

**REQUEST FOR EXPRESSION OF INTEREST FOR IT CONSULTING FIRM TO
DEVELOP AFRICAN PETROLEUM LEGISLATION ATLAS (APLA) POST
PILOT PLATFORM (YEAR 1)**

REQUEST FOR EXPRESSION OF INTEREST

AFRICAN LEGAL SUPPORT FACILITY (ALSF)

**CALL FOR IT CONSULTING FIRM TO DEVELOP AFRICAN PETROLEUM
LEGISLATION ATLAS (APLA) POST PILOT PLATFORM (YEAR 1)**

Terms of Reference

***I. BACKGROUND INFORMATION ABOUT ALSF, ECNR AND THE APLA
PROJECT***

The African Legal Support Facility (“ALSF” or “Facility”) is an international organisation established by Treaty in 2008. The Facility is hosted by the African Development Bank (“AfDB”). Its membership is open to (a) All AfDB Member States (b) other states (c) AfDB and (d) other international organisations or institutions. The ALSF’s main objectives include: (i) assisting the AfDB’s Regional Member Countries (RMCs) address litigation brought against them by vulture funds (and other such entities); (ii) creating an avenue for RMCs to access technical advice when negotiating complex commercial transactions relating to extractive resources, infrastructure, PPPs, debt, and related commercial agreements; (iii) investing in and organising the training of legal counsel from participating RMCs to equip them with the legal expertise necessary to better represent their countries’ interests; and (iv) the development of knowledge products.

The African Natural Resources Centre (“ANRC”) is a non-lending department of the AfDB with a mandate to assist African countries maximize development outcomes derived from natural resources. The Centre boosts the capacity of African countries to achieve inclusive and sustained growth from natural resources. To achieve this, it provides practical knowledge and expertise, advisory services, technical assistance and advocacy for improved and transparent management of renewable and non-renewable resources. The core activities of the centre include: (i) knowledge building; (ii) advocacy; (iii) technical assistance; and (iv) policy advice.

The African Petroleum Legislation Atlas (“APLA”) is a project aimed at legislation gathering, organisation, and dissemination, as well as capacity building and capacity utilisation. The APLA Project comprises three main activities, namely: (i) the creation of the APLA platform, a free online one-stop resource for Africa’s petroleum legal frameworks (petroleum laws, regulations and related legislation) with interactive features to provide comparative data; (ii) production of a guiding template, an annotated document that outlines a menu of legislative solutions to assist countries in the preparation or revision of their petroleum laws; and (iii) capacity building through

training (on-ground and remotely) of African students, researchers and legal professionals in the use of the online platform and on overall issues in petroleum law.

Together, the ALSF and ANRC aim to develop the APLA Platform with the objective to support African countries in maximizing the benefits from their petroleum resources through: (i) promoting transparency, accessibility and comparison of Africa's petroleum laws; (ii) facilitating the preparation, revision and implementation of petroleum laws; (iii) providing a living database that will catalyse research and policy debates on legal and regulatory issues; and (iv) promote the development of local legal expertise on African petroleum laws.

The development of the APLA Platform will be managed by a committee comprising officials of ALSF and ANRC (the "APLA Secretariat").

II. THE APLA PLATFORM

The APLA Platform will host all the petroleum laws, regulations and related legislations from all African countries in an easily readable, searchable and downloadable format. The APLA Platform will include a common taxonomy for comparison of the different thematic areas between all the laws and legal instruments hosted on the APLA Platform and a guiding template for drafting petroleum laws.

The task of populating the APLA Platform will be undertaken by African law students shortlisted by their universities, and selected and trained by the APLA Secretariat to form the APLA Legal Research Team ("LRT"). In the interest of building capacity among young African legal professionals, the LRT will undergo a two-stage training program. The first is the annual workshop training on petroleum legislative frameworks and the use of the online platform and the second will occur remotely over a longer time span (one year). During the second stage of the training, the LRT will analyse petroleum legislations, enabling them to populate the APLA Platform and to have a deepened knowledge on the legislative frameworks. The students will also undergo career development training to prepare them for their professional career.

Once completed, the APLA Platform aims to serve as a reference tool for all stakeholders involved in the petroleum sectors to draft, analyse, negotiate and manage oil and gas contracts.

III. THE APLA POST PILOT PLATFORM (YEAR 1)

As a precursor to the APLA Platform, a prototype or pilot platform was first developed as a one stop database hosting all the petroleum laws, regulations and related legislations from four (4) African countries: Nigeria, Ghana, Republic of Congo (Brazzaville) and Chad, in an easily readable, searchable and downloadable format (APLA Pilot Platform <https://www.a-pla.org/>).

The APLA Post Pilot Platform (Year 1) activities will include uploading the petroleum

legislation, regulations and related legislation of sixteen (16) African countries, namely: Algeria, Cote d'Ivoire, Mauritania, Senegal, Liberia, Uganda, Cameroun, Egypt, Tunisia, The Gambia, Sierra Leone, Rwanda, Kenya, Equatorial Guinea, Angola and Mozambique.

The APLA Post Pilot Platform will be populated by LRT selected by the APLA secretariat. After their selection by the APLA secretariat, the LRT will undergo a one-week training on (i) how to use the APLA platform; (ii) how to process and analyse petroleum laws for the purpose of populating the platform; and finally, (iii) how to upload petroleum laws, regulations and related legislations.

IV. RATIONALE FOR THE CALL FOR CONSULTING FIRM TO DEVELOP THE APLA POST PILOT (YEAR 1) PLATFORM

The APLA Secretariat seeks to procure the services of a Consulting IT Firm (Consultant) to continue the development of the APLA Platform. These terms of reference (TORs) describe the scope of services that will be performed by the Consultant.

V. THE ROLE OF THE CONSULTANT

The primary role of the Consultant will be to continue the development of a free, highly accessible, and user friendly online intelligent platform (APLA Platform) with a clean and intuitive interface designed to: (i) provide immediate visually-conveyed contextual information on the petroleum sector of African countries through interactive mapping technology, including petroleum dependency, EITI status, and membership in regional blocs/economic communities; (ii) host content substantially consisting of petroleum sector legal framework of all African countries (consisting of the primary petroleum law, regulations and supporting legislations) and a petroleum law guiding template; (iii) include (a) an adequate and easy to operate content management system for the purpose of enhancing the collaboration of universities and other research entities across the African continent on the content upload and tagging of legislative data for the legal framework and guiding template into the platform in a coherent and cohesive manner, and facilitating overall platform maintenance, and (b) features including, search, provisions comparison and printing options and a feedback section that allows end-user comments; and (iv) storage technology that allows for easy integration and maintenance in the server of the hosting entity as well as cloud storage capability. The hardware and the software for the design and development of the online platform will be licenced to the APLA Secretariat. The APLA Secretariat shall retain all ownership rights over the hardware, software and design of the platform.

VI. DEVELOPMENT OF APLA POST PILOT PLATFORM

The Consultant shall design, develop and deliver, no later than **31 May 2022**, a Post Pilot Platform (Year 1) in order for the APLA Secretariat to review and, if necessary, refine any process flows before any necessary integration is fully developed and delivered.

The APLA Pilot Platform shall include, but not be limited to, the:

1. Upgrade the APLA platform;
2. Select IT Consulting Firm to provide support and maintenance of the APLA platform;
3. Content Management support and tagging of laws and regulations to related topics in the common taxonomy, and also include new features, such as the capacity to incorporate changes to the laws;
4. Regulatory Framework – Continue content population of the APLA platform with primary petroleum legislation, regulations, related legislation and regulations for an additional sixteen (16) regional member countries (“RMCs”), namely: Algeria, Cote d’Ivoire, Mauritania, Senegal, Liberia, Uganda, Cameroun, Egypt, Tunisia, The Gambia, Sierra Leone, Rwanda, Kenya, Equatorial Guinea, Angola and Mozambique.¹
5. Search Feature – that allows for word or phrase searches through-out the uploaded content for a country as specified in an applicable filter;
6. Compare Provision feature - that allows users to view, side by side, provisions on a single topic as articulated in the law or regulation of multiple countries specified in the applicable filters. The Compare Provision feature will provide the comparative information for the analysed and categorized petroleum laws, regulations and related legislations of the sixteen (16) aforementioned selected countries.
7. Attend monthly support meetings with APLA secretariat;
8. Lead capacity building training of LRTs on the use of the APLA platform; and
9. Design and upload the content of the Guiding Template into the APLA Post Pilot Platform.

VII. FACE TO FACE TRAINING

¹ These sixteen countries were selected taking the following criteria into consideration: (i) inclusion of fragile states, (ii) countries still in exploration with no commercial discoveries, (iii) countries in the new producers’ group, (iv) regional & language balance, and (v) countries in advance stages of oil and gas production.

Following the development of the APLA Post Pilot Platform, the Consultant shall prepare a training manual and conduct a one-week training of the LRT for the purpose of operational and technical knowledge transfer on the use of the APLA Post Pilot Platform. The training shall be a hands-on training on the content management system, to provide the LRT with sufficient foundational knowledge to use the system on a daily basis. On a date agreed with the APLA Secretariat prior to the training, the Consultant shall submit to the APLA Secretariat the following information: (i) the methodology for delivering the training; (ii) the personnel responsible for delivering the training; (iii) The framework and methodology for assessing competency the training; and (iv) any other information that is relevant to the training.

VIII. SECRETARIAT'S ROLE IN RELATION TO THE TRAINING

The APLA Secretariat shall reserve the right to: (i) amend the proposal on how the training will be delivered; (ii) request an alternative trainer; and (iii) amend the assessment framework and methodology.

The APLA Secretariat shall decide the date, venue and location (city and country) of the said training.

IX. QUALIFICATIONS AND EXPERIENCE REQUIRED

The Consultant must have a team with the following qualifications and experience:

- 1) A team leader with a master's degree in Computer Science, Information Technology, or a related field
- 2) With at least ten (10) years of relevant work experience
- 3) A team member with master's degree in Computer Science, Information Technology, or a related field;
- 4) With a minimum of eight (8) years of relevant work experience;
- 5) Graphic design and implementation of information-rich, user-friendly and large websites;
- 6) Proven experience in the web development field with a solid portfolio of accomplished web projects (applicant has to present at least three (3) similar scoped websites developed);
- 7) Demonstrated effective coordination skills and an ability to work under pressure to complete multiple tasks and meet deadlines;
- 8) Advanced proficiency with HTML, including style sheets, templates, complex tables and image maps. Must possess working knowledge of basic composition, page layout, art and office/web software packages such as MS Word, Excel, Dreamweaver, Adobe PageMaker, Illustrator, Photoshop and Acrobat (or Open Source Software equivalents);

- 9) Experience in web behaviour knowledge and web development programming languages (PHP, perl, ASP, SQL, Python, JSP etc.);
- 10) Experience with photographic manipulation and digital painting;
- 11) Knowledge of WII framework will be an asset;
- 12) Experience with manipulation of Digital audio and video content is highly desirable;
- 13) Excellent written and verbal communication skills in English and in French

X. ROLE OF THE APLA SECRETARIAT

The APLA Secretariat shall:

- 1) Select the Consultant based on Consultant's suitability to perform the assignment;
- 2) Assess the Consultant's performance based on a set criteria;
- 3) Select the date, venue and location (city and country) for the face to face/or online training of the LRT;
- 4) Select the trainers and LRT to attend the face to face/or online training;
- 5) Arrange travel and accommodation for trainers (subject to Covid-19 traveling restrictions);
- 6) Retain all ownership rights of the APLA Pilot Platform and APLA Platform developed by the Consultant on behalf of ALSF and the Bank.

XI. DURATION OF ASSIGNMENT

The overall assignment including the training of the LRTs shall be for a period of twelve (12) months. The training of the LRT on the use of the APLA Pilot Platform will be delivered as soon as the platform has been developed.

XII. REMUNERATION

The Consultant will be paid a lump sum, comprising fees and expenses, for the duration of the assignment.

XIII. EVALUATING CRITERIA

Applicants will be evaluated on their demonstrated ability to carry out the scope of work described herein. The proposals should outline, *inter alia*, (i) any prior experience in implementing similar projects on time and within budget; and (ii) plans to create a team tasked with creating the APLA Platform, indicating the technical

capacity, qualifications and related experience of the members of the task team (CV profile of task team members).

The weighted evaluation criteria is summarised in the table below.

Criteria	Weight
Technical Proposal	70%
Experience relevant to the assignment	10%
Understanding the terms of reference and scope of work	20%
Experience with working with the ALSF and International Financial Institutions	10%
Qualifications of key personnel relevant to the assignment	20%
Specific experience on e-learning platform design and development	10%
Financial Proposal	30%
TOTAL	100%

XIV. EXPRESSIONS OF INTEREST AND SUBMISSION OF PROPOSALS

Kindly note that expressions of interest and submission of proposals, including both technical and financial proposals, must be written in English or French and submitted jointly by **6:00 pm GMT on 17 September 2021** by electronic mail to alsf@afdb.org with a copy to Mr. Mohamed Stevens, Legal Counsel and APLA Task Manager (m.stevens@afdb.org) and Ms. Mariame Bah, Legal Counsel (m.bah@afdb.org) who will be the primary points of contact for any questions relating to the terms of reference and the selection procedure. Expressions of Interest and Proposals must specifically mention: “**Consultant APLA Platform**”.

Please further note that the deadline for the submission of questions regarding the attached terms of reference is **6:00 pm GMT on 31 August 2021**.