



COUR DE JUSTICE

محكمة العدل

COMESA



COURT OF JUSTICE

**TERMS OF REFERENCE FOR A CONSULTANT TO CONDUCT AN ICT  
INFRASTRUCTURE ASSESSMENT FOR THE COMESA COURT OF  
JUSTICE**

## **INTRODUCTION**

1. The Court of Justice of the Common Market for Eastern and Southern Africa (COMESA Court of Justice or CCJ) was established in 1994 under Article 7 of the COMESA Treaty (the Treaty) as one of the Organs of the Common Market. The Court is comprised of two Divisions, the Appellate Division with five Judges and the First Instance Division with seven Judges. The Judges are drawn from twelve different Member States.
2. Article 41 of the Treaty provides that the day-to-day operations of the Court shall be coordinated through a Court Registry which is headed by a Registrar who is the Chief Executive Officer of the Court. The Registrar and other members of staff are permanent employees and are regulated through Staff Rules and Regulations.
3. The Court is currently using various Information Communication Technology (ICT) tools to accomplish its day-to-day activities and to enhance service delivery. With the ever-changing technological advancements and emerging associated risks, the Court aims to assess its current ICT infrastructure to determine its effectiveness and efficiency, identify areas that may require enhancement, and propose remedial measures for identified gaps.

## **OBJECTIVE**

4. The main objective of the consultancy is to assess and identify gaps in the current Information Communication Technologies of the Court and propose recommendations for enhancement of the Court's ICT infrastructure to improve service delivery.

## **TASKS OF THE CONSULTANT**

5. The tasks of the consultant will be to carry out an assessment and make recommendations on the following areas:
  - a) Network Infrastructure
  - b) Server Infrastructure – including the management, maintenance, and the life cycle software and hardware.

- c) Network and Data Security – current level of protection of both network and data security.
- d) Application Systems
- e) Storage and Backup
- f) Business Continuity and Disaster Recovery.
- g) Policies and Procedures
- h) Document Management and Retrieval
- i) Other areas deemed necessary.

### **DELIVERABLES**

- 6. The consultant shall deliver a report containing:
  - i. Analysis of CCJ's ICT infrastructure and business processes.
  - ii. Solutions for identified gaps, weakness, vulnerabilities, and any other risks.
  - iii. Opportunities to enhance the service delivery.
  - iv. Proposed areas for institutional capacity building.

### **QUALIFICATIONS AND EXPERIENCE**

- 7. To be considered responsive and to qualify for the technical evaluation stage, the applicant should:
  - i. Possess a Bachelor's Degree in Information Technology or Computer Science. A Masters' Degree in the same field will be an added advantage;
  - ii. A minimum of 10 years' experience in Information Communication Technology.
  - iii. Evidence of major reference clients for Information Communication Technology assignments (at least 3 clients – attach confirmation letters).

### **DURATION OF THE ASSIGNMENT**

- 8. The assignment is expected to be performed within two months of being awarded the contract.