REQUEST FOR PROPOSAL

Recruitment of

IT Expert to support the implementation of the e-Government Service Platform and e-Government 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 Expert to support the implementation of the Information Technology Development Project (ITDP), in particular the implementation e-Government Service Platform and 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 Expert is to support NCIT in the implementation of the e-Government Service Platform and e-Government applications.

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

III SCOPE OF THE WORK

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

1. Carry out the testing process and oversee the testing for all applications.
2. Manage the Incident Log, Change Requests, User and Contractor Meeting in regards to the Incidents.
3. Carry out consultation with the users during testing, trial and operation, attending to incidents and requests and visiting user sites with respect to incidents and requests.
4. Get the ministries co-operation and encourage the ministry's stakeholders to provide support and assistance required to roll-out the e-government.
5. Support NCIT staff, as requested by NCIT, in the works necessary for the implementation of Application Turnkey

In particular, the IT Expert, by providing testing assistants, to finalize the following:

1. Testing Assistant 1 will assist the IT Expert in preparing test scenarios, executing the tests, updating and managing the incident log, performing regression testing and managing the change requests for **Authentication & Security Services, Email Services, Government Letter Management** and **Transport related online services.**

2. Testing Assistant 2 will assist the IT Expert in preparing test scenarios, executing the tests, updating and managing the incident log, performing regression testing and managing the change requests for **Portal Integration, Data Collection, Internet Access and online services such as Company registration, Shops Registration** and **Import License.**

3. Testing Assistant 3 will assist the IT Expert in preparing test scenarios, executing the tests, updating incident log, performing regression testing and managing the change requests for **Content Management, Data Integration, Meeting Scheduling, Document Management** and **Birth and Death Registration.**

IV DELIVERABLES

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

V IMPLEMENTATION ARRANGEMENTS

Working hours for the IT Experts will be from 8:00am to 4:00pm. The monthly remuneration for the IT Expert will be US$ 3000 per month. The IT Expert can also claim the cost of testing on the basis of US$1000 per month per testing assistant as Out-of-Pocket Expenses with the proof such cost is actually incurred. The IT Expert is expected to work at NCIT for period of 3.5 months.

The IT Experts and his testing assistants will be provided with general work environment at NCIT including a PC.
The starting date for the IT Experts is 15th March 2009.

VI PROPOSAL

The proposal should include the following:

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

VII EVALUATION CRITERIA

Minimum Qualification:

1. Diploma in Information Technology
2. Knowledge and experience necessary to carry out the work of the Terms of Reference

Preference will be given to

1. Degree in a related field
2. Person with required professional and work experience

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)