECH-3 Comments or suggestions on the terms of reference and on counterpart staff and facilities to be provided by the client
- TECH-4 Description of the approach, methodology and work plan for performing the assignment
- TECH-5 Team composition and task assignments
- TECH-6 Curriculum vitae (CV) for proposed professional staff
- TECH-7 Staffing schedule
- TECH-8 Work schedule

Form TECH-1 Technical Proposal Submission Form

[Location, Date]

To:

Dear Sirs or Madams,

1. We, the undersigned, offer to provide the consulting services: "*[insert title of assignment]*" in accordance with your request for proposal dated *[insert date of issuance of RFP]* and our proposal. We are hereby submitting our proposal, which includes this technical proposal, and a financial proposal in separate envelopes.
2. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
3. If negotiations are held during the period of validity of the proposal, we undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.
4. We undertake, if our proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the terms of reference.
5. Our proposal is open for acceptance for a period of ninety (90) days.
6. Our firm, its associates, including any subcontractors or suppliers 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 12 of this proposal submission form.
7. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit a proposal for the purpose of restricting competition.
8. 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

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/>.

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

9. 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 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, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
10. 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”.

11. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this proposal submission form.

- 12. We further understand that the failure to properly disclose any of information in connection with this proposal submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate.
- 13. We understand you are not bound to accept any proposal that you may receive.



Yours sincerely,

Authorized signature *[In full and initials]*: _____

Name and title of signatory: _____

Name of firm: _____

Address: _____



Form TECH-2: Consultant's Organization and Experience

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity for this assignment.]

B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, 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 this assignment. A separate form shall be filled for each relevant assignment]

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total no. of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ or Euro):
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 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:	

Firm's name: _____



Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the terms of reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your proposal.]



B - On Counterpart Staff and Facilities

[Comment here on counterpart staff and facilities to be provided by the client according to terms of reference including: administrative support, office space, local transportation, equipment, data, etc.]

Form TECH 4: Description of Approach, Methodology and Work Plan for Performing the Assignment

[Technical approach, methodology and work plan are key components of the technical proposal. You are suggested to present your technical proposal divided into the following three chapters:

- a) technical approach and methodology,*
- b) work plan, and*
- c) organization and staffing,*

a) Technical Approach and methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the work schedule of form TECH-8.

c) Organization and staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

Form TECH-5 Team Composition and Task Assignments

Professional staff				
Name of staff	Firm	Area of expertise	Position assigned	Task(s) assigned

Form TECH 6: Curriculum Vitae (CV) for Proposed Professionals Staff

1. Proposed position *[only one candidate shall be nominated for each position]*: _____

2. Name of firm *[Insert name of firm proposing the staff]*: _____

3. Name of staff *[Insert full name]*: _____

4. Date of birth: _____ Nationality: _____

5. Education *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]*: _____

6. Membership of professional associations: _____

7. Other training *[Indicate significant training since degrees under 5 - education were obtained]*: _____

8. Countries of work experience: *[List countries where staff has worked in the last ten years]*: _____

9. Languages *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]*: _____

10. Employment record *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*:

From *[Year]*: ___ To *[Year]*: _____

Employer: _____

Positions held: _____

<p>11. Detailed tasks assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p>12. Work undertaken that best illustrates capability to handle the tasks assigned</p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of staff member or authorized representative of the staff] day/month/year

Full name of authorized representative: _____

Form TECH 7: Staffing Schedule²



N°	Name of staff	Staff input (in the form of a bar chart) ³													Total staff-month input		
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field ⁴	Total
Foreign																	
1		[Home]															
		[Field]															
2																	
3																	
n																	

² For professional staff the input should be indicated individually; for support staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).

³ Days are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.

⁴ Field work means work carried out at a place other than the consultant's home office.

											Subtotal					
Local																
1		[Home]														
		[Field]														
2																
n																
											Subtotal					
											Total					

 Full time input
 Part time input

Form TECH 8: Work Schedule

N°	Activity	Months ⁵												
		1	2	3	4	5	6	7	8	9	10	11	12	n
1														
2														
3														
4														
n														

⁵ Duration of activities shall be indicated in the form of a bar chart.



Section IV. Financial Proposal - Standard Forms

- FIN-1 Financial Proposal Submission Form
- FIN-2 Financial Proposal

Form FIN-1 Financial Proposal Submission Form

[Location, date]

To:

Dear Sirs:

We, the undersigned, offer to provide the consulting services for the "*[insert title of assignment]*" in accordance with your request for proposal dated *[insert date of issuance of RFP]* and our technical proposal. Our attached financial proposal is for the sum of *[insert amount(s) in words and figures⁶]*. This amount is exclusive of the local taxes (such as: value added or sales tax, social charges or income taxes on non-resident foreign personnel, duties, fees, levies), which shall be identified during negotiations and shall be added to the above amount.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal, i.e. before the date indicated in paragraph 9 of the letter of invitation.

Commissions and gratuities paid or to be paid by us to agents relating to this proposal and contract execution, if we are awarded the contract, are listed below⁷:

Name and address of agents	Amount and currency	Purpose of commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any proposal that you may receive.

Yours sincerely,

Authorized signature *[In full and initials]*: _____

⁶ Amounts must coincide with the ones indicated under total cost of financial proposal in form FIN-2.

⁷ If applicable, replace this paragraph with: "no commissions or gratuities have been or are to be paid by us to agents relating to this proposal and contract execution."



Name and title of signatory: _____

Name of firm: _____

Address: _____

Form FIN-2 Financial Proposal

Note *: Please add columns as needed

Categories	Unit	Quantity per activity*			Total quant. per category	Unit rate	Total amount in US\$ per category	Total amount per activity*		
		1	2	n				1	2	n
		(a)	(b)	(x)	(d) = (a) + (b) + ... (x)	(e)	(f) = (d) * (e)	(g) = (a) * (e)	(h) = (b) * (e)	(z) = (x) * (e)
(1) Remuneration in US\$										
Consultant 1	day									
Consultant 2	day									
Consultant 3	day									
Consultant 4	day									
Consultant n	day									
Subtotal remuneration	weeks									
(2) Reimbursable										
Subsistence allowance	Day									
Local transportation costs	Trip									
(3) Miscellaneous expenses										
Communication costs (telephone, telegram, telex)	day									
Drafting, reproduction of reports	day									
Equipment: computers, etc.	day									
Software	day									
Subtotal 3: miscellaneous expenses										
Proposal amount										

Supported by:



Federal Ministry
for the Environment, Nature Conservation,
Nuclear Safety and Consumer Protection

IKI



INTERNATIONAL
CLIMATE
INITIATIVE

based on a decision of
the German Bundestag

Terms of Reference

Consultancy to Maintain Website and Develop Marketing component in the CCARDESA Mobile Learning Application & Upgrade other features

February 2026



A. BACKGROUND

The CCARDESA Knowledge Management Herding for Health (H4H) Project works in semi-arid to arid regions in Botswana, Madagascar, South Africa, and Zambia to combat desertification, enhance biomass and biodiversity, increase soil carbon, and build resilience to climate change. It applies principles of the Herding for Health (H4H) concept for livestock and rangeland management, using controlled rotational herding to ensure improved livestock, land productivity and less degradation. Improved livestock health and productivity enable agropastoralists, men and women, to earn more from animal products, making them more resilient to climate shocks. The project uses different strategies in each country in response to the local context while supporting the dissemination of related knowledge across the Southern African Development Community (SADC) region. It works through local non-governmental organizations (NGOs) with long experience in the regions, ensuring that these approaches will endure even after the project has ended.

The project is being implemented under the Restoration and sustainable agropastoral systems in open arid landscapes across Southern Africa (Growing Greener). The consortium is led by GIZ and implemented together with the partner Conservation International (CI), Peace Parks Foundation (PPF), and the Centre for Coordination of Agricultural Research and Development in Southern Africa (CCARDESA). CI and PPF take the technical lead on Outputs I and II. PPF in Zambia and CI in the other three countries. GIZ will lead Output III and serve as a key liaison to the national and regional political partners. CCARDESA leads Output IV, working with the other partners on information sharing and dissemination to the SADC region.

B. OBJECTIVES OF THE PROJECT

1. Adopt innovative, tech barrier-free, community-led, agro-pastoral practices and nature-based solutions are adopted
2. Develop soil and landscape restoration economies are developed
3. Establish enabling regional/national policies for sustainable land use in open land ecosystems established
4. Enhance capacity to scale up sustainable management practices across Southern Africa is enhanced

Therefore, CCARDESA's role in the Growing Greener Project will address the knowledge management and communication aspect of the project. This will be done through work package 4.1, where it is envisaged that the following will be achieved.

- I. Knowledge exchange - Promote knowledge-sharing events and platforms –
- II. Enhance communities of practice
- III. Promote digital communication and tools
- IV. Enable learning exchanges – Training and extension
- V. Train herders, eco-rangers and extension officers
- VI. Incorporate landscape management practices into a training program

C. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to provide professional website maintenance and enhancement services to ensure that the CCARDESA website remains fully functional, user-friendly, secure, and updated with features that support knowledge sharing and

stakeholder engagement. Furthermore, a marketing aspect is developed and added to the CCARDESA CSA Learning Mobile Application.

An effective and user-friendly website and Mobile Application are essential for disseminating information, promoting knowledge sharing, and enhancing engagement with stakeholders. CCARDESA seeks technical support to maintain, update, and enhance its website to improve visibility, accessibility, and functionality.

D. SERVICE AND SCOPE OF WORK

To meet the objective of this assignment, CCARDESA is seeking the services of a highly experienced **Consultancy Firm** to maintain and update the website and develop a marketing aspect of the Mobile Application,

The Consultancy Firm /Service Provider will be required to address:

1. **Vacancies Section**
 - Categorize vacancies and consultancies into “Open” and “Closed.”
 - Standardize the date format for postings to Day–Month–Year.
2. **Social Media Integration**
 - Ensure Facebook feeds and Tweets appear correctly on the homepage.
 - Fix the Twitter (X) feed, which is currently not working.
3. **Expert Registration & CV Upload**
 - Add a CV upload link for experts during the registration process – CV not to be on the internet (CV should not be publicly accessible)
 - Automate the process by extracting details from the uploaded CV into the registration form.
 - Ensure the “Register as an Expert” option is visible on the homepage.
4. **Newsletter Subscription**
 - Improve the “Subscribe” link for newsletters to make it more visible and user-friendly.
5. **Security & Maintenance**
 - Perform routine updates, backups, and security checks.
 - Ensure compliance with data protection and GDPR standards.
6. **“Resilience Watch” page**
 - Add a section on the frontpage for immediate visibility and access (<https://www.ccardesa.org/resilience-watch-climate-disaster-risk-updates>)
7. Grant access to run scripts on the website, particularly for functional pages such as the IKI GG dashboard (enable <script> tags).
8. Remove EU, World Bank, and IFAD log from the Herding for Health page
9. Built in a marketing component for merchandise for farmers and traders in the SADC Region, including an SMS system for communicating information updates.
10. Create a User-friendly system to track downloads on webpages for M&E
11. AI language dictation of SADC Languages
12. Add all trending AI features
13. Activate links of 78 CSA Knowledge products

14. Train CCARDESA staff and users, including key stakeholders on the usage of platforms
15. Troubleshoot and resolve any technical issues as they arise.
16. Provide technical advice on enhancing site performance, speed, and accessibility.
17. General Improvements

E. Deliverables

The consultant/team is expected to produce the following:

- I. Inception Report detailing the methodology, work plan, and timelines
- II. Fully functional and updated website with the above improvements.
- III. Functional market platform for farmers and traders in the SADC Region
- IV. Monthly maintenance and security reports.
- V. Documentation of updates and enhancements made.
- VI. User guides for the mobile app marketing platform and website

F. QUALIFICATIONS AND WORK EXPERIENCE-

For the successful implementation of this assignment, CCARDESA is looking for a consultancy firm with the following knowledge and experience:

- The core business of the firm must be Website and Software Development
- The firm must have a solid management structure with clear reporting formats.
- At least ten years of work experience in developing websites, mobile apps information systems and mobile applications for international or public and private organisations;
- At least 10 years' experience in data base development
- Proven Programming expertise using Drupal and other cutting-edge software products;
- Should have all the necessary expertise, software and equipment in-house
- The Firm must have experience in working for regional Organizations Experience in the field of agricultural research and development, including climate change; resource management and transboundary related projects.
- Preferably locally based and able to visit the CCARDESA Secretariat on demand but not a requirement.

The consultancy firm is expected to specify other areas of expertise required, as deemed necessary and appropriate to accomplish the task based on their professional judgment. The firm should also have at least two experts with the following skills

i. **EXPERT 1 - Team Leader**

- Master's Degree in Information Technology or related fields
- Programming, training database development knowledge would be an added advantage
- Excellent working knowledge of current IT technologies, applications and best practices
- Familiarity with IT hardware and software, IT network systems, database software, intranet and basic understanding of specific IT software.

- At least 7 years working with Drupal websites for international Institutions
- Traceable experience in developing funding and experts or professional database
- At least 5 years' experience in Mobile App development and content management
- Good knowledge of English. Knowledge of other SADC languages will be an added advantage

ii. EXPERT 2 – Team Member

- BSc in Computer Science/Information Technology or similar
- Current IT industry certifications (e.g. MCSA, MCSE, CCNA, CompTIA A+ and N+) are an asset
- At least five years in training users in the use of data base and development of Standard Operating (SOPS) Manuals.
- Experience in hosting and training users on Zoom, Teams and other virtual platforms
- Familiarity with website integration and migration
- Good knowledge of English. Knowledge of other SADC languages will be an added advantage

G. DURATION

The assignment is expected to be completed within 60 days, spread over a 6 month period. This assignment will commence on the day on which the firm signs the contract.

H. Duty Station

The assignment will be conducted virtually, depending on the location of the Consultant.

I. ASSIGNMENT MANAGEMENT

During the assignment, the consultant will provide regular feedback to the CCARDESA ICKM Manager and will work closely with the IT Support Officer, Information and Knowledge Management Officer, and other technical staff at the Secretariat.

Reporting shall be performed on a monthly basis in relation to deliverables above. A monthly report and invoice based on actual work and deliverables is required.

CCARDESA owns all deliverables and materials developed under this assignment.