

CALL FOR EXPRESSION OF INTEREST (EOI) SERVICES

REVAMPING AND RE-DESIGNING OF THE BENGUELA CURRENT CONVENTION (BCC) WEBSITE

The Secretariat of the Benguela Current Convention (BCC) invites Expression of Interests (Eoi) from qualified and competent service providers for the design, development, implementation and hosting of the Benguela Current Convention (BCC) website. The website design should provide an interactive, fresh and vibrant look, with organized, attractive and user-friendly content.

The Expression of Interest (Eoi) must include a technical proposal with detailed methodology and comprehensive workplan, company profile, a financial proposal, and the curricula vitae of relevant project team. Submissions should be made to the Benguela Current Convention (BCC) via email at website@benguelacc.org or by hand delivery to the BCC Secretariat Office, No. 1 Strand Street, Swakopmund, or post to P/Bag 5031 Swakopmund, on or before 17H00, **Friday, 27 February 2026 Namibian time.**

It shall remain the responsibility of the bidder to ensure that the Eoi reaches the BCC Secretariat on any of the above addresses on or before the deadline. Eoi received by the BCC Secretariat after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

The financial proposal of the Eoi should separate professional fees from any other costs related to the assignment.

Thank you and we look forward to receiving your submission.



ANNEXURE B

1. INTRODUCTION

The Benguela Current Convention (BCC) is a multi-sectoral organization established by the republics of Angola, Namibia and South Africa (Parties) to spearhead regional collaboration for integrated management, sustainable development and protection of the environment using an ecosystem approach to ocean governance in the Benguela Current Large Marine Ecosystem (BCLME). The BCC is the first inter-governmental Convention in the world to be based on a multi-sectoral approach to the Large Marine Ecosystem (LME) concept of ocean governance - a move towards managing transboundary resources at a larger ecosystem level (rather than at the national level) and balancing human needs with conservation imperatives.

The work of the BCC, which is guided by a five-year Strategic Action Programme (SAP), is driven and coordinated by its Secretariat based in Swakopmund, Namibia. Among key responsibilities of the Secretariat are to: (a) provide services to all the BCC structures through coordinating and facilitating the execution of their functions; (b) source resources, additional to the contributions made by the Parties, to carry out and implement the programmes of the Commission; and (c) establish partnerships with other organizations.

The Secretariat is further responsible for reporting and communicating the work of the organization to its wide stakeholder base which includes policy makers, administrators, technocrats, academics, students, private sector and industries, and the general public, in both English and Portuguese. Various channels, including online media such as website, newsletter, and other social media platforms (LinkedIn, X, TikTok, Facebook, Youtube, Instagram, etc) are employed to reach these stakeholders. It is therefore important that the Secretariat has website that is interactive, fresh and vibrant look, with organized, attractive and user-friendly content. It is against this background that the Secretariat is seeking the services of a qualified and competent service provider for the design, development, implementation and hosting of the Benguela Current Convention (BCC) website.

2. THE OVERALL OBJECTIVE

The objective of this call for EoI is to appoint a qualified service provider, to design, develop, implement and host the BCC website. The website must:

- a) Serve as an online document repository, communication and reporting platform of the BCC,
- b) Enhance the overall visual appeal and professional appearance of the BCC website, ensuring it is modern, interactive, and reflective of the organization's identity.
- c) Enhance user experience and accessibility across devices (desktop, tablet, mobile).
- d) Strengthening BCC's online visibility, branding, and stakeholder engagement.

- e) Provide a user-friendly and interactive platform to disseminate information.

3. CONTRACT PERIOD

The duration of the contract will be an agreed period of not more than six months for the development and implementation plus three years of hosting and maintaining the website.

4. SCOPE OF WORK

The service provider will be required to conduct a website audit and planning:

- Assess the current website's structure, content, and functionality.
- Create a clear website layout that makes it easy for users to understand and navigate the site.

No.	Description
1	Dual Language Website – The website shall provide two language options: English and Portuguese. The translation of website text will be undertaken internally by BCC.
2	Website Design and Develop <ul style="list-style-type: none"> • Propose three designs, modern, professional, and interactive design reflecting BCC's corporate identity. • Develop the website as per the agreed design and specifications. • Test the website for functionality, speed and responsiveness (including both internal and external links)
3	Content Management System (CMS) <ul style="list-style-type: none"> • Implement a robust CMS that allows BCC designated secretariat staff to easily update content on the website. • Provide content migration from the old website to the new platform. • Ensure integration of video, images, and downloadable resources on the website.
4	Functionality Enhancements <ul style="list-style-type: none"> • Incorporate social media integration (Facebook, LinkedIn, Instagram, YouTube Channel links) • Add mailing list /newsletter subscription functionality. • Provide a secure document repository for reports, research outputs, and policy documents. • Ensure compliance with data protection and accessibility standards. • Create sub-web pages as and when required e. g. for projects, conference/ meeting registrations, tender and job application submissions.
5	Maintenance and Hosting Services The service provider must be able to host the BCC website and BCLME RIIMS (Benguela Current Large Marine Ecosystem Regional Integrated Information Management System), for a period of Three years, ensuring the following: <ul style="list-style-type: none"> • Availability/Uptime of the platform. • Security and protection against hacking, data breaches, and related cyber threats. • Content and structural updating support as maybe needed.

	<ul style="list-style-type: none"> • Provide visitors analytics (hit counter) report when required. • Maintenance and technical support, including security patches, software updates and upgrade.
6	Training & Handover <ul style="list-style-type: none"> • Provide training for BCC Secretariat designated staff on website management and content updates. • Deliver training and user manuals.

5. PROJECT DELIVERABLES

- Inception meeting and report for this meeting.
- Fully functional and tested website.
- Training and user manual.
- Final technical documentation

6. DURATION

- The assignment is expected to take no longer than **(3 months)** from contract signing to final delivery, including review and approval stages.
- Three years for hosting and maintenance

7. REQUIRED EXPERTISE

The consultant/service provider should demonstrate:

- Proven experience in website design / development / web content management.
- Strong portfolio of at least three similar projects - website designed for reputable organizations/ institutions.
- Knowledge of IT/ digital communication and web accessibility standards.
- Ability to provide technical support post-launch of the website.

8. REPORTING AND SUPERVISION

The consultant will work under the supervision of the BCC Secretariat, specifically the Manager: Marketing & Communication and Manager: Data and Information Management, with oversight from the Executive Secretary. Progress will be reported bi-weekly or as agreed.

9. ADDITIONAL INFORMATION

Evaluation Criteria

- a) The contract will be awarded to the qualifying bidder as per the following criteria:

- Technical expertise and relevant experience.
 - Timeline and delivery schedule.
 - Financial proposal (cost-effectiveness and transparency).
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the tender proposal. In this regard, the respective weight of the proposals is as follows:
- a) Technical Criteria weight is **70%**
 - b) Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CVs, Proposal)	70%	100
▪ Specific or Technical relevant Knowledge and experience		40%
▪ Comprehensiveness of the methodology/approach		30%
▪ Understanding of Terms of References		10%
▪ Qualification of proposed personnel (key expert or qualified firm)		20%
Financial (Lower Offer/Offer*100)	30%	30%
Total Score	Technical Score * 70% + Financial Score * 30%	

10. DOCUMENTS TO BE INCLUDED IN THE PROPOSAL

Companies that meet the required qualifications and are interested in this project should submit:

- a) **Cover Letter:** A one-page letter of introduction identifying the bidder and signed by the person(s) authorized to bind the bidder to statements made in the proposal.
- b) **Company Profile:** a detailed company profile, highlighting CVs of the technical experts who will oversee this project, with certified qualifications and other documentation in support of the CV.
- c) **Work plan:** A detailed work plan indicating the tasks and timelines for completion of tasks.
- d) **Technical Proposal:** A brief outline of the proposed technical approach, design concept, functionality, and implementation methodology for the website revamp.
- e) **Financial Proposal:** A detailed and itemized cost breakdown for the website revamp, clearly indicating all associated costs and applicable taxes.

11. REFERENCES

- i. Provide at least three (3) references for similar assignments, including client contact details and supporting testimonials or reference letters.
- ii. References must be current and indicate the nature of work, contract value, place of execution, and may be subject to background verification by the BCC Secretariat.



The lump sum fee which you propose for the consultancy should indicate the breakdown of all costs. This fee should be inclusive of ALL considerations.

Quotations may be emailed to: website@benguelacc.org or hand-delivered in a sealed envelope clearly marked **“Revamping and re-designing of the BCC website”** on or before **Friday, 27th February 2026** to the following address: Benguela Current Convention (BCC) – Secretariat, Private Bag 5031, 1 Strand Street, Swakopmund.