



REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE
MINISTÉRIO DA EDUCAÇÃO
DIREÇÃO DO ENSINO RECORRENTE
Rua Vila Verde Dili, Telf. 77304158 / 77012038 / 77012042

Timor Leste – Second Chance Education Project

TERMS OF REFERENCE

I. General Information

Position : MIS/IT National Consultant
Duty Station : Dili, Timor Leste
Desired Start Date : As soon as possible
Duration : 11 months
Reporting to : Director of Recurrent Education and Project Coordinator.

II. Background

The National Directorate of Recurrent Education (NDRE) within the Ministry of Education has been the key government agency responsible for managing and implementing the recurrent education programs. In this context, the NDRE has received support through the ‘Timor-Leste Second Chance Education Project (SCEP) to develop and implement a National Equivalence Program (NEP) that intends to accelerate the completion of basic education by students who normally face social, cultural, psychological, economical and geographical constraints, as well as those who have never attended school or have abandoned it before completing basic education. Under this program, the NDRE is seeking for a qualified and experienced MIS/IT national consultant to work with the National Directorate of Recurrent Education within the Ministry of Education.

This Terms of Reference outlines the scope of work for a **National MIS/IT Consultant**.

III. Objectives

The overall objective of this consultancy is to assist the National Directorate of Recurrent Education to (i) establish a database system for the recurrent education programs that serves management, effective record keeping for programs delivery and monitoring; (ii) establish the necessary IT infrastructure to improve the current operational processes and, (iii) build capacity for the NDRE staff on MIS/IT matters.

Under the direct supervision of the National Director for Recurrent Education, the Consultant will play a critical role in ensuring that the DNER staff capacity for managing data, keeping records for programs delivery and monitoring is improved and strengthened.

IV. Supervision and Responsibility

The consultant will work in the National Directorate of Recurrent Education (DNER) under the lead of National Director of DNER and contracted by SCEP project funded by the World Bank **Grant H633-TP**. The consultant will therefore report to the Director of DNER and the MSP/SCEP Project Coordinator.

V. Functions and Responsibilities

The Consultant will perform functions and responsibilities under the guidance of Director of Recurrent Education and will be working closely with the NDRE staff, Head of Department of EMIS, EMIS staff and the IT staff within the MOE in ensuring close communication and coordination with NDRE. .

The Consultant will:

- Establish a database system for the recurrent education programs that serves management, effective record keeping for programs delivery and monitoring.
- Assist in the integration of data from the equivalency programs and other relevant programs into the EMIS.
- Establish the necessary IT infrastructure to support and improve the current operational processes of the recurrent education programs.
- Develop key documentation and guidance for the NDRE for management, control, and maintenance of the systems established in coordination with the IT Department within the MOE.
- Provide support to the NDRE staff to ensure the smooth operations of the existing Directorate systems and applications;
- Administer network workstations, networking protocols and/or one or more Microsoft Windows-based or Linux based operating systems;
- Work closely with the national staff to identify and address networking problems that affects the operations of applications software, systems interfaces and users ;
- Perform database administration and such other supporting tasks, both administrative and technical in nature, to enhance the operations of the MIS systems, as will be required by the Directorate.
- Evaluate and/or recommend purchases of computers, network hardware, peripheral equipment, and software
- Investigate user problems, identify their source, determine possible solutions, test and implement solutions.

- Work with DNER in identifying necessary equipment that will provide better services to DNER management and staff such as establishment of file server, print server and data base server to link with EMIS.
- Provide a daily and monthly maintenance to all equipments that provide services to the DNER staff such as file server, print server and authentication server.
- Plan and implement network security, including building firewalls, applying cryptography to network applications, managing host security, file permissions, backup and disaster recovery plans, file system integrity, and adding and deleting users.
- Develop and implement a capacity plan and training for system users on operating systems, relational databases, and other applications; assist users in maximizing use of networks and computing systems.
- Assist the NDRE Director and Staff in all IT related matters.
- Provide on-job training to the NDRE staff in all MIS/IT related matters including basic maintenance to data base and equipment.
- Anticipate communication and networking problems and implement preventive measures.
- Ensure timely user notification of maintenance requirements and effects on system availability.
- To have a daily and monthly maintenance of all the servers providing services to the DNER staff. Like file server, print server and authentication server;
- Maintain confidentiality with regard to the information being processed, stored or accessed by the network.
- Document network problems and resolutions for future reference.
- Coordination with other key National and International Advisors.
- Other duties as assigned.

VI. Expected key outputs:

- A database system for the recurrent education programs established, maintained and secured.
- Data from the equivalency program and other relevant recurrent education programs integrated in EMIS.
- Emails accounts created and functioning for all the NDRE, as part of the communication system within the MOE.
- Documentation (manuals, guidelines, procedures, etc) for the database system development and maintenance developed and approved.
- Database maintenance plan, including backup management, developed.

- A shared networking to enable on line printing and files established and functioning for DNER Management and staff.
- Other reports and outputs upon request.

VII. Qualifications

Criteria for selection of the consultant are:

Essential

- A University degree in computer Science, Information Systems Technology and other related fields. Post-graduate degree on Information Technology will be desirable.
- Experience in design and development of the IT system for a company, government department or international development agency, including experience in managing staff.
- Having good working experience in development of data base system. Must be having the ability to maintain SQL Server databases and writing T-SQL scripts for data extraction.
- Able to install and configure SQL Server 2005/2008.
- Familiarity with web server and how to host a web application on it.
- Should understand at least one Microsoft .Net programming language

Desirable

- Certification in database management and security in at least one of the major database types (Oracle, SQL etc) and web based designs.
- At least two (2) years experience in programming, analysis and system designing, implementation and analysis.
- Should be familiar with Object-Oriented Concepts and have used them in code
- Understand the concepts of the net framework like the Type System, Managed Execution etc
- Should know the concepts of client-side and server-side
- Working knowledge of JavaScript
- Ability to write scripts on the client side page
- Should be familiar working on asp.net
- Ability to mentor and train.
- Ability to communicate well in English language.

VIII. Client's Contribution

1. The Client shall:

- (a) Provide the Consultant with work permits and such other documents as shall be necessary to enable him to perform the Services;

- (b) Make available to the Consultant, for the purpose of the Services and free of any charge, suitable work space including access to other basic office supplies and equipment, including computers; and
- (c) Make available transport for travel to districts and other destinations required for the Services;

2. Without any limitations to the provisions of this Contract, the Consultant shall:

- (a) Arrange his/her own transport for personal use and for travel from his/her home to the office and return including communication.