

1<sup>st</sup> February 2020

**Re: Contract No. WIOMSA/2020/08 Consultancy to develop a MARG portal**

**1. Introduction:**

The Western Indian Ocean Marine Science Association (WIOMSA) is pleased to offer Semba Masumbuko, as the Contractor, the following contract in connection with the development of a MARG portal.

**2. Duration of Contract:**

This contract shall commence on 1<sup>st</sup> February 2020 provided WIOMSA has received the enclosed copy of the contract, duly signed by the Contractor, and will terminate upon satisfactory and timely completion of all tasks to be undertaken. The Contractor will provide services during this period as per the Terms of Reference attached as Annex I to this contract, at which time the contract will terminate, unless it is otherwise extended as appropriate.

**3. Tasks to be Performed:**

The tasks to be performed by the Contractor are set out in the Terms of Reference attached as Annex 1 to this contract.

**4. Finance & Benefits:**

Remuneration: As full remuneration for the services performed under the terms of this contract, WIOMSA shall pay the Contractor a consultancy fee of USD 4 000.

- a) **Insurance:** WIOMSA does not provide any medical, personal belongings or other types of insurance for the Contractor. You are advised to make adequate provision for these eventualities before undertaking the contract. WIOMSA does not accept responsibility for the Contractor's claims in case of injury, sickness or accident.

**5. Contractual Conditions:**

The general standard conditions of contract for WIOMSA short-term contractors, attached as Annex 2, shall apply and form an integral part of this contract.

**6. Correspondence:**

All contractual correspondence in connection with this contract shall be addressed to the Executive Secretary, WIOMSA, P.O. Box 3298, Zanzibar, Tanzania. Email: [tuda@wiomsa.org](mailto:tuda@wiomsa.org)



8. **Acceptance:**

If you find the terms and conditions of this contract to be acceptable, please confirm your acceptance by signing the enclosed duplicate copy of the contract, initializing each page including the annexes, and returning the duplicate copy to the above address.

Yours sincerely,

Arthur Tuda  
**Executive Secretary**

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Contract Signature:

Date:

\_\_\_\_\_  
Signed: Dr Arthur Tuda, Executive Secretary

I have understood and agree with the terms and conditions set out above and in Annex 1 and 2 to this letter.



Date:

14-APRIL-2020

\_\_\_\_\_  
Signed:

**Bank Details**

**Name of Account holder:**

\_\_\_\_\_  
MASUMBUKO RUGOGA SEMBA

**Name of Bank:**

\_\_\_\_\_  
CRDB

**Account Number: (International Account Number, including Swift Code):**

\_\_\_\_\_  
0152259023100

**Address of Bank:**

**Swift Code: (See above)**

## **Annex I: Terms of Reference for a Consultancy to develop a MARG portal**

### **BACKGROUND**

Under the guidance of the Executive Secretary and in close collaboration with the MASMA Programme Manager, the Consultant will be responsible for development of a MARG portal

### **SCOPE OF WORK:**

The tasks to be performed by the Contractor in a prompt and satisfactory manner as determined by WIOMSA, and under the direction of the Executive Secretary and the MASMA Programme Manager, are

- Carry out analysis of MARGs data to examine the number of recipients per year, country, institution and gender.
- Design and prepare an interactive online dashboard based on the information obtained from 1 above and integrating statistical tools and plots into the dashboard.
- Interactive Map setup. Data collated, compiled, website API and plugins configurations, testing & debugging.
- Provide one-day training on the data-entry process to MASMA Manager or any other WIOMSA technical team who will be dealing with the dashboard.

### **Period of Performance/Deliverables**

Starting Date: 1 February 2020

Ending Date: 30 June 2020

All submissions are sent to the Secretariat.

	<b>Deliverable</b>	<b>Due Date</b>
1	Signing of the Contract	1 February 2020
2	Platform tested with completed projects	30 April 2020
3	Submission of the completed portal with capability of producing summary tables	20 June 2020



### **Method of Payment**

WIOMSA agrees to compensate the contractor for services to an all-inclusive amount USD 4000 upon successful completion of the assigned activities.

The contractor is responsible for due payment of all the relevant taxes that arise from this contract.

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## **ANNEX II: STANDARD CONDITIONS OF CONTRACT (SHORT-TERM CONSULTANTS)**

### **General:**

1. All tasks under the Contract shall be carried out as required by and to the satisfaction of the of WIOMSA.
2. Any variation of the terms and conditions of the Contract must be agreed in advance and in writing between the Contractor and WIOMSA.
3. The Contract may be terminated by one month's written notice on either party to the other party. In such a case, WIOMSA and the Contractor reserve the right to recover such sums as may be appropriate.
4. If the Contract is not completed because of ill health, or for other reasons beyond the control of the Contractor, payment shall be made at the discretion of the Board of Trustees of WIOMSA for all work accepted by WIOMSA.
5. The Contractor is deemed to be an independent Contractor providing the services called for under the Contract. The documents constituting the Contract do not therefore imply an offer of employment as a member of WIOMSA staff, permanent, temporary or otherwise. WIOMSA does not accept any liability for acts of third parties, accident, sickness or losses of any kind, howsoever caused, arising in the course of or from the performance of the Contract. The Contractor is advised to take out whatever insurance is appropriate to cover such risks and contingencies.
6. The Contractor has no right to sub-contract work under this Contract unless expressly stated in writing by WIOMSA. Where the Contractor is given the right to sub-contract, all contractual and other matters concerning sub-contracts, including all payments, will remain the exclusive responsibility of the Contractor.

### **Resources:**

7. The resources provided under this contract may be used only for the specific purposes described in the Contract and elaborated in the project description.
8. Budgets are indicative only. Payment will be authorised only on the basis of actual costs reasonably incurred. Apart from fees and other fixed expenses specifically identified in this Contract, expenditure should be kept to the strict minimum required for the achievement of the objectives of the project, regardless of the amounts budgeted or approved.
9. The Contractor will be reimbursed for approved travel on production of receipts for fares, and will receive daily allowances based on WIOMSA consultancy per diem rate for approved work time spent away from the Contractor's place of Residence.
10. Any funds not spent should be reported to WIOMSA and held pending instructions.

### **Non-Consumed Equipment and other Resources:**



Reports:

11. The reports required are as stated in the Contract.

Confidentiality:

12. As a general rule all information or material arising under or in connection with the project, including the project description, supporting documentation, correspondence, progress and final reports and audiovisual material, shall be open and available for public inspection. However, where circumstances reasonably require confidentiality, project information or material, excluding the project description, can be specified "confidential" by the writer and be treated as such.

**(Contractor to initial each page of these Conditions and return one copy together with the contract to WIOMSA).**

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