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Project Fiduciary Management Unit
Ministry of Finance
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**GOVERNMENT OF SIERRA LEONE
MINISTRY OF FINANCE**

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – FIRM SELECTION)**

ISSUE DATE: 3rd November, 2020.

Project: Public Financial Management Improvement and Consolidation Project (PFMICP), Credit Nr. 53300-SL

Assignment Title: Consultancy Services for Cost Benefit Analysis Report of Hosting Options for E-procurement System in Sierra Leone

Reference No. SL-MOFED-202221-CS-CQS

The Republic of Sierra Leone has received technical assistance through the Public Financial Management Improvement and Consolidation (PFMIC) project toward the cost of the introduction of e-Government Procurement (e-GP) in Sierra Leone and intends to apply part of the proceeds for Consulting Services.

This Technical Assistance (TA) will assist the government in preparatory works related to improving readiness for e-Procurement and it includes the activity of building a hosting solution by putting together a cost benefit analysis (CBA) of the various hosting options for the e-Procurement system of Sierra Leone. This activity will help to prepare the IT infrastructure groundwork for the development and adoption of a nationwide e-Government Procurement (e-GP) system in accordance with the existing new procurement legislation and international best practices in the country.

The National Public Procurement Authority (NPPA) is a regulatory authority responsible for the monitoring and oversight of the public procurement, harmonizing the existing government policies and practices by regulating, setting standards and developing the legal framework and professional capacity for public procurement of the Government of Sierra Leone. As part of its functions as stipulated in Section 28 (2) of the Public Procurement Act (PPA), 2016, the Authority is mandated to authorize procuring entities to use other forms of communications, including electronic communication, in all aspects of the procurement cycle with the aim of achieving its objectives of attaining transparent, fair, competitive and value for money practices for the procurement and disposal of public assets and services.

In realization of the above, the Government of Sierra Leone, through the NPPA is adopting a national strategy for e-Procurement. Consequent upon the foregoing, the NPPA is desirous to engage the services of a consulting firm/individual consultant who will conduct a cost benefit analysis of the various hosting solutions and provide assistance and advice to the NPPA team to ensure a successful delivery of hosting solutions for the e-Procurement project, while sharing and bringing international best practices to bear at the implementation stage.

SCOPE OF SERVICES

The consulting firm/individual consultant will work with the NPPA team to develop a cost benefit analysis for the hosting of the e-Government Procurement system.

Government agencies have increasingly adopted Information Technology (IT) systems to enhance efficiency, effectiveness, and transparency in their operations. These IT systems will need to be deployed in a reliable server environment, for the services to be accessible over the Internet. A key strategic decision to be taken while implementing an IT project is whether to:

1. Build a project specific data centre for hosting the servers (or)
2. Collocate the servers in an existing data centre on a rental basis (or)
3. Rent the servers from the cloud service providers regionally or internationally such as Amazon/Microsoft/IBM (or)
4. Implement a hybrid solution to include a combination of two or more options mentioned above.

The project owners can take a well-informed decision on the server hosting when a detailed Cost Benefit Analysis of the 4 options listed above can be prepared. To address this requirement, the services of a consultant well-informed about the server hosting options is sought. The consulting firm/individual consultant is required to do the requisite data collection and prepare a Cost Benefit Analysis report on the various hosting options. This report shall address the requirements as defined below:

- a. Key assumptions:
 - i. Application Server infrastructure sizing:
 1. 6 physical servers (4 x 2 CPU machines and 2 x 4 CPU machines), all rack servers
 2. 2 server racks
 3. 1 SAN storage with an estimated 20 TB of data storage.
 - ii. Location: The report can assume that the Cost Benefit Analysis is being prepared to address the requirements in the African continent.
- b. List down the server-side Bill of Quantities (BoQ) required to host an IT application over the Internet. Against each BoQ item and for each of the 4 hosting options:
 - iii. Identify whether the item should be supplied by the IT Project or the Data Centre.
 - iv. Specify the purchase and rental costs of the items, listed under the different hosting options as applicable.
- c. Provide a brief explanation about the 4 hosting options and their respective pros and cons.
- d. A brief analysis on the current state of readiness of the server hosting options (i.e.) for collocation and cloud services.
- e. Prepare a questionnaire to gather the technical and commercial requirements about the data centre for obtaining co-location services.
- f. A cost comparison of 3 cloud service providers for a pre-defined application server infrastructure from local, regional and international providers

- g. Analyze the suitability of these 4 hosting options for setting up the Disaster Recovery set-up.
- h. Scenario based recommendations as applicable for using the different hosting options.

The report submitted by the consulting firm shall detail all the requirements listed above.

Deliverables and Timeline

The Consulting Firm should provide NPPA with services as per the schedule of activities and deliver reports, plans and other documentation.

For each of the assignment planning phases, the Consultant shall need to deliver at least the documents listed below:

Deliverable	Deadline for execution
1. Preliminary Report with objectives and timelines	1 month from contract effectiveness
2. IT infrastructure as-is analysis and the preparation and plan for server hosting	2 months from contract effectiveness
3. Final Cost Benefit Analysis Report with recommendations.	3 months from contract effectiveness

Qualification and Experience

The Firm must have key staff which match the following criteria:

Technical Expert

The Technical Expert must have a master’s or higher degree in either computer science, information technology, business, public administration or related field. The expert should have at least 10 years’ experience in hosting and cloud solutions and should have successfully implemented one similar contract in a developing economy.

The successful key staff should have demonstrable experience in IT infrastructure and cloud solutions and proven experience in developing cost benefit analysis for hosting solutions for government information systems.

The expert should have general professional experience with minimum 10 years of overall professional experience and minimum 5 years of experience in managing projects similar in size and complexity in the area of public procurement. Additionally, the experience from providing expertise in similar projects preferably in the region. Specific professional experience will include minimum 5 years’ experience in acting as liaison between beneficiaries and project teams to define customer needs with relevant experience on at least three Governance projects with a size of at least USD 50,000 and above.

Duration of Consultancy

The Consultancy shall be for a maximum period of three (3) months from the signing of the contract and due to the nature of this assignment, consultant or Firm should perform this task in Country.

Reporting Arrangements

The successful Firm will sign a contract with the Government of Sierra Leone through the Project Fiduciary and Management Unit (PFMU). The Director EGP of the NPPA will provide technical oversight for the implementation of the assignment. The Firm will provide updates and/or reports to Project Manager through the Director of EGP at the National Public Procurement Authority (NPPA).

Expressions of interest for this assignment should include:

- The methodology and tools to collect, analyze and present findings;
- Detailed Curriculum Vitae (CV) of the consultant;
- At least minimum of one sample reports of similar work in the past

The Project Fiduciary Management Unit of Ministry of Finance now invites your firm to indicate their interest in providing the Services. Your firm should provide information demonstrating having the required relevant experience and qualifications to perform the Services. The evaluation shall be based on the best qualifications and relevant experience of the firm.

The attention of interested consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 Revised November 2017 and August 2018 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest. (The Bank requires that firms involved in Bank IPF procurement shall not have a conflict of interest).

The consulting firm will be selected in accordance with the Consultant's Qualification-Based Selection Method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours.

Project Fiduciary Management Unit
13a Howe Street Freetown
9:00am to 5:00pm Monday -Friday

Expression of interest must be delivered in a written form to the address below via email not later than Tuesday 17th November, 2020 at 4:00pm.

Project Fiduciary Management Unit
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