

Terms of Reference for IT consultancy service to support a project based on cloud configuration and Migration

Project Title

IT consultancy service for implementing a cloud-based IT infrastructure

Duty Station

Head Office
Regional Airports Company Limited
H. Suaz, Ameeru Ahmed Magu, 20095
Male'.

Project Duration: 4 (FOUR) Months.

Project Background

Regional Airports Company Limited (RACL) is a state-owned enterprise for managing regional airports in Maldives. The processes include all airport operations consisting flight management, passenger services, catering, duty free shops, fire and safety operations, accommodations, fuel firm and support services for airports. The works are categorized as mission critical operations where down time is intolerable.

The propose job will be focusing on cloud-based network design, virtual machine configurations, security considerations, authentication process, file management and backup services including all support functions for full cloud-based solution. In addition to this, the job also include training for the IT team and providing all cloud design drawings and diagrams.

Tasks for the Consultant

The Consultant is expected to support RACL IT Team in project related task for the duration of the project. Especially the task should include:

1. Requirement collection process for the cloud servers based on the applications and services.
2. Creating drawings and designs for the approval before cloud migration (RACL IT Team will be approving the designs from a set of alternatives proposed by the Consultant)
3. Proposing a cost-effective model for the servers listed by RACL IT Team
4. Assisting in all communications with local and global cloud service providers for effective and efficient cloud deployment
5. Configuration and management of cloud servers based on the RACL requirements
6. Creating user manuals and help options for further references
7. Training on cloud administration
8. The following scope of work (in clusters) should be completed within the duration

Cluster 1: - Project Management

- Task in this group include:
- Provide as part of the proposal a schedule for implementation and management
- Provide for regular project management meetings to measure progress and coordinate operations
- Provide for detailed review of progress at agreed-upon milestones
- Coordinate with any other vendors involved in the project, including the existing vendor and any other consultants, to ensure necessary connectivity and functionality. e.g. connectivity and directory services among the cloud and the airports
- Handover all general project related deliverables such as timeline, work breakdown structure and etc.

Cluster 2: - Network Management

- Tasks in this group include:
- Provision, deploy and configure headquarters network, firewalls, Wi-Fi access points using a cloud-managed solution
- Provision and deploy networks, firewalls and Wi-Fi using a solution that provides cloud-based management and administration
- Provide ongoing network management and administration for the listed airports and Head Office.
- Design and implement the connectivity from headquarters to the cloud with appropriate redundancy.
- Configure and manage Active Directory for headquarters and airports
- Providing AD Connect, with password synchronization with Office 365
- Creating and deploying 3 nodes or equivalent mode of server consolidation.

Cluster 1: - Server Management

Tasks in this group include:

- Acquiring cloud-based combination service (Software as a service/Platform as a service/Infrastructure as a service)
- Assigning a DNS provider
- Providing directory services (Active Directory)
- Configuring data backup with low but cost-effective service models.
- Implementing connectivity (VLAN, VPN or any related to HO and Airports)
- Ensuring business continuity for the hosted servers with failover less than 20 minutes.
- Providing disaster recovery services
- Train the RACL IT Team to manage the servers and services in the cloud on an ongoing basis. Should provide some supporting reference documents or training materials.

Data Confidentiality:

Prior to commencing work, the consultant will sign a data confidentiality agreement, committing him or her not to misuse the data obtained from RACL cloud project.



Qualifications:

Education:

Master Degree or Undergraduate Degree in Information Technology or any Computer Science related degree.

Preference will be given those who have the following certifications.

Microsoft Certifications:

- Solution Associate (MCSA)
- IT Professional (MCITP)
- System Engineer (MCSE)
- System Administrator (MCSA)
- Internet Security Administrator (CIA)
- Microsoft Certified Trainer (MCT)

Experience

Minimum five years' experience in a supervisory role in Information Technology Management.

Experience in network design and network illustrations.

Consulting and designing experience in at least 5 similar types of Projects.

Good knowledge of IT and computer hardware and software with practical experience on maintenance and administration

Knowledge about security and authentication processes

Skills and Knowledge

Strong communication and leadership skills

Strong planning skills

Understanding IT related issues and solutions

Strong Analytical skills

Cloud Infrastructure development, Virtualization, Datacenter Security, Backup & Disaster Recovery Solutions skills

Presentation and Language

Excellent in written Dhivehi and English





Time and Reporting

The Consultant will deliver intermediate outputs for the tasks described above on a rolling basis and on a timeline agreed with the RACL IT team. The consultant’s work will involve close collaboration with the IT team, so the selected candidate will be required to have weekly regular meetings for the duration of the contract.

Work Schedule

Phase 1	Time
Requirement Analysis, Drawing and Designing and approvals	End of Week 2
Network configuration, Server consolidation	End of Week 6
Backup, redundancy, disaster and incident response plan.	End of Week 8
User manuals and Onsite Training (Administrator training to RACL IT Team)	End of Week 16

Remuneration

Maldivian Rufiyaa 30,000.00 Per Month

Submission Procedure

Interested applicants should submit the following documents:

- (a) Letter of interest clearly stating suitability for the position and consultancy fee rate
- (b) Detailed curriculum vitae based on the criteria stated above. If a company then should include company registration certificates.

Please submit the application by e-mail to: hr@airports.mv

Application deadline is 17th **June 2021**.

Due to the volume of applications, only candidates under positive consideration will be notified.

