REQUEST FOR PROPOSAL

Recruitment of

IT Project Staff to support the implementation and operations of e-Government Service Platform and Applications.

National Centre for Information Technology
Republic of Maldives

TERMS OF REFERENCE

I INTRODUCTION

The National Centre for Information Technology (NCIT) wishes to hire a competent IT Project Staff to support the implementation of the Information Technology Development Project (ITDP), in particular the implementation e-Government Service Platform and sample e-Government applications under the Application Turnkey component of the ITDP.

II BACKGROUND

NCIT is currently working to introduce e-Government and put in place central Information Technology infrastructure required for the rapid development of e-Government in the country under the Information Technology Development Project (ITDP). ITDP includes the design and deployment of an e-Government Service Platform with the central IT services required for rapid and cross-government development and deployment of online public services and also the design and implementation of a government wide network infrastructure to support the connectivity requirements of the e-Government Service Platform.

II OBJECTIVES

The objective of this IT Project Staff is to support NCIT, as part of a team, in the implementation of the e-Government Service Platform and sample e-Government applications.

In addition, the IT Project Staff will support NCIT in other IT related areas of interest to NCIT as required by NCIT.

III SCOPE

In order to achieve the objectives of this project, the IT Project Staff will:

1. Maintain, as instructed by NCIT, project management and coordination tools employment at the NCIT, including but not limited to project plans, issue logs, project journals, risk logs and pending lists.
2. Arrange and conduct meetings and consultation sessions required for the project and produce minutes for every session or meeting.
3. Prepare presentations, reports and executive summaries with respect to the project
4. Review all requirements, design, testing and other related documentation produced by the Contractor and produce detailed comments including details of compliance to NCIT requirements and giving details on what should be included and how it

should be included in order to align and meet NCIT requirements and International best practice and standards.

5. Prepare detailed implementation plans, maintain and track the actual and planned progress of the different components of the project on these plans.
6. Prepare and maintain detailed installation and configuration documents for the systems deployed at the NCIT.
7. Prepare step-by-step detailed operations and maintenance documentation for the services provided by the NCIT and for the systems deployed at the NCIT, including but not limited to procedures required for managing incidents and requests from users with respect to these services and systems. Train support staff in operation using these documents.
8. Work with NCIT team implementing the Application Turnkey project on all aspects of implementing this project.
9. Support NCIT staff in providing support to the users during testing, trial and operation, including but not limited to manning the help desk and answering and logging calls, attending to incidents and requests and visiting user sites with respect to incidents and requests.
10. Support NCIT staff, as requested by NCIT, in other projects and works being carried out at the NCIT.

IV DELIVERABLES

The IT Project Staff will be asked to produce the reports, comments, minutes, presentations and other such deliverables during the contract period, as required by NCIT.

V IMPLEMENTATION ARRANGEMENTS

Working hours for the IT Project Staff will be from 7:30 am to 2:30 pm and in addition depending on the work, the IT Project Staff is expected to put in up to a maximum of 70 hours per month over the government official working hours. The IT Project Staff is expected to work at NCIT for period of one year. The IT Project Staff will be provided with general work environment at NCIT including a PC.

Price: Negotiable

VI PROPOSAL

The proposal should include the following:

1. Cover letter giving an overview of the IT Project Staff's experience
2. CV of the IT Project Staff (max 5 pages) in the format shown in Appendix 1

Appendix 1

CURRICULUM VITAE (CV) FOR IT PROJECT STAFF

1. **Proposed Position**: _____

3. **Name of Expert** [*Insert full name*]: _____

3. **Name of Firm** [*Insert name of firm proposing the expert, if applicable*]: _____
_____

4. **Current Residential Address:**
_____ **Telephone No.:**
_____
Fax No.:
_____
E-Mail Address:
_____

5. **Date of Birth**: _____**Citizenship**: _____

6. **Education** [*Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment*]: _____
_____

7. **Membership of Professional Associations**: _____
_____

8. **Other Trainings** [*Indicate significant training since degrees under 5 - Education were obtained*]: _____
_____

9. **Countries of Work Experience**: [*List countries where expert has worked in the last ten years*]:_____
_____

10. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____
_____

11. **Employment Record** [*Starting with present position, list in reverse order every employment held by expert since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [*Year*]: _____ To [*Year*]: _____

Employer: _____

Positions held: _____

NOTE: Maximum of 5 pages.

12. Detailed Tasks Assigned [*List all tasks to be performed under this assignment*]	**13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned** [*Among the assignments in which the expert has been involved, indicate the following information for those assignments that best illustrate the expert's capability to handle the tasks listed under point 11.*] Name of assignment or project: _____ Year: _____ Location: _____ Client: _____ Main project features: _____ Positions held: _____ Activities performed: _____

14. Certification:

I, the undersigned, certify to the best of my knowledge and belief–	Yes	No
(i) this CV correctly describes my qualifications and my experience	☐	☐
(ii) I am a close relative of a current NCIT staff member	☐	☐
(iii) I am the spouse of a current NCIT staff member	☐	☐
(iv) I am former NCIT staff member.	☐	☐
• **If yes, I retired from NCIT over 12 months ago**	☐	☐
(v) I am part of the team who wrote the terms of reference for this consulting services assignment.	☐	☐

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

Signature of expert (Day/Month/Year)