REQUEST FOR PROPOSAL

Recruitment of

Consultancy to coordinate the implementation of the Human Resourse Development program of the Information Technology Development Project.

National Centre for Information Technology
Republic of Maldives

Terms of Reference

I INTRODUCTION

Republic of Maldives has received a loan from the Asian Development bank (ADB) towards the cost of Information Technology Development Project (ITDP) and it is intended that part of the proceeds this loan will be used for payments under the Consultancy to coordinate the implementation of the Human Resource Development (HRD) program of the Information Technology Development Project.

II BACKGROUND

NCIT is currently working to develop the core framework technologies and introduce e-government to Maldives under the ITDP. HRD is widely recognized a key success factor in the implementation of e-Government.

HRD program seeks to develop human resources at the NCIT and throughout the Government for effective delivery of the objectives of the ITDP by way of e-Government Study visits; industrial training and attachments in organizations similar to NCIT; e-Government Strategic and Operational Planning Workshops; professional training for Government IT staff; and the development and implementation of an ICT Program for government staff and the production of a mass media awareness campaign for the general public.

II OBJECTIVES

The objective of this Consultancy is to coordinate and manage the implementation of the Human Resource Development program of the ITDP.

III SCOPE

The Consultancy will include working with the NCIT to capture the specific human resource development requirements, researching the current training and other human resource development opportunities and proposing them against the requirements, working with NCIT to develop a implementation plan and coordinating and arranging all the logistics and other aspects of the trainings, internships, attachments and other programs and initiatives under the Human Resource Development program of the ITDP.

IV IMPLEMENTATION ARRANGEMENTS

The Consultant is expected to work locally at NCIT for period of one year on a fixed monthly fee. An individual Consultant will be recruited in accordance with ADB's Guidelines on the use of Consultants and other arrangements satisfactory to ADB on the recruitment of domestic consultants.

V TERMS OF REFERENCE

NCIT will retain the services of the Consultant to make all arrangements, coordinate and manage the implementation of the Human Resource Development (HRD) program of the ITDP.

The following is the Terms of Reference for the consultancy:

1. Work with NCIT to detail the HRD requirement for this program.

2. Research various HRD opportunities and determine relevant institutions, courses, internship, attachments etc. which meet the requirements of HRD.

3. Prepare a HRD program implementation plan based on the HRD requirements and research, with details on the different HRD initiatives to be undertaken during the year.

4. Coordinate the implementation of implementation of the components of the HRD program. This will include organizing the different HRD initiatives with the relevant institutions and agencies, organizing travel, accommodation and arranging and managing all such logistics. It will also include the coordinating and facilitating of payments to institutions, trainees and other HRD facilitators.

The Consultant should demonstrate ability to coordinate programs and projects. Understanding e-Government or ICT related human resource development will be advantage.

VI DELIVERABLES

During the project the Consultant is expected to submit the following:

1. HRD Implementation Plan, including HRD requirements, various training opportunities and an implementation plan of HRD program for the year.

VII COUNTERPART FACILITIES

NCIT will provide the Consultant for use during the services suitably furnished office accommodation, equipped with fax, telephone facilities and shared Internet facilities.

VIII PROPOSAL

The Proposal by the Consultant shall consist of their CV using the sample format in Appendix 1 and the monthly remuneration.

Estimated Total Budget for Consultancy: USD 20,000/- (per annum)

Appendix 1
CURRICULUM VITAE (CV) FOR INDIVIDUAL CONSULTANT

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 full-time employee of the Consultant	☐	☐
(iii) I am employed by the Executing or the Implementing Agency	☐	☐
(iv) I am a close relative of a current NCIT staff member	☐	☐
(v) I am the spouse of a current NCIT staff member	☐	☐
(vi) I am former NCIT staff member.	☐	☐
• **If yes, I retired from NCIT over 12 months ago**	☐	☐
(vii) 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)