REQUEST FOR PROPOSAL

Recruitment of

Legal support for the National Centre for Information Technology

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 Lawyer to provide NCIT with legal assistance and support.

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 and also include the deployment of public service kiosk across the country.

In this respect, NCIT already employs two international companies for the development and deployment of the e-Government Service Platform and for the implementation of the Government Network of Maldives, respectively, and is currently in the tendering process to contract out the deployment of service kiosks.

II OBJECTIVES

The objective of this Legal Support is to provide NCIT assistance in all matters legal and contractual in the management of projects or contracts and all work carried out at NCIT.

III SCOPE

In order to achieve the objectives of this project, the Legal Support will:

1. Attend meeting as required by NCIT (including but not limited to project management meetings between NCIT and its Contractors and strategic planning meetings at the NCIT).
2. Review contracts, communications between NCIT and its Contractors, agreements, meeting minutes and project related documentation and correspondence.
3. Provide such assistance and legal advice as maybe necessary by NCIT in managing it contracts and projects, including but not limited to drafting memorandums, letters, faxes and such communications as maybe required by NCIT.

IV DELIVERABLES

The Legal Support 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

The Legal Support is expected to work for 10 hours a month on a monthly retainer. Additional hours will be billed on fixed hourly rate.

VI PROPOSAL

The proposal should include the following:

1. Cover letter giving an overview of the Legal Support's experience
2. CV of the Legal Support (max 5 pages) in the format shown in Appendix 1
3. Monthly retainer (for 10 hours)
4. Hourly rate (over 10 hours)

Appendix 1
CURRICULUM VITAE (CV) FOR LEGAL SUPPORT

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)