



## REQUEST FOR EXPRESSION OF INTEREST (REOI)

<b>Name of Project:</b>	Building Institutions and Systems to Harness and Realize Agenda (BIASHARA) 2063
<b>Contract Title:</b>	Consulting Services for Electronic Documents and Records Management Expert
<b>Type of Contract:</b>	Individual Consultant Selection
<b>Project ID:</b>	180117
<b>Grant No.:</b>	E2020
<b>RFB Reference No.:</b>	ET-AFCFTA-485253-CS-INDV

1. The African Continental Free Trade Area (AfCFTA) Secretariat has received financing from the World Bank toward the cost of the **Building Institutions and Systems to Harness and Realize Agenda (BIASHARA) 2063**, and intends to apply part of the proceeds for consulting services.
2. The consulting services (“the Services”) include conducting the **Consulting Services for Electronic Documents and Records Management Expert**. The expert will be responsible in ensuring an effective administration, maintenance, and optimization of the Electronic Document and Records Management System (EDRMS). The Document Management Expert will serve as the functional lead for document management practices across the organization.
3. The detailed Terms of Reference (ToR) for the assignment found at the following website: <https://au-afcfta.org/bids/>
4. The AfCFTA Secretariat now invites eligible Consultants to indicate their interests in providing the Services. Interested Consultants should provide information, as stipulated in the TOR, demonstrating that they have the required qualifications and relevant experience to perform the Services. The consultant must meet the minimum qualification and selection criteria indicated below:
  - a) Holder of Bachelor’s degree in Information Management, Library Science, Information Systems, or a related field from a recognized University Institution.
  - b) Certification in Records Management (e.g., CRM, AIIM) or Information Governance.
  - c) Minimum of Five (5) years of experience in electronic records/document management systems administration.
  - d) Strong understanding of records management principles, metadata standards, classification schemes, and retention policies.
  - e) Proven experience managing document management systems on SharePoint Platform is mandatory. Experience on other platforms such as OpenText, Alfresco, or equivalent will be an added advantage.
  - f) Familiarity with information security and access control mechanisms.



- g) Experience in document management system implementation, data migration projects and user training
5. The Consultant(s) will be selected in accordance with the World Bank's Procurement Regulations for IPF Borrowers, dated July 2016 and revised 6<sup>th</sup> Edition of February 2025 which can be found at the following website: [www.worldbank.org/procurement](http://www.worldbank.org/procurement).
  6. The duration of the consultancy services is One Hundred and Thirty-Two (132) Calendar Days spread within Seven (7) months.
  7. 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" Sixth Edition of February 2025 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.
  8. A Consultant will be selected in accordance with the Individual Consultant Selection (ICS) method set out in the Procurement Regulations.
  9. Further information can be obtained at the address below during office hours [**weekdays Monday to Friday 0800hrs to 1700hrs local time excluding public holidays**]. Interested Consultants are required to constantly and continually check the AfCFTA website: <https://au-afcfta.org/bids/> for any additional information or clarification that may arise before the submission date.

**The Secretary General**  
**The African Continental Free Trade Area (AfCFTA) Secretariat,**  
**Africa Trade House,**  
**Ambassadorial Enclave, Liberia Road, Ridge,**  
**Accra, Ghana**  
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10. Expressions of interest must be delivered in a written form to the address above (in person, or by e-mail) by **30<sup>th</sup> June, 2025 at 5.00 pm GMT**.