

Notice

Request for Proposal from Individual Service Provider under the Capacity Building Programme.

Supply of Information Technology services to the Central Statistics Office

1. The Central Statistics Office invites qualified individuals to submit technical proposal for the supply of services and support in the field of *Information Technology*, under the Capacity Building Programme, which could form the basis for future negotiations and ultimately, a contract between the selected bidder and the said Public Body.

- (a) **Post of IT Professional:** A degree in Information Technology with 1 year working experience in developing software applications (Knowledge and/or experience using Java or similar platform and Relational Database Management Systems (RDBMS) would be an advantage); and
- (b) **Post of IT Technician:** Cambridge Higher School Certificate, together with a certificate in PC Troubleshooting, or equivalent qualification, from a recognized institution (Possession of an industry-standard certification (e.g. A+, N+, CCNA, MCSE) would be an advantage).

2. The purpose of this Programme is:

(a) For IT professionals

- (i) To perform database, network and system administration.
- (ii) To design, develop, maintain, implement and deploy IT systems and websites in accordance with standardized techniques and procedures, and train end-users thereon.
- (iii) To execute acceptance testing of applications developed by software developers and liaise with external service providers.
- (iv) To set up and manage network users, groups and roles.
- (v) To take preventive measures to ensure adequate capacity and availability of storage and computing systems, and monitor performance to ensure optimum efficiency.
- (vi) To provide and maintain up-to-date documentation of implemented systems as regards to technical, user, procedure and operational manuals.
- (vii) To assist in the commissioning, setting up and configuration of computer systems and participate in infrastructure deployment and site preparation.
- (viii) To assist in performing quality assurance of computer systems.
- (ix) To perform maintenance and minor repairs on PC equipment.
- (x) To implement security measures to safeguard IT systems from threats and to ensure business continuity.

- (xi) To ensure compliance with standards, guidelines and methodologies.
- (xii) To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from IT Professionals in the roles ascribed to them according to their postings.

(b) For IT technicians

- (i) To diagnose hardware and software problems on PC and peripheral equipment, and provide first-level troubleshooting thereon
 - (ii) To install and configure hardware and common PC-related software and provide preventive measures and technical support thereon.
 - (iii) To operate computer systems including running of processes, handling of inputs, production of outputs, performing backups and keeping records thereof.
 - (iv) To comply to and promote applicable security standards in relation to computer systems.
 - (v) To commission IT equipment.
 - (vi) To carry out survey/audit of the technical features of computer equipment.
 - (vii) To perform maintenance and minor repairs on PC equipment.
 - (viii) To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from IT Technicians in the roles ascribed to them
3. Proposals of the potential candidates will be evaluated on the basis of quality fixed budget. The Technical Proposals scoring the pass marks shall be ranked in the order of the highest marks for award of contract.
4. The selected candidate will be based at the Central Statistics Office to work with a team of IT professionals so to implement the e-business plan of the office.
5. The selected candidate is expected to start his assignment by end October 2010 on a contractual basis for an initial period of twelve (12) months renewable thereafter for an additional period of maximum twenty-four (24) months subject to satisfactory performance and the need of the Central Statistics Office.
6. Proposals from potential candidates should reach the Central Statistics Office not later than **14.00 hrs, Monday 6 September 2010.**
7. Further details on the scope of the assignment, terms and conditions of the Contract as well as the procedures for preparation and submission of proposals are available on the Central Statistics Office's website, <http://statsmauritius.gov.mu>.

**Central Statistics Office
4 August 2010**