



TERMS OF REFERENCE FOR THE RECRUITMENT OF A CONSULTING FIRM FOR THE CONSTRUCTION OF WAMI ONLINE DATABASE

1. Background

The West African Monetary Institute was established in December 2000 by the Authority of Heads of State and Government of the five West African Member States (The Gambia, Ghana, Guinea, Nigeria and Sierra Leone) forming the West African Monetary Zone (WAMZ) in December 2000. Liberia subsequently joined the Zone in 2010.

The Institute's overarching mandate is to undertake preparatory activities towards the launching of a monetary union for the (WAMZ). Activities under its purview are, but not limited to; multilateral surveillance of the macroeconomic performance of Member States, deepening financial integration among Member States, developing national and zonal payment systems in Member States, designing the architecture and policy frameworks of the WAMZ monetary union, sensitization of stakeholders, collaboration with external partners, undertake research studies that will aid the WAMZ regional integration process as well as publication of relevant materials in pursuit of the mandate of WAMI. The aforementioned activities are essentially data-driven. In addition to that, WAMI also remains fully committed to data-sharing and information dissemination in a more coordinated manner to Member States, other stakeholders, researchers and academicians worldwide.

2. Objective of the Assignment

The Institute saw the need to establish a credible and fully functional online statistics database to host its macroeconomic, financial and trade data, among others. The database is intended to serve as a portal for official statistics compiled by WAMI. The purpose of this consultancy is to design and develop a reliable online statistical database for WAMI that will be accessible to Member States and other stakeholders.

3. Structure and Scope of the Assignment

The proposed online database would be structured along the key macroeconomic sectors, namely; real, fiscal, external, as well as monetary and financial sectors. However, the scope of work of the Institute extends beyond macroeconomic issues, therefore, data would also be collected on financial soundness indicators, international trade and other key socio-economic indicators. The list of the variables on various sectors will be provided by the Institute. The data would be organized in panel data format while the frequency would be annually, semi-annually, quarterly, monthly, weekly and daily, depending on the series involved.

4. Key Deliverables

The Consultancy firm will work closely with staff of the Research and Statistics Department of WAMI as well as the Information Technology (IT) Unit. In this context, the Consultant will:

- a) Design and develop an online database for WAMI and train WAMI staff on the updating, updating and maintenance of the database;
- b) Identify the best possible architecture for the online database and develop the needed functionalities and applications in close consultation with WAMI staff;
- c) Ensure the functionality of the database applications; and
- d) Provide incidental services, for example; upgrade, to ensure the optimal performance and security of the online database.
- e) All the source files/codes and other technical documents remain the property of the Institute.

5. Specific Tasks

The specific tasks under this Consultancy are:

- a) Draw up a plan of action and timetable for accomplishing various components of the consultancy such as consultation/follow up meetings with WAMI creation of draft and final layout plan for the database. The proposed plan and design should be based on best practices in other regional organizations with similar or more advanced statistical background;

- b) Coordinate with WAMI team to ensure that the online database is designed, developed and secured in accordance with international standards;
- c) Conduct regular technical trainings for WAMI staff who will be responsible for updating, uploading and maintaining the database after the completion of the assignment.
- d) The Consultant would provide an operational manual which staff can use as a guide for future referencing.
- e) The data platform should be in both the West African Monetary Zone's working languages (English and French).

6. Collaboration between the Consultant and WAMI

The Consultancy firm will hold regular meetings with WAMI staff during the various stages of the consultancy and give a progress report. WAMI will reserve the right to review the template and structure of the online database as the Consulting firm progresses with the work. WAMI will provide, to the greatest extent possible, assistance and support to the Consulting firm throughout the duration of the task. In addition, WAMI will also help the Consulting firm identify the textual information and different sections that should be included in the website.

7. Professional Qualifications and Experience

The applicant firm must possess a minimum of the following:

- a) Be a registered company based in any one of the WAMZ Member States.
- b) At least 5 years' experience in constructing a data-driven online database.
- c) Ability to conduct training on online database management.
- d) Evidence of at least three (3) previous database designed and developed for a similar Institution.
- e) Ability to complete the project within the stipulated timeline.

Key Personnel:

Must possess at least

- a) A minimum of a Master's degree in Computer Science, Statistics, or any related field;

- b) Good communication skills in both English and French (verbal and written);
- c) Proficiency in editing; familiarity with all browsers.
- f) Strong grasp of layout principles for online database design;
- g) Ability to import content from old versions of database to new versions;
- h) Experience in the preparation of harmonized datasets, mapping of microdata, or work-related to microdata harmonization desirable; and
- i) Ability to merge/re-write materials from a variety of sources as needed to generate appropriate client-friendly content for upload via WAMI's website.

8. Execution of a Valid Contract

The selected Consultant will be required to execute a Contract of Service/an Agreement with WAMI prior to the commencement of the assignment.

9. Duration of the Assignment

The Consultant will be required to complete the assignment in two (2) months or as specified in the Contract of Service.

10. Remuneration

The Consultant will be paid a fee, excluding reimbursable, that is commensurate with qualification and experience.

11. Evaluation and award of consultancy

- a) An evaluation committee will be constituted to evaluate the proposals and award the assignment based on technical and financial feasibility. The Evaluation committee reserves the right to accept or reject any proposal received and WAMI is not bounded to accept the lowest or highest offer.
- b) Only shortlisted applicants will be contacted.

Application Process

Interested applicants are required to submit the following:

- Company profile.
- Technical proposal for the project.
- Detailed work-plan reflecting the deliverables.
- Financial proposal providing cost estimates and consultancy fees.

Further information can be obtained at the address below during office hours **8:00hrs to 17:00hrs GMT, Monday to Friday.**

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