



AFRICAN DEVELOPMENT  
BANK GROUP



Republic of Liberia

Transition Support Facility (TSF)

Scaling Up the participation of SMEs in the secondary wood processing industry in Liberia  
Project, Phase II

Forestry Development Authority

P.O BOX 3010

Whein Town, Mount Barclay  
Monrovia, Liberia

## REQUEST FOR EXPRESSIONS OF INTEREST

**(Individual Consultant Selection)**

**Consultancy Services for Website Development and MIS Establishment**

*(Scaling Up the Participation of SMEs in the Secondary Wood Processing Industry  
in Liberia Project – Phase II)*

**Name of Project: Scaling Up the Participation of SMFEs in the Secondary Wood Processing  
Industry – Phase II**

**Sector: Forestry**

**Project ID No: P-LR-AAD-002**

**Grant No: 5900155018403**

**Issue Date: February 10, 2026**

**Application closing Date: February 24, 2026**

### **1. Background**

The Government of the Republic of Liberia has received financing from the African Development Bank (AfDB) Group under the Transition Support Facility (TSF Pillar III) toward the

implementation of the *Scaling Up the Participation of SMEs in the Secondary Wood Processing Industry in Liberia Project – Phase II*.

As part of this intervention, the Forestry Development Authority (FDA) intends to procure the services of an **Individual IT Consultant** to develop a modern, high-performance project website, establish a functional **Management Information System (MIS)**, provide targeted MIS training to project staff and beneficiaries, and deploy a robust and secure online hosting platform with integrated e-commerce capability.

The overall aim of this assignment is to strengthen the project's digital presence, enhance information flow, support real-time data management, improve service delivery to stakeholders, and enable commercial visibility for carpenters and furniture producers through an online marketplace.

## **2. Scope of Services**

The selected Consultant will be required to deliver a **comprehensive digital solution** covering website development, MIS configuration, e-commerce integration, hosting setup, training, and post-deployment support. Key tasks include, but are not limited to:

### **A. Website Development**

The Consultant will design and build a **professional, secure, responsive, multilingual, and SEO-optimized** project website equipped with:

- Homepage with dynamic content and project highlights
- Dedicated sections for:
  - Project Overview
  - Activities and Updates
  - Publications/Documents Library
  - Photo and Video Gallery
  - Stakeholder Directory and Partners
- Integrated **search engine**, analytics tools, and automated reporting
- **Content Management System (CMS)** with user-role controls
- Accessibility features (ADA/WCAG 2.1 compliance)
- Contact forms with spam protection

- Mobile-friendly and cross-browser responsive design
- Full cybersecurity measures (SSL, encryption protocols, firewall integration)

## **B. MIS Development & Training**

The Consultant will:

- Conduct a **Training Needs Assessment** (TNA) for project staff and beneficiaries
- Configure an **MIS system** capable of:
  - Data collection and entry
  - SME registration and profiling
  - Reporting dashboards and analytics
  - User activity logs
  - Document upload and storage
- Provide **comprehensive MIS training**, covering:
  - Data entry and processing
  - Report generation
  - System administration
  - Digital record management
- Develop training manuals, user guides, and video tutorials

## **C. Hosting, Security, and E-Commerce Integration**

The Consultant will:

- Deploy the website and MIS on a **secure, high-availability hosting environment**
- Integrate a fully functional **e-commerce system** for carpentry and furniture products, with:
  - Product catalog and images
  - Secure payment gateway integration
  - Shopping cart and order management
  - Inventory and sales reporting

- Implement **backup strategy**, disaster recovery procedures, and 24/7 security monitoring

#### **D. Support & Documentation**

- Provide **minimum six (6) months' post-deployment maintenance**
- Deliver all system documentation, source files, admin credentials, and training reports
- Conduct handover to the FDA Project Implementation Unit (PIU)

### **3. Qualifications and Experience (Strengthened Section)**

The ideal Consultant must demonstrate **strong, verifiable technical expertise** and a proven ability to design, implement, and manage complex digital systems in line with international standards. Required qualifications include:

#### **i. Professional Experience**

- **Minimum 7 years of progressive experience** in professional website development, MIS development, ICT systems integration, and digital solutions deployment.
- Demonstrated experience developing **high-quality, secure websites** using modern technologies (e.g., Laravel, Django, WordPress CMS, React, Node.js, or equivalent).
- Proven experience establishing **Management Information Systems** with database structures (MySQL, PostgreSQL, MS SQL, etc.).
- Experience conducting **IT capacity-building programs**, MIS training, and digital literacy workshops.

#### **ii. E-Commerce Expertise**

- Documented experience designing and integrating **e-commerce platforms**, including secure online payment systems, product listing modules, and order-tracking systems.
- Familiarity with platforms such as WooCommerce, Shopify integrations, Laravel E-Commerce, or custom-built solutions.

#### **iii. Portfolio and Past Assignments**

- Strong portfolio of **at least three (3) similar assignments** completed within the last five years, preferably with international organizations, government projects, or donor-funded programs.

- Ability to demonstrate successful delivery under tight deadlines and within agreed project schedules.

#### **iv. Technical Competencies**

- Proficiency in:
  - Web programming languages (PHP, JavaScript, HTML5, CSS3)
  - CMS platforms (WordPress, Drupal, Joomla)
  - Database management systems
  - Data security and encryption
  - UI/UX design and responsive interfaces
- Knowledge of **cybersecurity standards**, GDPR principles, and secure hosting protocols.

#### **v. Availability of Support Personnel**

- Although this is an Individual Consultant assignment, the Consultant must demonstrate access to or association with **qualified technical support personnel** for graphics, troubleshooting, content migration, and back-end development if needed.

#### **vi. Soft Skills**

- Strong communication, documentation, and reporting skills.
- Ability to work collaboratively with government agencies, SMEs, and project beneficiaries.

### **4. Selection Process**

FDA now invites eligible consultants to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills etc.).

Eligibility criteria, establishment of the short-list, and the selection procedure shall be in accordance with the African Development Bank's "Procurement Policy Framework for Bank's Group Funded Operations," dated October 2015 which can be accessed at the AfDB website ([www.afdb.org](http://www.afdb.org)).

## **5. Request for Clarifications**

Further information may be obtained during office hours (9:00 AM–4:00 PM, Monday–Friday) at:

**Email:** emmanuellewis965@gmail.com

**CC:** wynnbeant12@gmail.com

## **6. Submission of Expressions of Interest**

EOIs must be delivered **physically or electronically** to the address below **no later than February 24, 2026, at 1:00 PM** and clearly marked:

**“Consultancy Services for Website Development – Phase II Project”**

**Attn:** Project Coordinator

Project Implementation Unit

Forestry Development Authority

Whein Town, Bernard Farm

Montserrado County, Liberia

**Email:** [emmanuellewis965@gmail.com](mailto:emmanuellewis965@gmail.com)

**Tel:** 0775-841-431 / 0886-570-320

**Clarification Contact:**

**Email:** [wynnbryant12@gmail.com](mailto:wynnbryant12@gmail.com)

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