



National Centre for Information Technology  
Ministry of Finance and Treasury

TOR: Network Administration and Security Consultant

1. Background The Government of Maldives (GOM) has initiated a project towards the design and development of a National E-Government Framework (MEGF) for Maldives. The project is supported the GOM with the National Centre for Information Technology (NCIT) as the Executing Agency. Inter alia, the project will be required to undertake the services of a Network Administration and Security Expert.

List of Abbreviations

GOM	Government of Maldives (Executive, Judiciary and Legislative branches)
NCIT	National Centre for Information Technology
MEGF	Maldives E-Government Framework
GNM <sup>1</sup>	Government Network of Maldives

2. No of Consultants required 1
3. Objectives The objectives of this Consultancy are to design and implement security controls that give effect to IT network and security policies to enable the GOM to deploy and configure network and data security solutions to ensure that MEGF data and system are protected from unauthorized access, use, disclosure, disruption, modification, or destruction.
4. Scope The specific tasks related to this Consultancy address the Network and Security Design and Costing of the MEGF, and provision of the ICT Plan for its development and implementation.
- 4.1. Document the current network infrastructure
  - 4.2. Document all network and security considerations, standards and guidelines for the MEGF project and all aspects of the project including, but not limited to:
    - 4.2.1. Database Security – The range of security controls to protect databases being used by MEGF.

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<sup>1</sup> GNM is also referred as National Computer Network and has been in implementation. The network connects sparse inhabited islands of the Maldives via Telecom Operators and through NCIT own Fiber network.



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- 4.2.2. Network Security – This includes LAN/WAN security controls for MEGF
  - 4.2.3. Application Security – This entails policies and designs to include user authentication, authorization and auditing.
  - 4.2.4. Service Oriented Architecture Integration Security – To address the secure exchange of encrypted messages and data between sub-systems and to establish a governance framework.
  - 4.2.5. Data Privacy Policy – Define data access tiers e.g. biometric and civic data
  - 4.2.6. Access Control Policy – This speaks to restriction of access rights to networks, systems, applications, functions and data for MEGF
  - 4.2.7. Information Security Incident Management – The procedure in anticipating and responding appropriately to information security breaches
  - 4.2.8. Compliance Policy – This speaks to ensuring conformance with information security policies and standards
  - 4.3. Document recommended network security solution support of the implementation of MEGF, outlining the justification for choice. Give consideration to existing networks: both Government of Maldives Network (GNM) and local private networks by GOM Offices.
  - 4.4. Propose alternate/redundant network solutions to support the implementation of MEGF.
  - 4.5. Develop an Enterprise Readiness Assessment Report for each key stakeholder entity, identifying processes required for e-enablement to include network requirements and information security.
  - 4.6. Develop a detailed Implementation Plan for each key stakeholder entity to include:
    - 4.6.1. A network architecture and information security management plan.
    - 4.6.2. Network and Security Risk Assessment.
    - 4.6.3. Documented network and security strategies covering implementation.
    - 4.6.4. Network Scalability.
    - 4.6.5. Monitoring and Evaluation, including the key performance indicators (KPIs) for the GNM network, and compliance and certification considerations for security.
5. Transfer of Knowledge      of      It is the policy of the GOM that the transfer of knowledge and skills to the Project Team is an inherent part of external consultancy assignments, as far as is practical and appropriate. Therefore, the approach to the task must be participative. The consultant must respond to this policy requirement through hands on training, workshops and/or other suitable methodologies.



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Strong emphasis will be placed on skills transfer to the team assigned to the project. The IT Security and Network Experts Consultancy in the ICT Design and Architecture for the MEGF must involve the NCIT Project Teams in all phases of the assignment, so as to practically and effectively transfer skills and secure 'buy-in' and ownership of the institutional systems and procedures developed.

All information, documents, reports and materials will become and remain the property of the GNM and the Consultant does not have any rights to copy, retain, reproduce, use or disseminate without the written approval of the NCIT.

6. Reporting The Consultant will report to the Executive Coordinator at the NCIT.
7. Duration The duration of the contract will be 24 Calendar Months (with 3 months' probation) subject to renewal based on performance or based on future need.
- The Consultant is entitled to designated leave follows.
- 7.1. Annual Leave of 30 day for every 12 Months block
  - 7.2. Sick leave 10 Days for every 12 Months block
8. Qualification The Consultant should possess the following key professional competencies (or substantially equivalent) for the assignment:
- 8.1. Bachelors' Degree (or higher degree) in Information and Communication Technology, Computer Science, Computer Engineering, Strategic Planning or ICT related field, from a recognized institution.
  - 8.2. Information Security Management and Network certifications such as Certified Information Security Manager (CISM), Certified Information Systems Security Professional (CISSP), CISCO and other related certifications are advantageous.
  - 8.3. At least 5 years demonstrated experience in ICT related fields, with 2 years in Information Security Management or related functions such as IT Audit or Risk Management. Experience in National Identification Systems is required.
  - 8.4. Hands-on knowledge of firewalls, intrusion detection systems, data encryption, and other industry-standard techniques, practices and other networking devices.
  - 8.5. Strong knowledge of network administration protocols.
  - 8.6. Furthermore the following disciplines will be an added advantage:
    - 8.6.1. Good understanding of the requirements of ISO27001.
    - 8.6.2. Excellent understanding of the project goals and objectives.
    - 8.6.3. Ability to deal with diverse and complex issues in network and security implementation.



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- 8.6.4. Good leadership and analytical skills.
- 8.6.5. Excellent listening, interpersonal, written and oral communication skills (in English Language).
- 8.6.6. Highly self-motivated and self-directed.
- 8.6.7. Ability to effectively prioritize and execute tasks while under pressure.
- 8.6.8. Experience working in a team-oriented, collaborative environments.
- 8.6.9. Consultancy track record working with Government projects &/or multilateral funded projects.
- 8.7. The Consultant must have relevant expertise in the following or related disciplines:
  - i Information Security Management
  - ii Network Security
  - iii IT Risk Management
  - iv Information Systems Audit
  - v Identity Management
  - vi Biometric Technology
  
- 9. Remuneration package
  - 9.1. The consultant will be paid a total remuneration of US\$ 2320.00 in United States Dollars as per the following breakdown.
    - 9.1.1. Salary of US\$ 2000.00
    - 9.1.2. Living Allowance of US\$ 300.00
    - 9.1.3. Phone allowance of US\$ 20.00
  
- 10. Accommodation package
  - 10.1. GOM will provide a furnished room with attached toilet on dual sharing basis.
  - 10.2. Kitchen and laundry facility will be available in the apartment. The rent of the apartment will be paid by GOM.
  - 10.3. GOM will also bear limited charges for electricity, water, gas and internet. Should these go above the threshold, it should be borne by the consultant and will be deducted from the remuneration.
  - 10.4. Consultants are responsible for all items within the apartments and would pay for any damages during their stay.
  - 10.5. The consultant will be provided One Economy Return ticket per year.  
The consultant's visa and work permit and insurance will be arranged by GOM.
  
- 11. Working Hours Full time: 8:00am – 3:00pm (if required, time should be adjustable in order to achieve the objectives)

In this context, the National Centre for Information Technology invites interested candidates to send applications, along with relevant documents to:



National Centre for Information Technology

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National Centre for Information Technology  
64, Kalaafaanu Hin'gun,  
Male', Republic of Maldives  
Phone: + (960) 334 4000/ Fax: (960) 334 4004

OR email to: [employment@ncit.gov.mv](mailto:employment@ncit.gov.mv)