



BANQUE D'INVESTISSEMENT ET DE DEVELOPPEMENT DE LA CEDEAO
ECOWAS BANK FOR INVESTMENT AND DEVELOPMENT
BANCO DE INVESTIMENTO E DE DESENVOLVIMENTO DA CEDEAO

**DEPARTMENT OF ADMINISTRATION AND GENERAL
SERVICES GENERAL SERVICES AND ASSETS MANAGEMENT
DIVISION**

Invitation to Tender for the selection of a service provider for the procurement and implementation of Wallix Cybersecurity Software at ECOWAS Bank for Investment and Development (EBID)

SEPTEMBER 2024

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Sample Letter of Invitation

Subject: Proposals for Consultancy, Letter of Invitation.

Ladies/Gentlemen,

1. INTRODUCTION

1.1 You are hereby invited to submit a technical and financial proposal for the consultancy services required for the Assignment described in the Data Sheet attached to this letter (the "Data Sheet"). Your proposal may serve as the basis for future negotiations, with a view to a final contract between your firm and EBID.

1.2 The Data Sheet contains a brief description of the Assignment and its objectives.

1.3 The Assignment will be implemented in accordance with the phases outlined in the Data Sheet.

1.4 EBID operates in a complex IT environment that supports financial transactions, data management, and communication across multiple ECOWAS member states. In light of the increasing sophistication of cyber threats, it is essential to implement a robust cybersecurity solution aligned with its IT Master Plan (2024-2026). In this regard, EBID seeks qualified and experienced consultants to procure and implement Wallix Cybersecurity software.

1.5 For further information on the selection process, please contact the Department of Administration and General Services at the address below: 128, Boulevard du 13 janvier BP 2704 Lomé-Togo. Telephone: +228 22 21 68 64 e-mail: secretariatdasg@bidc-ebid.org / ichabimougnan@bidc-ebid.org .

1.6 The Customer shall provide the inputs specified in the Data Sheet. It will assist the Consultants in obtaining the necessary licenses and permits for the delivery of the services and will make available to the Consultants the relevant data and reports concerning the project.

1.7 Please note (i) that expenses incurred in connection with preparation of proposals and contract negotiations, including those relating to visits to EBID offices, shall not constitute a direct cost of the Assignment and, as such, shall not be reimbursable; and (ii) that EBID shall not be obliged to accept any of the proposals submitted to it.

1.8 The firms listed in the Data Sheet have been invited to submit proposals.

1.9 We would like to remind you that, to avoid any conflict of interest, i) no firm that

~~Data Sheet of Supplies, works or services~~
Data Sheet of Supplies, works or services with which you are affiliated or associated is eligible to bid for any supplies, works or services contracts (other than the current

Services and any continuation thereof) resulting from the current Services or directly related to the project within the framework of which the Assignment falls, and ii) any other previous or current involvement in the project on the part of your firm, its specialized staff or any other firm with which you are affiliated or associated, in respect of a contract with EBID is not permitted.

It is your responsibility to clarify your situation in this regard with EBID before preparing your proposal.

2. DOCUMENTS

2.1 To prepare a proposal, please use the Documents listed in the Attachments to the Data Sheet.

2.2 Consultants seeking clarification of the said Documents must notify EBID in writing no later than five (5) days prior to the deadline for submission of proposals. Any request for clarification made by mail, telegram, telex or facsimile must be sent to EBID's address indicated in the Data Sheet. EBID will reply to such requests by telegram, telex or facsimile, sending copies of its reply to all Consultants invited to bid.

2.3 At any time prior to the submission of proposals, EBID may, for any reason whatsoever, on its own initiative or in response to a request for clarification from a firm invited to bid, amend the Documents pursuant to an addendum. The said addendum will be sent by e-mail, telegram, telex or fax to all firms invited to tender, and will be binding on the said firms. EBID may, at its discretion, extend the deadline for submission of proposals.

3. PREPARATION OF PROPOSALS

3.1 You are invited to submit a technical proposal and a financial proposal. Each proposal must be submitted in English or French.

Technical Proposal

3.2 When preparing the technical proposal, you are expected to review all the conditions and instructions contained in the Documents. If you fail to provide all the information requested, you will bear full responsibility for such omission, which may result in the rejection of your proposal.

3.3 In preparing the technical proposal, pay particular attention to the following considerations:

- i) A firm that has not been short-listed may not partner with another short-listed firm to provide the required services;

- ii) It is desirable to sub-contract part of the work to local consultants; the same sub- contractor may appear in several proposals, subject to the provisions of the Data Sheet. The cost of subcontracting shall not exceed thirty percent (30%) of the total proposed contract price. Subcontractors must meet the Bank's eligibility requirements;
- iii) The estimated number of man-months of work for key specialized staff required for the Assignment is indicated in the Data Sheet. Your proposal must be based on a number that is substantially in line with this estimate;
- iv) The majority of the proposed key specialized staff must be permanent employees of your firm, unless otherwise specified in the Data Sheet;
- v) The proposed staff must have proven experience, preferably in contexts similar to that prevailing in the ECOWAS region;
- vi) No substitutions for key specialized staff may be made without the prior written agreement of EBID, and only one curriculum vitae may be submitted for each position;
- vii) Study reports must be written in the language(s) specified in the Data Sheet. It is recommended that your firm's staff have a working knowledge of the language used in the country of the Assignment.

3.4 Your technical proposal must provide the following information, as well as any additional information, using the forms attached in Annex 1:

- i. A brief description of the Consultant's organization and an outline of recent experience in assignments of a similar nature. In each case, the overview should indicate particularly the details of the staff provided, the duration of the assignment, the amount of the contract and the firm's share;
- ii. Any observations or suggestions relating to the Consultant's terms of reference, together with a description of the method (work plan) which the Consultant intends to adopt to implement the services, with a representation of the activities in the form of bar charts and graphs representing the critical path method or the programme evaluation and control technique (PERT graph), as appropriate;
- iii. The composition of the proposed staff, as well as the tasks assigned to each member and their timetable;

- iv. *Curricula vitae* recently signed by key members of the proposed specialist staff, or by a head of department authorized to do so at the firm's head office. Key information to be provided should include the number of years of experience with the firm, and the extent of responsibilities exercised on various assignments over the last ten years;
- v. Estimates of the total effort in time (man-months) to be devoted to the implementation of the Assignment, supported by bar charts showing the proposed working time (man-months) for each specialist staff member;
- vi. Any observations made by the Consultant regarding the data, services and facilities to be provided by the Customer, as indicated in the Terms of Reference;
- vii. Finally, if the Data Sheet specifies that training is to be a major component of the assignment, a detailed description of the proposed
- viii. methodology, staffing, budget and monitoring process.

3.5 The technical proposal should not include any financial information.

Financial proposal

3.6 The financial proposal should indicate the costs relating to the Assignment, which will normally cover staff remuneration (foreign and local, field and headquarters), subsistence allowances (per diem, housing allowance), transport costs (international and domestic, start-up and termination), services and equipment (vehicles, office equipment, furniture and miscellaneous supplies), reproduction of documents, and surveys. These costs must be broken down into foreign and local costs. Your financial proposal should be prepared using the forms attached in Annex 2.

3.7 Costs should be expressed in FCFA exclusive of VAT or in US dollars.

4. SUBMISSION OF PROPOSALS

4.1 The technical and financial proposals must be submitted in originals, with the number of copies of each as indicated on the Data Sheet. All proposals must be in separate envelopes indicating whether they are originals or copies. Each technical proposal must be placed in an envelope clearly marked "**Technical Proposal**", and each financial proposal in an envelope clearly marked "**Financial Proposal**", both envelopes shall then be put in an outer envelope which must be

Data Sheet of all shall bear the address and information indicated in the Data Sheet. This envelope must be clearly marked:

"TO BE OPENED ONLY IN THE PRESENCE OF THE EVALUATION COMMITTEE"

- 4.2 In the event of any discrepancy between the copies of the proposals, the original shall prevail. The original and each of the copies of the Technical Proposal and the Financial Proposal shall be printed in indelible ink and signed by the Consultant's authorized representative, such representative's authorization shall be confirmed by a written power of attorney attached to the proposals. All pages of the technical proposal must be initialed by the signatory or signatories.
- 4.3 The proposal shall not contain any alterations, omissions or additions, except where necessary to correct errors caused by the Consultant, and all such corrections shall be initialed by the signatory or signatories.
- 4.4 The duly filled out Technical Proposal and Financial Proposal must be submitted no later than the date and time indicated in the Data Sheet.
- 4.5 Proposals must be valid for the number of days specified in the Data Sheet from the date of submission. During this period, you must ensure the availability of the specialized staff proposed for the Assignment. The Customer shall make every effort to conclude negotiations at the same time at the place indicated in the Data Sheet.

5. WITHDRAWAL OF PROPOSALS

Tenders may be withdrawn in writing, by letter or cable, at any time prior to the tender opening date. Withdrawal may be made in person by the tenderer or his or her duly authorized representative, provided that the tenderer makes his or her identity known and signs a bid receipt before the tender opening.

6. AMENDMENTS OF PROPOSALS

Unless otherwise agreed by the Customer, amendments must be received no later than the date and time set for submission of proposals made in response to this request for proposals. Amendments must be made in writing in the form of a letter or cable and must expressly state the proposal thus amended, the nature of the amendment, the reference of the request for proposals and the date and time set for submission of the proposals. Amendments must be sent to the office indicated for this purpose, stating the reason or reasons for the amendment.

7. EVALUATION OF PROPOSALS

- 7.1 A two-step procedure shall be adopted for the evaluation of proposals. The technical evaluation must be conducted first, followed by the financial evaluation. Firms will be ranked using a combined technical/financial scoring system, as set out below.

Technical proposal

- 7.2** The evaluation committee appointed by the Client will evaluate the proposals using the criteria and points system specified in the Data Sheet. Each compliant proposal will receive a technical score (Nt). Proposals receiving a score below the minimum technical score specified in the Data Sheet will be rejected and the corresponding financial proposals will be returned unopened to the applicant firms.
- 7.3** At the end of the technical evaluation, the Client will inform the consultants of the technical scores of their proposals. At the same time, the Client (a) shall notify consultants whose proposals have not obtained the minimum qualification mark, or have been judged to be non-compliant with the Request for Proposals and the Terms of Reference, that their financial proposals will be returned to them unopened at the end of the selection process; and (b) shall indicate the date, place and time of the opening of the financial proposals to consultants whose technical proposals have obtained the minimum qualification mark. The date for the opening of the financial proposals must be determined in such manner as to allow Consultants sufficient time to attend the opening session. Attendance at the Financial Proposal opening is optional.
- 7.4** Financial Proposals shall be opened in public, in the presence of representatives of consultants who wish to attend. Consultants' names and technical scores shall be read aloud. The Financial Proposals of Consultants who have achieved the minimum qualification mark shall be examined to ensure that they have not been tampered with or opened. These financial proposals shall then be opened and the total prices read aloud and recorded in writing.

Financial proposal

- 7.5** After ascertaining that the Financial Proposals are complete and free of calculation errors, the evaluation committee will convert the prices denominated in various currencies into the single currency specified in the Data Sheet. The official selling rate used for this purpose will be the rate from the source indicated in the Data Sheet and prevailing on the date of submission of the proposals. The lowest priced financial proposal (Fm) will receive a financial score (Nf) of one hundred (100) points, based on the following formula:

$$\mathbf{Nf = 100 \times Fm/F}$$

(F being the price of the financial proposal converted into the single currency).

Final rankings

- 7.6** Finally, the proposals will be ranked according to their combined technical (Nt) and financial (Nf) scores, applying the weightings indicated in the Data Sheet (T

Data Sheet 11.1: Weighting of the technical proposal; F = weight given to the financial proposal; T + F = 1), to arrive at an overall score (NG), i.e. :

$$NG = (N_t \times T) + (N_f \times F)$$

8. NEGOTIATIONS

- 8.1** Before the expiry of the period of validity of the proposals, the Client shall notify the Consultant who submitted the highest ranked proposal, by registered letter, telegram, telex or facsimile, that his proposal has been selected, inviting him to negotiate the Contract.
- 8.2** Negotiations normally last between two and five days. The aim is to reach agreement on all points and initial a draft Contract by the end of these negotiations at the latest.
- 8.3** Negotiations begin with a review of the technical proposal, the proposed methodology (work plan), staffing and any suggestions the Consultant may have for improving the terms of reference. Agreement is then reached on the final terms of reference, staffing, bar charts which should show activities, staff, periods spent in the field and at headquarters, man-months of work, and everything to do with logistics and reporting. Particular care shall be taken to optimise the services to be provided by the Consultant, within the available budget, and clearly define the inputs to be provided by the Client in order to ensure satisfactory implementation of the assignment.
- 8.4** The agreed changes shall then be reflected in the financial proposal, based on the proposed unit rates (without negotiation of rates expressed in man-months).
- 8.5** Having based its choice of Consultant, inter alia, on an evaluation of the key members of the proposed specialist staff, the Client expects to negotiate a contract on the basis of the staffing as defined in the proposal. Before such negotiations commence, the Client shall obtain assurances that such staff will be available. No replacements will be considered during negotiations, except in the event of unforeseen postponement of the date of commencement or the unavailability for health reasons of key specialist staff.
- 8.6** Negotiations shall conclude with consideration of the draft contract. The Client and the Consultant shall finalize the terms of the contract in order to conclude the negotiations. Where negotiations fail, the Client shall invite the Consultant whose proposal was ranked second to negotiate the Contract.

9. AWARD OF CONTRACT

- 9.1** The Contract shall be awarded after negotiations with the successful Consultant have been completed. The Client shall promptly inform the other Consultants that their proposals have not been accepted.
- 9.2** The successful Consultant shall be expected to commence the assignment at the

10. CONFIRMATIONS

10.1 Please inform the Client by e-mail:

- i. that you have received the invitation letter;
- ii. whether you intend to submit a proposal; and
- iii. if so, when and by what means you intend to submit it.

11. CORRUPTION OR FRAUDULENT PRACTICES

11.1 All tenderers, co-tenderers or sub-contractors are encouraged to respect the rules and principles of integrity by avoiding any fraud or corruption, or face sanctions.

Accordingly, EBID;

- (a) for the purpose of this provision, defines, the expressions below as follows:
 - (i) "Bribery" is the act of offering, giving, soliciting or accepting, directly or indirectly, anything of value in order to improperly influence the action of another person or entity;
 - (ii) "Fraud" is an act or omission, including a misrepresentation, that deliberately or recklessly misleads or attempts to mislead a person or entity for financial or other gain or for the purpose of avoiding an obligation;
 - (iii) "Collusion" is an agreement between two or more parties to achieve a dishonest purpose, including improperly influencing the actions of other persons or entities;
 - (iv) "Coercion" means directly or indirectly harming or injuring, or threatening to harm or injure, a person or that person's property with a view to improperly influencing the actions of that person;
- (b) reject the proposal for the award of the Contract if it establishes that the Consultant recommended for award of the Contract is guilty, directly or through an agent, of bribery or has engaged in fraudulent, collusive or coercive practices in order to obtain the Contract;
- (c) sanction a Consultant, by excluding him/her indefinitely or for a specified period of time, from the award of any contract financed by EBID if it establishes, at any time, that such Consultant has, directly or through a third party, engaged in corrupt, fraudulent, collusive or coercive

Data Sheet of the Practices during the procurement process or the execution of a contract
financed by the Bank; and

(d) may require that the Request contain a provision obliging consultants and their subcontractors to authorize the Bank to examine the documents and accounting records and any other documents relating to the submission of the proposal and the execution of the contract, and submit them for verification to auditors appointed by the Bank.

11.2 The Consultant, his/her subcontractors and associates shall not have been declared ineligible by the Bank for the award of any contract for corrupt, fraudulent, collusive or coercive practices pursuant to Clause 1.7(d) above. In addition, the Consultant shall be informed of the provisions relating to fraud and corruption contained in the relevant clauses of the General Conditions of Contract.

11.3 The Consultant shall provide information on commissions and bonuses, if any, paid or to be paid to agents in connection with this proposal and the performance of the Contract if awarded to the Consultant, as requested in the Financial Proposal Form (Section 4).

DATA SHEET OF THE INVITATION LETTER

Letter of Invitation

Clause No: **N/A**

- 1.1 Country/Name of assignment: **Selection of a service provider for the procurement and implementation of Wallix Cybersecurity Software at the ECOWAS Bank for Investment and Development (EBID).**
- 1.2 Name of Client: **ECOWAS Bank for Investment and Development.**
- 1.3 Description and objectives of the Assignment: **Selection of a service provider for the procurement and implementation of Wallix Cybersecurity Software at the ECOWAS Bank for Investment and Development (EBID)**
- 1.4 Planned phases of the assignment (if applicable) : **Not applicable.**
- 1.5 Pre-proposal conference: Yes / No. If yes, indicate date, time and place: **Not applicable.**
- 1.6 Name and address of person(s) in charge: **Not applicable.**
- 1.7 The Customer shall provide the following inputs: **Not applicable.**
- 1.8 The firms invited to submit proposals are as follows:
A technical proposal (One original + 3 copies)
A Financial Proposal (One original + 3 copies)
The two proposals contained in separate envelopes
- 1.9 The Documents are: (Terms of Reference, Contract, Annexes, etc)
- 1.10 The address is: **Department of Administration and General Services office number 0505D, ECOWAS Bank for Investment and Development, Boulevard du 13 janvier. Applications must be delivered in person. Proposals sent electronically will not be accepted. However, firms are advised to enclose in their envelopes digital versions of the bids in CD-ROM or USB key format. Applications received after the deadline will not be accepted. Submissions sent by post shall be accepted in principle. The postmark will be taken as proof. However, tenders received physically after the opening will not be taken into consideration.**
- 1.11 Language to be used for proposals: **French or English**

2.0

- i) A short-listed firm may partner with another short-listed firm: Yes..... **No**
- ii) The same subcontractor may be party to several proposals: Yes..... **No**
- iii) The number of man-months of key personnel proposed is: **2 months**
- iv) The majority of the proposed key staff are permanent employees of the firm: **Yes...No**
- v) Language(s) to be used for reports: **French or English**
- vi) Training is a major component of this Assignment: **Yes...No**

2.1 Tax liability, insurance (description or reference to appropriate documents) :
As a public international institution, EBID is exempt from the payment of all taxes, with the exception of the statistical tax and the customs stamp, in accordance with the Headquarters Agreement with the Togolese Republic dated 24 May 1980.

2.2 Number of copies of proposals to be submitted: **One original + 3 copies**

Postal address: BP 2704 Lomé Togo
Telegraphic address: **+228 22 2186 84**
Telephone number: **+228 22 21 68 64**
Fax number: **+228 22 21 68 64**

Information to be indicated on the envelope: **Selection of a service provider for the procurement and implementation of Wallix Cybersecurity Software at the ECOWAS Bank for Investment and Development (EBID).**

2.3 Date and deadline for submission of proposals: **3 October at 10.00 am**. The opening could take place on this day at 10.30 am where necessary at very short notice.

2.4 Period of validity (days, date): **120 days from the deadline for submission of bids i.e. 3 February 2025.**
Place of negotiation: **EBID Headquarters**
Contact person: **Director of Administration and General Services**

2.5 The criteria and sub-criteria for evaluating the complete technical proposal, and their respective weights, are as follows:

Points (Total: 100)

a) **Consultant Qualifications and Experience**

- Evaluation of the consultant's experience, certifications, and demonstrated ability to implement similar projects within the ECOWAS region.

[30 points]

b) Proposed Solution

- Assessment of the proposed Wallix Cybersecurity solution, including its alignment with EBID's requirements, scalability, and integration capabilities. **[30 points]**

c) Project Plan and Implementation Strategy

- Evaluation of the project plan, including feasibility, risk management, and the proposed timeline for implementation. **[20 points]**

d) Proposed team, expertise and experience of experts **[10 points]**

e) References and Client Satisfaction

- Feedback from previous clients regarding the consultant's performance, project management, and post-implementation support. **[10 points]**

Total points: **[100 points]**

The minimum technical score Nt required to qualify is: 80 Points [80 points].

2.6 Currency: FCFA or US dollars _____

2.8 T = 0.8 P = 0.2

Yours faithfully

[Customer name]

Encl:

1. Mandate (ToR)
2. Annex 1 – Standard form for the technical proposals
3. Annex 2 – Standard form for the financial proposals

ENCLOSED

***TERMS OF REFERENCE FOR THE REQUEST FOR PROPOSAL
(RFP) FOR THE PROCUREMENT AND IMPLEMENTATION OF
WALLIX CYBERSECURITY SOFTWARE AT THE ECOWAS
BANK FOR INVESTMENT AND DEVELOPMENT (EBID)***

Introduction

The ECOWAS Bank for Investment and Development (EBID), headquartered in Lomé, Togo, is an international financial institution committed to supporting the economic and social development of the ECOWAS member states. As part of our ongoing efforts to fortify our cybersecurity infrastructure, EBID is seeking qualified and experienced consultants to procure and implement Wallix Cybersecurity software. This project is crucial for enhancing our cybersecurity posture, safeguarding sensitive information, and ensuring compliance with international security standards.

Background

EBID operates within a complex IT environment that supports various business processes, including financial transactions, data management, and communication across multiple ECOWAS member states. Given the increasing sophistication of cyber threats, it is imperative to implement a robust cybersecurity solution that aligns with our IT Master Plan (2024-2026). This plan includes modernizing our Datacenter, upgrading network systems, and ensuring continuous protection against cyber threats.

Previous assessments have identified specific vulnerabilities within our IT infrastructure. These include potential threats to our Datacenter, network systems, and various business applications. As a response, we are seeking to implement Wallix Cybersecurity software to provide comprehensive protection, enhance data integrity, and ensure business continuity.

Background of WALLIX

WALLIX is a European company and a global leader in identity and access cybersecurity solutions, distributed in over 90 countries, providing simple, secure and trusted access to protect digital and industrial environments. A leader in the privileged access management market and with a strategy based on innovation and agility, WALLIX's mission is to simplify cybersecurity for its customers worldwide.

The WALLIX solution suite is distributed by a network of over 300 resellers and integrators worldwide, and WALLIX supports over 3000 organizations in securing their digital transformation.

WALLIX offers the following range of products:

- PRIVILEGED ACCESS MANAGEMENT - Controlling privileged accounts
- IDENTITY AND ACCESS MANAGEMENT - Seamlessly securing all access
- IDENTITY AND ACCESS GOVERNANCE - Access reviews and entitlement control
- SECURITY AS A SERVICE - Identity-centric Zero Trust on-demand platform

The Objectives

The primary objectives of this RFP are to:

1. **Implement Wallix Software to enhance EBID's cybersecurity infrastructure**, thereby protecting sensitive financial data and ensuring compliance with relevant regulations.
2. **Integrate the cybersecurity solution** into EBID's IT infrastructure, ensuring seamless operation with our current systems.
3. **Train EBID's IT personnel** on the effective use and management of the Wallix Cybersecurity software to continuously maintain and enhance security postures.
4. **Establish a long-term partnership** with a certified Wallix reseller and support provider for ongoing maintenance and updates.

Scope of Work

The scope of work under this RFP is divided into three main components:

Consultancy Services, Procurement, and Implementation.

a. Consultancy Services

The selected consultant will be responsible for:

- **Assessing EBID's Current Cybersecurity Infrastructure:**
 - Conduct a comprehensive review of EBID's existing IT and cybersecurity systems, including the Datacenter, network architecture, and critical business applications.
 - Identify security gaps and vulnerabilities and propose solutions aligned with best practices.
- **Developing a Detailed Implementation Plan:**
 - Create a comprehensive project plan that includes detailed timelines, resource allocation, and risk management strategies.
 - Specify all technical and operational requirements for integrating Wallix Software into EBID's existing systems.
 - Propose a strategy for minimizing disruption during the implementation phase, ensuring business continuity.
- **Training and Knowledge Transfer:**
 - Provide comprehensive training sessions for EBID's IT staff on the operation, management, and maintenance of Wallix Cybersecurity software.
 - Develop and deliver training materials and manuals for ongoing reference by EBID's IT team.
- **Ongoing Support and Maintenance:**
 - Offer post-implementation support, including system monitoring, software updates, and troubleshooting.
 - Propose a Service Level Agreement (SLA), including response times, maintenance schedules, and escalation procedures.

b. Procurement of Wallix Cybersecurity Software

The consultant will be responsible for:

- **Identifying the Appropriate Wallix Products:**
 - Determine the specific Wallix software and modules required to meet EBID's cybersecurity needs, considering our operations' size, complexity, and regulatory environment.

-
- Ensure that the chosen products are scalable and can be integrated with EBID's existing and future IT infrastructure.
 - **Licensing and Compliance:**
 - Procure the necessary Wallix licenses, ensuring compliance with all relevant ECOWAS regulations and international standards.
 - Verify that all software licenses are valid, up-to-date, and cover the entire contract duration.
 - **Vendor Liaison:**
 - Act as the primary liaison between EBID and Wallix, ensuring clear communication regarding product specifications, delivery timelines, and technical support.

c. Implementation of Wallix Cybersecurity Software

The implementation phase will include:

- **Installation and Configuration:**
 - Install Wallix Cybersecurity software on EBID's servers and configure it according to the specifications defined in the consultancy phase.
 - Ensure seamless integration with existing systems, including the Datacenter, network architecture, and critical business applications.
- **Testing and Validation:**
 - Conduct comprehensive testing to ensure the software is functioning correctly and securely.
 - Implement rigorous validation procedures to confirm that all identified vulnerabilities have been addressed and that the system meets the required security standards.
- **Documentation:**
 - Provide detailed documentation of the installation and configuration process, including system architecture diagrams, configuration settings, and user manuals.
 - Ensure all documentation is available in **English** and **French languages**, per EBID's bilingual operational requirements.

Consultant Qualifications

EBID requires that the consultant meet the following qualifications:

- **Certification and Reseller Status:**
 - Must be a certified reseller and support provider for Wallix Cybersecurity software.
 - Must provide proof of certification and authorization directly from Wallix or its authorized distributor.
- **Experience in the ECOWAS Region:**
 - Must be registered and operating within a member state of the Economic Community of West African States (ECOWAS).
 - Demonstrated experience implementing cybersecurity solutions within the banking or financial sector, particularly in the ECOWAS region.
- **Banking and IT Security Expertise:**
 - Extensive experience implementing similar cybersecurity solutions in complex environments, preferably within the banking or financial sector.
 - Deep understanding of the unique cybersecurity challenges financial institutions face in the ECOWAS region.
- **Project Management Expertise:**
 - Demonstrated ability to manage large-scale IT projects, including coordination with multiple stakeholders, timeline management, and risk mitigation.
 - Provide details of previous projects, including client references and outcomes, mainly focusing on cybersecurity software implementation projects.

Proposal Requirements

Proposals must include:

- **Company Profile:**
 - A comprehensive overview of the consultant's company, including experience, certifications, financial stability, and organizational structure.
 - Information on key personnel who will be involved in the project, including their qualifications and relevant experience.

-
- **Technical Proposal:**
 - A detailed description of the proposed Wallix Cybersecurity solution, including software specifications, integration plans, and customization options.
 - A technical approach to implementing the solution, covering all aspects from installation to validation.
 - **Project Plan:**
 - A detailed project plan with clear milestones, deliverables, and timelines.
 - Risk management strategies and contingency plans to address potential challenges during implementation.
 - **Financial Proposal:**
 - A comprehensive breakdown of costs, including software licensing, professional services, training, and ongoing support.
 - Clear terms of payment and any associated costs for additional services or future upgrades.
 - **References:**
 - At least three references from previous clients who have successfully implemented similar cybersecurity solutions with the consultant.
 - Contact information for each reference and a brief description of the project scope and outcome.

Additional Notes:

- The consultant must be prepared to work on-site at EBID's headquarters in Lomé, Togo, during critical phases of the implementation.
- The project expected to be completed within [**two months**].
- Proposals will be evaluated in accordance with EBID's procurement guidelines, and the final decision will be made by the EBID evaluation committee.

ANNEX 1 : STANDARD FORM FOR TECHNICAL PROPOSALS

TECHNICAL PROPOSAL

FROM :

TO :

Subject: Hiring of consultants

Ladies and Gentlemen Technical Proposal,
We, the undersigned, have the honour of sending you herewith a Technical Proposal for theselection of our firm as Consultant for _____

Yours sincerely

**Signature :
(Authorised
representative)**

**Name:
Position:
Address:**

PROFESSIONAL REFERENCES

Services most representative of your qualifications provided in the last five years

Using this form, please provide the requested information about the various assignments your firm has performed under contract, either individually or as lead partner in a consortium.

Name of assignment:		Country:
Location:		Specialised staff provided/fourni :
Name of client:		Number of persons:
Address:		Number of man-months:
Date of commencement (month/year)	Date of completion (month/year)	Estimated value of services (in current dollars)
Name of potential partner(s) :		Number of man-months provided by partner(s):
Name and position of main person(s) in charge (Project Leader/Coordinator, Team Leader):		
Description of the Project :		
Description of the services provided by your staff:		

Name of Consultant: _____

**STRATEGIC NOTE ON THE PROPOSED METHOD FOR
CONDUCTING THE ASSIGNMENT**

CONSULTANT'S OBSERVATIONS/SUGGESTIONS

The mandate :

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
- etc.

Data, services and logistics to be provided by the Client under the mandate:

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
- etc.

Standard curriculum vitae for proposed key staff

Post proposed : _

Name of firm : _

Name of employee: _

Profession : _

Date of birth : _

Years of employment with the firm : _____ Nationality : _

Membership of Professional Bodies : _

Specific duties : _

Main qualifications :

(In no more than half a page, give an account of those aspects of the employee's training and experience which are most relevant to his or her duties; state the level of responsibility held by this employee on previous assignments, stating when and where).

Education :

(In not more than a quarter of a page, summarise the university and other specialised courses of study undertaken by the employee, giving the name of the school or university, the years of study and the degrees obtained).

Professional experience:

(In no more than three-quarters of a page, list the jobs occupied by the employee since completing his or her studies, in reverse chronological order, beginning with the employee's current position; for each job, state the dates, name of the employer, employee's professional title and place of work; for jobs in the last ten years, also specify the type of work performed and provide, where applicable, the names of clients as references).

Languages:

(State, for each language, the level of knowledge: read/spoken/written, average/good/excellent).

Declaration:

I, the undersigned, certify, basis on the information available to me, that the above information accurately reflects my situation, qualifications and experience.

Date : _____

Signature of employee or authorised official of the firm

Day/month/year

**COMPOSITION OF THE STAFF
AND DUTIES TO BE PERFORMED BY EACH
MEMBER**

1. Technical/Management Staff

Name	Post	Duties

2. Support staff

Name	Post	Duties

Annex 1		
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WORK PLAN / SCHEDULE

1. Field survey

(Month effective commencement of the Assignment)

Tâche/Activité	Monthly programme (in the form of a bar diagram)													
	1	2	3	4	5	6	7	8	9	10	11	12		

2. Completion and submission of reports

(As indicated in Annex B attached to the General Terms and Conditions of the Contract)

Report	Date
1. Initial report	
2. Activities report (a) First progress report (b) Second progress report	
3. Draft final report	
4. Final report	

ANNEX 2 : STANDARD FORM FOR FINANCIAL PROPOSALS

FINANCIAL PROPOSAL

FROM :

TO :

Subject: Hiring of consultants

Ladies and Gentlemen

Financial Proposal,

We, the undersigned, have the honour of sending you herewith a Financial Proposal for the selection of our firm as Consultant for_____.

Yours sincerely

Signature :
(Authorised representative)

Name:
Position:
Address:

AMOUNT OF THE PROPOSAL

Activity	Currency	Amount	
		In figures	In letter
Total amount:			

Note : The breakdown of the total price must be as shown in Annex 2, page 3.

SUMMARY TABLE OF THE FINANCIAL PROPOSAL

For activity No : _____

Name :

Price component	Currency	Amount
Remuneration for basic services		
Reimbursable expenses		
Cost of computer logistics		
Miscellaneous costs		
Sub-total		

Note: This form must be duly filled in for each of the activities listed in Annex 2, page 2..

REMUNERATION TABLE OF BASIC SERVICES

For activity No : _____ Name: _____

Name	Post	Man-months	Monthly rate	Projected total amount
Total :				

- Note :**
1. The breakdown of costs and charges relating to the monthly rates is shown in Annex 2, page 5.
 2. This form must be duly filled in for each of the activities mentioned in Annex 2, page 2.

REIMBURSABLE EXPENSES

For activity No : _____ Name: _____

S. N°	Item	Unit	Quantity	Price	Total unit amount
1.	Return trips between _____ and _____	Trajet			
2.	Miscellaneous travel expenses	Trajet			
3.	Subsistence allowance	Jour			
4.	Local transport costs *				
5.	Office rental/services				
Total :					

Note : This form must be duly filled in for each of the activities listed in Annex 2, page 2.

* These costs will not be included if the Client provides transport on site. Similarly, at the project site, the costs of office rental and services should not be included if these items are provided by the Client.

COST OF CUMPUTER LOGISTICS
(Including licenses)

For activity No : _____ Name : _____

S1 N°	Software	Amount
1.		
2.		
3.		
4.		
Total :		

MISCELLANEOUS COSTS

For activity No : _____ Name : ___

S. N ^o -	Item s	Unit	Quantity	Unit price	Total amount
1.	Costs of communications between _____ and _____ (telephone, telegrams, telexes))				
2.	Preparation and duplication of reports				
3.					
4.					
5.					
Total :					

Note : This form must be duly filled in for each of the activities listed in Annex 2.

IV. Annexes

Annex A

Description of the services

Give a detailed description of the Services to be provided; the completion dates for the various tasks; locations where the various tasks will be performed; the specific tasks that must be approved by the Client; etc.

Annex B

Reports

Specify the format, frequency, content, submission dates, recipients of reports, etc. If no report is to be prepared, write "Not applicable" here.

Annex C

Key staff and sub-contractors

Under:

C-1 The positions [and names, if possible], a detailed description of the tasks and minimum qualifications of the foreign Key Staff required to work in the Government's country, and the number of months worked by each of them.

C-2 The same information as in C 1 for Key Staff contacted to work outside the Government's country.

C-3 The list of approved Subcontractors (if already known); the same information on their Personnel as in C-1 or C-2.

C-4 The same information as in C-1 for local Key Staff.

Annex D

Breakdown of the contract price in foreign currencies

Indicate below the cost elements used to justify the foreign currency portion of the fixed price:

1. Monthly rates for Staff (Key Staff and other members of Staff).

2. *Reimbursable expenses.*

This Annex will be used exclusively to determine the remuneration of any additional services.

Annex E

Breakdown of the contract price in local currency

Indicate below the cost elements used to justify the national currency portion of the fixed price:

1. *Monthly rates for Staff (Key Staff and other Staff).*
2. *Reimbursable expenses.*

This Annex will be used exclusively to determine the remuneration of any additional services.

Annex F

Services and logistics provided by the client