

Terms of Reference: Development of a website for the African Critical Minerals Observatory (ACMO) Project

a. Background

The South African Institute of International Affairs (SAIIA) is working with the African Mineral Development Centre to develop an African Critical Minerals Observatory. It is envisioned that the Observatory will provide monitoring and analysis services to ensure Africa secures greater benefit from its critical minerals (and its aspirational development of green technology value chains), thereby enabling a just transition and faster movement towards the global net zero emissions goal and supporting the implementation of the African Critical Mineral Strategy.

The Observatory will be a web-based platform. Through this call, SAIIA is seeking expressions of interest from suitable organisations to support the web design component of the project.

b. Objectives of the broader project

- Objective 1: Strengthen knowledge and analysis of critical minerals reserves, investment activities and existing value addition initiatives on the African continent.

By project close, collate data on African critical mineral resources in 7 initial countries (Democratic Republic of Congo, Guinea, Madagascar, Namibia, South Africa, Zambia and Zimbabwe) and in 8 critical mineral sectors (bauxite, cobalt, copper, graphite, lithium, manganese, nickel and rare earth minerals).

The project will analyse investment trends in those sectors in each country, identify key critical mineral-related initiatives, and map key stakeholders.

- Objective 2: Develop an online platform to enhance accessibility of data on African critical minerals.

By the project's close, establish an online platform in partnership with the AMDC, which will include an interactive map of African critical mineral resources, links to key knowledge products, and showcase analysis of critical mineral-related initiatives. This will include the development of a sustainability plan for the AMDC to support the long-term management and hosting of the African Critical Minerals Observatory online platform.

The African Critical Minerals Observatory seeks to provide stakeholders with relevant information and analysis, as well as providing a platform for engagement.

- Objective 3: Promote dialogue, engagement and peer learning related to efforts across the region to promote a climate-resilient and socially equitable economy through the African low carbon mineral and metals ecosystem.

c. Scope of work

The selected service provider will work with SAIIA and the AMDC in developing the web-based platform to host the African Critical Minerals Observatory. The platform will have the following key features:

- Interactive map of African critical minerals resources by country. Users should also be able to organize data by mineral and related drop-down menu which directs to a country page.
- Resources page on African critical minerals with links to key initiatives, strategic documents, emerging research and short analytical pieces generated through this project.
- Download function for documents.
- News feed: Highlighting key announcements, investments and other relevant externally produced articles relevant to Africa's critical minerals debate.
- Information page providing details on the Observatory and key partners.
- Possible additional page tabs at the top: resources, sectors, minerals, research
- Standard pages such as About Us, Privacy Policy and Contact Us.
- Site search functionality with relevant filters (country, document type, etc.).
- Newsletter sign-up and integration with email marketing software such as Mailchimp.
- Standard elements on content pages such as email, print and social media sharing.

Website support and administration:

- Provide a training manual and run a training webinar with administrative/editorial project staff on how to upload content to the CMS and maintain the site;
- Ensure the site has strong SEO to secure visibility on and traffic from the major site engines;
- Setup and integration with Google Analytics; and
- Technical support and quality control for 3-6 months after the website has launched.

d. Duration

The contract will start on 1 November 2023 and end on 31 May 2024.

The service provider must ensure the site is ready to launch in February 2024.

e. Fee and payment arrangements

SAlIA will pay the amount to the service provider in 2 tranches. **SAlIA** is obligated per SARS Regulations to deduct 25% of tax from the amount payable to independent contractors, limited to direct payments into Individual's South African bank accounts. Alternatively, VAT-registered service providers can provide a quotation stipulating the VAT amount.

- 40% upon signing of contract.
- 60% upon satisfactory completion and submission of the web platform

f. Requirements concerning the personnel and facilities to be provided by the contractor

Applicants are expected to submit a **technical and financial proposal**. Please include links to specific work experience related to the requirements of the project (web design, including relevant components such as interactive maps), the approach and methodology that will be used to complete this assignment, a brief outline of the proposed design for the African Critical Minerals Observatory and recent project references.

Applications must be submitted to Pippa Segall: pippa.segall@saiia.org.za by 13 October.