Terms of Reference (TOR)

Project Name: **Romblon State University SMART CAMPUS PROJECT**

Reference Number:

Subject: **Procurement of a Computer & Information Systems Expert to provide Information and Communication Technology (ICT) support services for the SMART Campus Project.**

Type of Contract: **Individual Contract**

Title of Consultancy: **PROCUREMENT OF CONSULTING SERVICES FOR THE IMPLEMENTATION OF SMART CAMPUS PROJECT**

1. Background

In line with the Five-Year Strategic Development Plan of the university particularly in achieving its institutional outcomes of developing competent and service-oriented graduates, generating new knowledge through research, engaged community extension, and excellent service delivery, ICT development and advancement will play a vital role in the achievement of its vision and mission. ICT development will improve the efficiency and effectivity of the different processes of the university in order to provide excellent services to its clienteles and stakeholders. To achieve its mandate, the Romblon State University embarked into the modernization of its ICT Facilities and Services by implementing the SMART Campus Project. The specific objectives of the project are to:

1. To develop and implement a comprehensive web based Administrative Information System with the following standard modules/subsystem: HR Systems, Accounting System, Supply and Property Management, Records Management.

2. To develop and implement a learning management for the administration, documentation, tracking, reporting, automation and delivery of educational

courses, training programs, or learning and development programs. The learning management system concept emerged directly from e-Learning, which will include the following module: Personalized Dashboard; Content Management; Course Administration; Course Building; Exams & Quizzes and; Learning Activities.

3. To upgrade the data center with state-of-the-art equipment that will provide a reliable and efficient hosting of information systems and data as well as cater the ICT needs of the University; and

4. To develop and implement the University Security System uses that will monitor the employee's attendance, student and visitors that gets in and out in the university and its different colleges and key buildings. To serve as tool in contact tracing of the visitors in the university.

2. Scope of Work, Responsibilities and Description of the Proposed Work

The objective of this consultancy is to provide Information and Communication Technology (ICT) support services for the SMART Campus project. The activities will be performed under the supervision of the Project Manager.

The Consultant shall perform all the services/work as necessary to fulfill the objectives of the consultancy contract.

Expected Outputs and Deliverables:

The below tasks and deliverables are expected to be undertaken by the consultant.

- Provide ICT advice to the Project Manager as needed;
- Respond to urgent ICT needs (server; network; access points; etc.) as well as urgent software needs of the Romblon State University;
- Review current IT Systems at the Romblon State University including all of its Academic and Administrative units, provide recommendations, and draft procedures or guidelines as needed.
- Assess the need for a Disaster Recovery Plan and Business

Continuity Plan and draft these plans as needed;

- Assess the IT security system at the university, provide recommendations and develop guidelines as needed;
- Advice on planned activities related to client's online access to their accounts and draft terms of reference as needed and review outputs;
- Respond to other server-related IT needs.

3. **Qualifications Required**

The consultant must present the following qualifications:

Education:

- Bachelor of Science in Computer Engineering, Electronics Engineering, or Computer Science.
- Master's in Technology Management

Experience:

- Has 25+ years of solid experience in project management, hardware, and software engineering in the field of embedded-systems, web and smartphone applications, client-server applications, and IoT.
- With experience in leading a team of 20+ developers, project managers, QAs, designers, and business users.
- With experience as Senior Manager in managing and coordinating projects for client-server applications
- With experience as System and Business Analyst on multitiered desktop, web, and mobile applications
- With extensive experience in software development lifecycle and software methodologies like Agile
- With experience as System Design Engineer on hardware circuit designs and IoT devices

- With experience in technology management; preferably with masteral degree in Technology Management.

4. Duration of Contract

The contract will be for a period of **9 months**. Upon satisfactory performance and if the project is extended and there is an ongoing requirement for the services, contract might be subject for extension upon approval by the BOR

5. Deliverables Requirements
- Immediate for urgent needs as defined by the SMART Campus Project Manager and possibly next business day in very urgent cases;
- Based on a provision period for other required services as defined by the SMART Campus Project Manager;
- Number of days allocated/needed will be determined beforehand and in coordination with the Consultant;
- The consultant is expected to work both at the premises of the Romblon State University to do on-the-job support and also from outside the premises depending on the type of support needed;
- The workload might however be distributed unequally over time with more and less intense periods of work.

6. Criteria and Rating System for Shortlisting of consultants

Education	Points	Work Experience Qualifications	Points
Bachelor of Science in Computer Engineering, Electronics Engineering, or Computer Science	10	Has 25+ years of solid experience in project management, hardware, and software engineering in the field of embedded-systems, web and smartphone applications, client-server applications, and IoT.	15
Master's in Technology Management	10	With experience in leading a team of 20+ developers, project managers, QAs, designers, and business users	15
		With experience as Senior Manager in managing and coordinating projects for client-server applications	10
		With experience as System and Business Analyst on multitiered desktop, web, and mobile applications	10
		With extensive experience in software development lifecycle and software methodologies like Agile	10
		With experience as System Design Engineer on hardware circuit designs and IoT devices	10
		With experience in technology management	10

Note: Eligible Bidders must obtain the passing score of eighty (80) points to qualify in the shortlist.

7. Payment Terms

Out-of-Pocket Expenses: The fees do not include Out-of-Pocket-Expenses (OPEs). RSU shall be responsible for all OPEs such as airfare, transportation, board and lodging.

Payment Schedule: Fees to be remitted to the designated bank account every end of the month.

Prepared by: Reviewed by:

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