



## **REQUEST FOR EXPRESSION OF INTEREST (Consulting Services – Individual Consultant Selection)**

PERIOD OF ADVERTISEMENT:  
CLIENT:  
SOURCE OF FUNDING:

2<sup>nd</sup> May 2024 – To – 15<sup>th</sup> May 2024  
COMMUNITY COURT OF JUSTICE ECOWAS  
ECOWAS BUDGET

### **Selection of an IT Web Expert / Consultant**

The Community Court of Justice ECOWAS is the principal legal organ of the ECONOMIC COMMUNITY OF WEST AFRICAN STATES. The Community Court of Justice ECOWAS requires the services of an IT web expert to provide clarification on a case relating to intellectual property and website replication.

#### **1. BACKGROUND**

The Community Court of Justice (CCJ) has commissioned an assessment of a website/Application to ensure compliance with intellectual property regulations. The purpose of this assessment is to determine if there are any instances of software replication or intellectual property infringement within the website's codebase or design.

#### **2. OBJECTIVE:**

The primary objective of this TOR is to outline the scope of services required from an IT expert to conduct a detailed assessment of the website and provide a comprehensive report on any potential instances of software replication or intellectual property violations.

#### **3. SCOPE OF WORK:**

The IT expert shall perform the following tasks:

a. **Review of Website Documentation:**

- Obtain and review all relevant documentation pertaining to the website, including but not limited to codebase, design specifications, and any licenses or agreements related to third-party software used.

b. **Website/Application Analysis:**

- Conduct a thorough analysis of the website's codebase, including HTML, CSS, JavaScript, backend scripts, and any other relevant programming languages or technologies.
- Assess the website's design elements, including layout, graphics, and user interface components.
- Identify any similarities or instances of replication with known software or intellectual property.

c. **Comparison and Verification:**

- Compare the website's codebase and design elements with relevant third-party software, open-source projects, or proprietary systems to identify potential matches or similarities.
- Verify the legitimacy of any similarities found and determine whether they constitute intellectual property violations or authorized usage.

d. **Report Generation:**

- Prepare a detailed report documenting the findings of the assessment, including any instances of software replication or intellectual property infringement identified.
- Provide recommendations for addressing any identified issues, including potential legal actions or remedial measures to ensure compliance with intellectual property regulations.



#### 4. DELIVERABLES:

The IT expert shall deliver the following:

- a. A comprehensive report outlining the findings of the website assessment, including details of any instances of software replication or intellectual property violations identified.
- b. Any supporting documentation, evidence, or analysis conducted during the assessment.
- c. Recommendations for addressing any identified issues and ensuring compliance with intellectual property regulations.

#### 5. TIMELINE:

The timeline for completing the assessment and delivering the final report shall be within 2 weeks of signing this document and subject to negotiation and agreement between the parties.

#### 6. REPORTING AND COMMUNICATION:

The IT expert shall provide regular updates on the progress of the assessment and communicate any significant findings or issues to the Chief Registrar of the Community Court of Justice.

#### 7. CONFIDENTIALITY:

The IT expert shall maintain strict confidentiality regarding all information obtained during the assessment and shall not disclose any findings or reports to third parties without the prior written consent of Community Court of Justice.

#### 8. AMENDMENTS:

Any amendments or modifications to this TOR shall be made in writing and agreed upon by both parties.

#### 9. ACCEPTANCE:

By accepting these terms of reference, the IT expert agrees to abide by the requirements outlined herein and to perform the services to the best of their ability.

The Community Court of Justice, ECOWAS reserves the right to terminate the agreement if the IT expert fails to fulfil their obligations as outlined in this Terms of reference.

**NB:** The attention of interested Individual Consultants is particularly drawn to **Article 118 of the ECOWAS Revised Procurement Code (“Infringements by Candidates, Bidders and Awardees”)**, providing information on corrupt or fraudulent practices in competing for or executing a contract. In addition, please refer to the following specific information on conflict of interest related to this assignment as per **“Article 119 of the ECOWAS Revised Procurement Code.**

- I. The Eligibility criteria, the establishment of a shortlist and the selection procedure shall be in conformity with the ECOWAS Revised Procurement code for consultant selection. Please note that interest expressed by a consultant does not imply any obligation on the part of the Community Court of Justice ECOWAS to include it in the shortlist. The Community Court of Justice ECOWAS reserves the right to reject any and all expression of interest, to amend the request for expression for interest and the process itself, or to discontinue the process at any time.
- II. All Intending Consultants will not be reimbursed for any costs incurred relating to the preparation or submission of their response to this request for expression of interest. All such costs are solely the responsibility of the Consultants.



- III. Interested Consultants may obtain further information at the email addresses below during office hours: **Monday to Friday from 9.30 am GMT+1 to 1.30 pm GMT+1.**  
**Email:** [wtowah@courtecowas.org](mailto:wtowah@courtecowas.org) and must copy to [eamoakwa@courtecowas.org](mailto:eamoakwa@courtecowas.org), [cimah@courtecowas.org](mailto:cimah@courtecowas.org) [iyayi@courtecowas.org](mailto:iyayi@courtecowas.org)
- IV. The Expression of Interest comprising of a detailed curriculum vitae and a narrative letter describing this consultancy service. The Expressions of Interest (1 Original and 8 Copies) must be delivered in sealed envelopes and clearly marked "Selection of an IT Web Expert / Consultant" to the address below latest on or before 15<sup>th</sup> May 2023. The deadline for submission is at 11.00 am (GMT+1), Nigerian Time on the 15<sup>th</sup> May 2023. Please make sure to register your submission at the Procurement Unit as you submit.
- V. Directorate of Administration and Finance, Procurement Unit 1<sup>st</sup> Floor Community Court of Justice ECOWAS, Plot 1164 Joseph Gomwalk Street, Gudu District, P. M. B. 567 Garki, Abuja Nigeria.
- From the date an interested Consultant's expression of interest is received through the date a contract is awarded no intending consultant may make substitutions, deletions, additions or other changes in the configuration of their submitted expression of interest without ECOWAS' consent.
- \*Please note that in order to ensure a level playing field, electronic submissions are not accepted and will therefore not be considered.**
- VI. The Consultancy is a one-time lump sum payment contract for the consultancy service.
- VII. This request for expression of interest can also be viewed on the following website; <http://www.courtecowas.org>

**Director Administration and Finance**