



## **Request for Proposals:**

### **Request for Proposal (RFP) for the Redesign and Redevelopment of the PAAB Website**

The Public Accountants and Auditors Board (PAAB) invites proposals from qualified consulting firms for the redesign and redevelopment of its existing website. The Board is seeking expert services for the website rebuild with the primary goal of improving its functionality, enhancing the user experience, and optimizing its overall performance.

#### **Submission Instructions:**

Technical Proposal and Financial Proposal must be submitted as two separate electronic documents in PDF format.

Both documents should be attached to a single email with the subject line: **“Proposal for PAAB Website Redevelopment”**.

The email should be addressed to:

The Secretary, Public Accountants and Auditors Board (PAAB)

and sent to: [admin@paab.org.zw](mailto:admin@paab.org.zw).

#### **Proposal Deadline:**

All proposals must be submitted no later than **Friday, 29th November 2024 at 16:30 hours**. Late submissions will not be considered.

#### **Additional Information:**

Following the review of submitted proposals, shortlisted firms may be invited for further discussions or clarifications regarding their submissions.

We strongly encourage all bidders to provide references to relevant past work and similar projects in their proposals.

For further inquiries, please contact the PAAB on 0242 301 063 or 0242 301 095 or visit our current website on address <https://paab.org.zw/>

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### **Terms of Reference for the Redevelopment of the Public Accountants and Auditors Board (PAAB) Website**

#### **Mission Overview:**

The Public Accountants and Auditors Board (PAAB) seeks to redevelop its existing website to enhance its accessibility, usability, and functionality. This redevelopment will aim to improve online service delivery for the Board’s stakeholders, including members of the public, accountants, auditors, and other

regulatory bodies. The new website will streamline the PAAB's operations, ensuring that vital services and information are readily available to the public while improving the efficiency of internal processes.

### **Objectives:**

The key objective of the website redevelopment is to transform the current PAAB website into a more dynamic, user-friendly, and secure platform that reflects the Board's mission and values, and meets the following goals:

#### **1. Public Accessibility & Information Sharing:**

- Provide easy and public access to essential information about the PAAB, including its mission, operations, regulations, and contact details.
- Feature an updated, user-friendly interface that ensures stakeholders can quickly locate and access key information about the Board's activities and services.

#### **2. Online Service Delivery:**

- Redevelop the website to accommodate the Board's online service delivery, enabling users to perform various transactions such as renewals, applications for the Audit Development Programme, and other regulatory processes directly through the website.
- Create secure online portals for stakeholders to submit applications, request renewals, track their status, and receive necessary feedback or approvals.

#### **3. Database Integration:**

- Integrate an extensive and secure database to store important information, such as the demographics and details of stakeholders, licensing data, and audit programme participation.
- Ensure the database is accessible to authorized personnel to support operational decision-making and enhance internal processes.

#### **4. Security & Access Control:**

- Implement robust security features that allow the Board to control access to different sections of the website, ensuring that only authorized users can update or modify sensitive information.
- Protect user data and ensure compliance with relevant privacy and data protection regulations.

#### **5. Public Confidence & Transparency:**

- Revise the website's content and structure to improve transparency, allowing users to access important documents, reports, guidelines, and other resources.
- Build public confidence in the PAAB through clear communication of its mandate, operations, and services.

#### **6. Responsive Design:**

- Redesign the website to be mobile-friendly and accessible across a wide range of devices and platforms, ensuring that the site's content and services are available to users on desktops, tablets, and smartphones.

### **Scope of Work:**

The following specific activities are to be completed as part of the website redevelopment:

#### **1. Website Redesign & User Interface (UI) Improvements:**

- Revamp the current website’s design to enhance user experience and ease of navigation.
  - Update the site’s branding, ensuring it aligns with the PAAB’s professional image and mission.
- 2. Development of Online Portals for Renewals & Applications:**
- Create a portal for accountants and auditors to process their license renewals, renew registration certificates, submit required documents, and receive timely notifications.
  - Develop secure portals for stakeholders to complete and submit applications for the Audit Development Programme.
- 3. Database & Content Management System (CMS) Integration:**
- Implement a modern CMS to allow PAAB staff to easily manage and update content on the website without needing specialized technical knowledge.
  - Set up a robust database to manage and store stakeholder information and transaction data securely.
- 4. Access Control & User Permissions:**
- Develop an access control system that restricts or grants access to specific website sections based on user roles (e.g., public users, authorized PAAB staff, or board members).
  - Enable content editors and administrators to securely make updates to the website content.
- 5. SEO & Performance Optimization:**
- Optimize the website for search engines (SEO) to ensure high visibility on search engines and improve accessibility for users.
  - Implement performance enhancements to ensure that the website is fast and responsive even during high traffic.
- 6. Training & Support:**
- Provide training for PAAB staff to effectively use the new website’s content management system and other features.
  - Offer post-launch support and maintenance services to ensure the website remains secure, up-to-date, and functional.

**Timeline:**

The website redevelopment project is expected to be completed in 1 month, with the following major milestones:

- Initial design & development phase: 2 weeks
- Testing and feedback phase: 1 week
- Final revisions and launch: 1 week

**Expected Outcomes:**

Upon completion of the website redevelopment, the PAAB will achieve:

- A modern, responsive, and secure website that meets the needs of all stakeholders.
- Streamlined online processes for renewals, audit programme applications, and other regulatory transactions.
- Improved public access to information and enhanced transparency of PAAB operations.

- Increased operational efficiency and decision-making through secure data management and easy access to relevant information.

**Conclusion:**

The redevelopment of the PAAB website is an essential step in modernizing the Board's operations and enhancing public confidence in the accounting and auditing profession. By focusing on improved accessibility, secure online transactions, and a user-friendly interface, the PAAB will ensure that its website serves as a vital tool for both stakeholders and the public at large.