

TERMS OF REFERENCE
IT Consultant
Project Fight Against Illegal Trade (F.A.I.T)¹

Eligibility criteria:

1. The consultant should be a profile economic operator or a natural person which is authorized to deliver such services of IT consultancy;
2. Have a good command of English;
3. Not have a criminal record;
4. Not have any criminal procedure initiated against him/her;
5. Not be a close relative - by blood, marriage or cohabitee - with any of the members of the SELEC Management.

General requirements:

1. A level of education which corresponds to completed university studies in the area of Computer Science or Information Technology, attested by a diploma, when the normal period of university education is 3 years or more.
2. At least 8 years working experience and 5 years' experience in IT & C.

Specific skills and competencies:

1. The consultant should prove the technical capacity and expertise in the field of project implementation by presenting a certification like a master diploma in Project Management (PMP, IPMA, PRINCE) or similar.
2. Profile:
 - At least 5 years of experience in Information Systems Database Management is highly desirable;
 - Customer service orientation;
 - Experience in business intelligence;
 - Experience in cross functional coordination;
 - Experience in implementing operational center projects;
 - Experience in working with law enforcement agency shall be considered as an advantage.

Tasks

1. The project consultancy services (in accordance with Annex 1) include:
 - design services;
 - documentation services (High Level Design - HLD, Low Level Design - LLD);
 - acceptance testing services;
 - Network Ready for User (NRFU) services;
 - implementation services.

¹ Project financed by PMI IMPACT – a global grant initiative by Philip Morris International to support projects dedicated to fighting illegal trade and related crimes

2. The consultant shall draft, execute studies and/or documentation regarding the technical solutions, oversee the process of **setting up SELEC Operational Centre Unit (OCU), including customized S.I.R.A.T. (SELEC Intelligence Reporting Application Tool)** and ensure their complete functionality, within the term provided by the project.
3. The consultant shall revise the entire documentation drafted by the technical provider (solution integrator) and will provide specialized opinion regarding the project deliverables.
4. Provide detailed consultation, technical advice, elaborate technical specifications regarding the IT hardware and software infrastructure requirements.
5. Ensure the cyber security issues, draft the security manual and elaborate methodologies and instructions regarding protocols and encryption (where necessary) for data exchange inside SELEC and also with National Focal Points.
6. Monitor Data Migration across applications and ensure data consistency and integrity.
7. Ensure the good functioning of OCU and S.I.R.A.T for all the integrated systems installed in the headquarters and SELEC's National Focal Points (communication, IT, security and access security equipment).
8. Participate in all activities concerning software and hardware installations, final technical acceptance and also to the setting up process, according to operational necessities.
9. The consultant shall attend the testing and accepting activities/processes and will ensure that the scenarios of the project are followed and any deviation will be solved.
10. The IT Consultant shall be present at the delivery and installation of all products necessary for implementing the project, ensuring that they are conform and functional.
11. Support the training activities on the use of the O.C.U and S.I.R.A.T and provide specialized presentation on these matters.
12. When necessary or requested, the IT Consultant shall prepare written assessments and/or reports in relation to the project to be presented to the management of the project or to the SELEC Management.