

National Assembly Fiduciary IDB Loan#1551/SF-GY April 11, 2007	Terms of Reference Position: Short Term Consultancy for the Provision of Services to Develop an Electronic Document Management System
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TERMS OF REFERENCE

POSITION: SHORT TERM CONSULTANCY FOR THE PROVISION OF SERVICES TO DEVELOP AN ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) FOR THE NATIONAL ASSEMBLY

1.0 BACKGROUND

- 1.1 The Government of Guyana (GOG) has concluded a Loan Contract (1551/SFGY) with the Inter-American Development Bank (IDB) to support the implementation of the Fiscal and Financial Management Program (FFMP). The overriding purpose of this program is to promote efficient, transparent and accountable management of fiscal affairs.

- 1.2 The FFMP is comprised of three (3) Sub-components, namely:
 - (i) Strengthening public sector financial management;
 - (ii) Reforming tax policy and tax administration; and
 - (iii) Building auditing and fiduciary oversight capacity

- 1.3 The Ministry of Finance (MOF) is the Executing Agency for the FFMP and the coordination of the implementation of the Program is being undertaken by the Program Coordination Unit (PCU) based therein. Each Sub-component of the FFMP is to be implemented directly by the agency (ies) concerned. In the case of '1.2 (iii)' above, the National Assembly, has sole responsibility for the implementation of the approved Operational Work Plan (OWP) for Subcomponent (iii). To this end, it has established a Program Execution Unit (PEU), which is charged with the responsibility of implementing the OWP on enhancing Fiscal and Fiduciary Oversight to support the effectiveness of the Parliamentary Sectoral Committee on Economic Services Committee (PSCES) and Public Accounts Committee (PAC).

1.4 In light of the:

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- (i) need to improve on the pace in retrieving documents by Members of Parliament (MP)
- (ii) Increasing demand for research work by MP's and
- (iii) convenience in having access to information by MP's and other stakeholders

It has become necessary to establish an EDMS.

2.0 PURPOSE/OBJECTIVE OF THE ASSIGNMENT:

The National Assembly is requesting proposals for the creation of an Electronic Document Management System which would be used to manage the storage and the access to the Official Records. The Official Records are produced in different parts of the Parliament, and once laid in Parliament, are available in the Parliament Library. The National Assembly has agreed that all documents from the beginning of the Eight Parliament would be digitised and managed in the electronic archive.

3.0 SCOPE OF THE ASSIGNMENT

The Consultant is expected to perform the following services:-

- (i) liaise with the staff at the Parliament Office to determine the document management policy which will be implemented
- (ii) recommend the appropriate hardware and software which will be needed for an efficient EDMS. The National Assembly has reviewed some options and the consultant is expected to work with the Clerk of the National Assembly and the Management Information System (MIS) Officer in identifying an appropriate solution. (The hardware and software would be purchased by the FFMP - National Assembly).
- (iii) provides the human resources requirements for the assignment and produce associated job descriptions for each post
- (iv) organise and manage a team, to digitise the required documents
- (v) design the EDMS using the appropriate cataloguing standards
- (vi) document the EDMS
- (vii) train the assigned staff of the Parliamentary Office in the use and management of the EDMS

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The software which is utilised must have the following features:-

- (i) Interoperability
 - (ii) non-proprietary document or database formats
 - (iii) exportable to web interface
 - (iv) customisable meta data
 - (v) be linked with a database of digitised documents
- Hardware which is recommended must have support available in Guyana

4.0 **Key Output**

The consultant shall be required to deliver the following:

- (i) a document Management policy
- (ii) installation of equipment and software
- (iii) system wide documentation
- (iv) training manuals to used by the Parliament Staff
- (v) train the assigned staff of the Parliamentary Office in the use and management of the EDMS in a trainers type program
- (vi) implemented EDMS with complete digitised records of the Eighth Parliament and the available records of the Ninth Parliament

5.0 **SKILLS / QUALIFICATIONS OF SERVICE PROVIDER**

The Consultant must have:

- (i) extensive experience in the development of electronic document management systems for public sector institutions
- (ii) ability to train and orient users in the recommended solutions
- (iii) qualifications in archiving and library management systems

6.0 **DURATION**

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This Consultancy is for a maximum of seven (7) consecutive months starting 1st May, 2007

7.0 PROPOSED SCHEDULE OF WORK

Month 1	Recommend the appropriate solution for an efficient EDMS, Assess and submit requirements for Software System and Equipment
Month 2	Submission of document management policy and training manual for the EDMS. The Equipment and software would be purchased by the FFMP –NA
Month 3 - 5	Installation of equipment and training of staff
Month 6 - 7	Implementation of the Assignment

8.0 BUDGET

Professional fees is budgeted at maximum US\$ 30,000

9.0 PAYMENT ARRANGEMENT

- (i) 5 % of contract sum on recommendation of the appropriate solution for an efficient EDMS, and submission of requirements for Software System and Equipment
- (ii) 15 % of contract sum on submission of document management policy, and installation of software and equipment.
- (iii) 20 % of contract sum on submission of training manual to be used by the Parliament staff and completion of training of assigned staff.
- (iv) 60 % of contract sum upon completion and acceptance of the assignment

10.0 REQUIRED DOCUMENTATION

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- (i) Curriculum Vitae (CV)
- (ii) Declaration of Nationality
- (iii) Professional Reference

11.0 METHODOLOGY OF EVALUATION OF CANDIDATES, EVALUATION CRITERIA AND WEIGHTS, EVALUATION PANEL

Technical Evaluation is based only on CV, and References.

Candidates are to be obtained using the competitive bidding process. This Post is to be advertised in the National Media and on the Parliament Office of Guyana Website. Candidates will be evaluated based on the following:-

Professional & Academic Certification – 35 points Maximum
(University degree or equivalent Certification in Archiving and Cataloging)

Relevant Work Experience – 35 points Maximum
(Five (5) years working experience in job of similar nature)

Communication Skills/Training Experience – 20 points Maximum
(Develop and Train staff for at least two (2) institutions)

Attendance at Relevant Seminars/Workshops/Conferences – 5 points Maximum
(Minimum of three (3) Seminar/Workshop/conferences)

Membership in Academic, Professional Or Advocacy Associations – 5 points Maximum

(Membership for at least two (2) associations)

The Oversight Evaluation panel shall be composed of one representative each from the Economic Services Committee (ESC), the Public Accounts Committee (PAC), The Program Execution Manager, PEU, FFMP-NA, and the Management Information Systems Officer.

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12.0 REPORTING ARRANGEMENTS

The Consultant shall report directly to the Clerk of the National Assembly or designate.

13.0 ELIGIBILITY

- (i) Applicants must be members of IDB member countries
- (ii) An equal opportunity position.

14.0 OBLIGATIONS OF THE NATIONAL ASSEMBLY

- (i) Supply designate official to interact with service provider to enable the rapid development of the new EDMS
- (ii) Provide the consultant with the adequate reporting.
- (iii) Provide in a full and timely manner all documentation required to complete the assignment;