Terms of Reference (TOR) for 'Individual Consultant'

for the government funded project

"Strengthening Capacity of Anti-Corruption Commission"

I. Background

In the United Nations General Assembly in 2003, anti-corruption conventions were held to take action against corruption. In line with international anti-corruption and agreements, on 21 November 2004, the government of Bangladesh formed the Anti-Corruption Commission (ACC) to curb corruption and prevention and to start a corruption-free country, the ACC started work. The present government has laid special emphasis on the removal of corruption from government, non-government organizations, business commerce, society as a whole. Sustainable Development Targets (SDG) Article 16.5 emphasizes the need to reduce adequate corruption and bribe. Anti-corruption and prevention activities are included in the 7th Five Year Plan as priority sector and good governance has been identified as a strategy of poverty reduction and sustainable development.

The ACC's 2017-2021 year-old anti-corruption plan has given a special preference to disciplinary measures to eliminate corruption and education system to prevent corruption. Emphasis has been laid on building institutional capacity for such scheme; Effective Enquiry, Investigation and prevention strategies; innovative research and organizational structure innovative research and development and organizational structure.

Due to corruption, waste of national resources, discrimination in the society and indiscipline in the jungle are created. It increases poverty and impedes economic development. Recently, the ACC showed tremendous success in controlling bribery transactions, official power of personal interest and misuse of public property etc. to control corruption. Improvement of the institutional capacity of ACC to play a more active role in preventing corruption and prevention, improving the efficiency of officers and staffs, effective enquiry, conducting investigation and conducting preventive measures through effective training and development of information and technology for the development of institutional skills are essential.

The Anti-Corruption Commission takes steps to reduce corruption by taking disciplinary measures and reviewing the system on priority basis. Determination of Operation Mechanism, adequate manpower, internal good governance, finance and logistic requirements are needed for the prevention of corruption. It is the improvement of the

institutional capacity of the ACC for enquiry, investigation and prevention effectively. Besides, it is essential to increase its institutional skills by improving the necessary training and information and technology system of ACC officials and staffs. In this context, the proposed project proposal for strengthening the Anti-Corruption Commission has been formulated.

Among the officials and staffs of the ACC, there are still very slow, inaccurate and hassle-free communication fax and letter-based communication methods. There is no formal form of communication between the various departments. In this context, the ACC needs to develop communication between all the offices and associate organizations. But ACC's computers are not very useful for the use of old and local area networks (LANs). New Computer / Laptop are required to purchase and extend the existing internet facility and LAN. The introduction of the Office Automation and e-Governance system is now time demand.

Most of the ACC staff is not accustomed to modern information-based work environment. They need ICT-based training for them. There are three essential things to build ICT based office management:

> 1) Purchasing the necessary hardware and software and for the acquisition of the existing LAN.
>
> 2) Development of human resources and
>
> 3) Office Automation.

The purpose of the project is to develop effective communication between the officials and staffs of ACC and all its offices, accelerating the ACC's ability by conducting appropriate investigation of the ACC officials and staffs, through knowledge and skill development in the trial process and prevention activities, reduction of corruption by increasing the capacity of the Corruption Prevention Committee and Integrity Unit (Satata Sangha).

II. Project Overview

1. **Objectives:**
   a) Increasing capacity of the ACC through improving the professional skills of the officers / staff.
   b) Reducing corruption in public and private sectors by increasing the capacity of the Corruption Prevention Committee and Integrity Unit (Satata Sangha).
   c) To make ACC's activities easy and dynamic, its head office and 22 coordinated district offices are automated.

2. **Outcomes:**
   a) The development of the performance of the ACC officers and staffs will be achieved through training;
   b) Automation of all the ACC offices will be acquired;
   c) Corruption and corruption in public and private sectors will be reduced by increasing the capacity of the Anti Corruption Committee and the capacity of the Integrity Association.

3. **Output:**
   a) The officers / staffs of the ACC will be trained and the efficiency of the manpower of the ACC will increase;
   b) Office will have automation and LAN transmissions;
   c) The prevention of corruption will be strengthened and dynamic;
   d) All corruption will be reduced.

4. **Project Scope**
   a) Training of the officers of the ACC and the members of the Anti Corruption Committee;
   b) Gathering of Integrity Unit and prevention program of Prevention Committees;
   c) ACC head office and 22 integrated district office automation;
   d) Collection of resources of the IP TV, Digital Archive, Digital Forensic Lab, Computer, Laptop etc.

5. **Population Coverage:**
   ACC officials/staffs, Corruption Prevention Committee (CPC) and Integrity Unit (Satata Sangha).

III. Detailed Scope of Work

Under the project, the 'Individual Consultant' will be appointed to provide training to software officers and officers on software design and Office Automation software. The 'Individual Consultant' duties and responsibilities will include but will not necessarily be limited to the following:

Final outputs/deliverables required from the Individual consultant

1. An Inception Report on Hardware and software requirement Specifications for the implementation of all the proposed software, Digital Archive, Digital Forensic Lab (Covering Necessary equipments and a Detail Level Design), IP TV (Covering Necessary equipments and a Detail Level Design Layout for the ACC IP TV Recording Studio) and training program for the ACC Officers and staffs.

2. A Hardware Assessment Report/Hardware Requirement Specifications Report for the proposed software of Administration wing, Prevention wing and ICT & Training wing, Crime Database Management software, Criminal Database Management Software based on the assessment based on the assessment.

3. A Software Assessment Report/Software Requirement Specifications (SRS) Report for the implementation of the proposed software of Administration wing, Prevention wing and ICT & Training wing, Crime Database Management software, Criminal Database Management Software based on the assessment.

4. An as-is process flowchart based on the inception, network diagram and assessment report.

5. A Complete Network Diagram for all the offices of ACC for connecting all offices in one network.

6. A Requirement Specifications Report for the implementations Digital Archive, Digital Forensic Lab and IP TV after physical survey of the existing Forensic Lab of BGD e-Govt CIRT/BCC with the presence of ACC ICT Officer & Staff.

7. Preparing all the Tender Proposal including all the necessary specification as per Public Procurement Rule.

8. Preparing a plan for the Master data-entry (first time base-line) into the system from the paper based document files and provides training and capacity building to the data-entry operators of respective wings of ACC after successfully completion of the development of all the software and Digital Archive.

9. A detailed User Assessment Test (UAT) plan including test cases for the project and perform the UAT based on the previously developed test cases in UAT plan for the software items of the project.

10. Final UAT Report covering hardware verification report and UAT report of all the developed software.

11. Finally, A Final Completion Report including a support and maintenance plan for at least 2 years after completion of the project with covering the all the implementations of every items of the project and progress of the project including the activity diagram and user manual of all the software and Digital Archive.

IV. Qualification & Experience (Selection Criteria) and Responsibilities of Consultants

Individual Consultant (Here, Total duration of the service is 12 (Twelve) Man-Month (MM) in 3 years which will be discontinuous service. i.e. 1 (One) Individual Consultant will work maximum 12(Twelve) Months discontinuously in 3 years as per project requirements.)

Name of the post/Key Professionals	Qualifications	Experience	Duties and Responsibilities
Individual Consultant (ICT)	4 Years graduation or post-graduate degree in Computer Science / Engineering or ICT	Should have 10 Years working experience on ICT related project in any international/Govt. organization in the field	(i) Hardware and Software Requirement Specification Preparation;

	from a recognized university.	of governance, preferably experience on anti-corruption and ICT-based public sector reforms, and expertise on govt. Public Procurement Act. 2006 and Public Procurement Rules, 2008. Having knowledge on government administrative systems and expertise on public procurement with excellent communications skills in Bengali and English will be given preference.	(ii) Software Installment, Customization and Management (iii) Preparation of Operational Manuals; (iv) Training on Office Automation Software to Officers/Staffs. Also, having experience of preparing Tender Proposal as per Public Procurement Rule will be given preference.

As the total estimated man-month is 12 discontinuously in 3 years, so the work distribution of the hired individual Consultant team will be:

1. The output of the first 8 Man-Month works are:

   a) An Inception Report on Hardware and software requirement Specifications for the implementation of all the proposed software, Digital Archive, Digital Forensic Lab (Covering Necessary equipments and a Detail Level Design), IP TV (Covering Necessary equipments and a Detail Level Design Layout for the ACC IP TV Recording Studio) and training program for the ACC Officers and staffs.

   b) A Hardware Assessment Report/Hardware Requirement Specifications Report for the proposed software of Administration wing, Prevention wing and ICT & Training wing, Crime Database Management software, Criminal Database Management Software based on the assessment based on the assessment.

   c) A Software Assessment Report/Software Requirement Specifications (SRS) Report for the implementation of the proposed software of Administration wing, Prevention wing and ICT & Training wing, Crime Database Management software, Criminal Database Management Software based on the assessment.

   d) An as-is process flowchart based on the inception, network diagram and assessment report.

   e) A Complete Network Diagram for all the offices of ACC for connecting all offices in one network.

   f) A Requirement Specifications Report for the implementations Digital Archive, Digital Forensic Lab and IP TV after physical survey of the existing Forensic Lab of BGD e-Govt CIRT/BCC with the presence of ACC ICT Officer & Staff.

g) Preparing all the Tender Proposal including all the necessary specification as per Public Procurement Rule.

2. The output of the rest 4 Man-Month work are:

a) Preparing a plan for the Master data-entry (first time base-line) into the system from the paper based document files and provides training and capacity building to the data-entry operators of respective wings of ACC after successfully completion of the development of all the software and Digital Archive.
b) A detailed User Assessment Test (UAT) plan including test cases for the project and perform the UAT based on the previously developed test cases in UAT plan for the software items of the project.
c) Final UAT Report covering hardware verification report and UAT report of all the developed software.
d) Finally, A Final Completion Report including a support and maintenance plan for at least 2 years after completion of the project with covering the all the implementations of every items of the project and progress of the project including the activity diagram and user manual of all the software and Digital Archive.

Reporting Structure:

The individual consultant will report to the Project Director / Deputy Project Director of the Project.