

Bangladesh Water Development Board
Office of the director
Directorate of staff development
Request for Expression of Interest (EoI)

1.	Memo No.: DSD/SFB/2015-2016/01		Date: 11-04-2016
2.	Ministry/Division	Ministry of Water Resources	
3.	Agency	Bangladesh Water Development Board (BWDB)	
4.	Name of Procuring Entity	Director, Directorate of staff Development, BWDB, Dhaka, BWDB, Dhaka.	
5.	Procuring Entity Code	Not used at present	
6.	Procuring Entity District	Dhaka	
7.	Expression of Interest for Selection of	Consulting Firm (National) on Lump-sum basis	
8.	EoI Ref. No.	Memo No.: DSD/SFB/2015-2016/01	
9.	Date (dd/mm/yyyy)	11.04.2016	
KEY INFORMATION			
10.	Procurement Sub-Method	Selection under a Fixed Budget (SFB)	
FUNDING INFORMATION			
11.	Budget & Source of fund	Development(GoB)	
12.	Development Partner	Not Applicable	
PARTICULAR INFORMATION			
13.	Project/Programme Code	Not Applicable	
14.	Project/Programme Name (if applicable)	Development of On-line Recruitment Management System (ORMS), Modernization of PMIS through Data Entry/Migration	
15.	EoI Closing Date & Time	02.05.2016 during office hours	
INFORMATION FOR APPLICANT			
16.	Brief Description of the Assignment	“Development of On-line Recruitment Management System(ORMS), Modernization of PMIS through Data Entry/Migration” Services main features are: a) System design, implementation, testing & Development of On-line Recruitment Management System (ORMS) as per requirements of Staff Development, BWDB policy guidelines. b) Installation, configuration and commissioning of ORMS Module as per requirements of Staff Development, BWDB policy guidelines. c) Development of APR Monitoring System through Data entry/data migration as per requirements of Staff Development, BWDB policy guidelines. d) Install, configure, commission and Upgradation through Data Migration of Existing PMIS. e) Development of APR Monitoring System through data entry as per requirements of Staff Development, BWDB policy guidelines. f) Performing data Migration from existing PMIS data without any data loss & Data entry from GAD and APR data of historical data. g) Proper training and user guide of BWDB personnel for the implemented solution. h) 1(one) year operation & maintain service after commencement of operation. i) All modules should be Client-server/on-line based system. Any employee should be able to access his/ her panel any time, any space providing his/her user ID and password.	

17.	Experience, Resources & Delivery Capacity Required	Consulting firm must have proven experience of full capable to supplying, commissioning & maintaining of Online Recruitment Management System & Modernization of Personnel Management Information Systems (PMIS) for BWDB. Details of experience, resource and delivery capacity are furnished in the ToR. Interested Consulting firm may obtain ToR & further information from the office of the procuring entity as well as in the BWDB's official website: www.bwdb.gov.bd The EoI shall be evaluated on the basis of following documents to prepare short list. 1) Registration of the firm. 2) Age of the firm (Year in relevant business). 3) Availability of key personals (List of key personnel in permanent pay role) 4) Financial Statement supported by audit report for last 3(three) years including turn over. 5) Experience of the firm in similar task/assignments last 5 (five) years (example of past experience of similar nature and for complexity including cost and duration of the service). 6) Support services of the firm (office space, support staff, response time etc.)
18.	Other Details (if applicable)	The firm(s) may form Joint Venture, Consortium or Association (JVCA) to enhance their qualifications, but should mention whether the association is in the form of a "Joint-Venture" or "Sub-Consultancy". The participating firms must confirm their mode of association by clarifying the positions in a duly signed MoU as per provision Public Procurement Rule (PPR) 2008 within the closing date. The Consultant will be selected in accordance with the procedures of PPR-2008. The Proposals in four sets (1 original+ 3 duplicates) shall be submitted in sealed envelope, delivered to the address of the under signed shown above by 02.05.2016 during office hours & clearly marked "Request for Expression of Interest" for the Consultancy services for Development of On-line Recruitment Management System(ORMS), Modernization of PMIS through Data Entry/Migration.
19.	Association with foreign firm	Not Encouraged
PROCURING ENTITY DETAILS		
20.	Name of the official Inviting EoI	Fazlur Rashid
21.	Designation of the official Inviting EoI	Director, Staff Development Directorate, BWDB Rahman Chamber (10th Floor), 12-13 Motijheel, Dhaka
22.	Address of the official Inviting EoI	Director Staff Development Directorate Bangladesh Water Development Board (BWDB) Rahman Chamber (10th Floor), 12-13 Motijheel, Dhaka.
23.	Contact Details of the official Inviting EoI	Telephone No.+88-02-9588458, 02-29515508 Fax:02-9550937 E-mail: dir.staff.bwdb@gmail.com
The Procuring Entity reserves the right to accept or reject any or all the EoI's or annul the EoI process at any stage without assigning any reason(s) whatsoever and without incurring any liability to the affected application(s)		

(Fazlur Rashid)
 Director
 Staff Development Directorate, BWDB.

Ministry of Water Resources

Bangladesh Water Development Board



Terms of Reference (ToR)

**In connection with the Consultancy Services for
Development of On-line Recruitment Management System
(ORMS) & Modernization of Personnel Management
Information System (PMIS) through Data Migration**

Staff Development Directorate, BWDB

March, 2016

TERMS OF REFERENCE (TOR)
In connection with the
Development of On-line Recruitment Management System
(ORMS) & Modernization of Personnel Management
Information System (PMIS) through Data Migration

1. Introduction:

Bangladesh Water Development Board (BWDB), one of the biggest government organization in Bangladesh. All matters related to sound personnel management and staff development and to be responsible for all such matters accountable, transparent, robust, ease of use and access anywhere from the world (irrespective of physical location) are the growing need and demand from key stakeholders of BWDB management, **Ministry of Water Resources (MoWR)** as well as from each employee of BWDB. Revolution in computing technologies over the past few years have made remarkable changes in government and non-government organizations as well as private sector organizations in both developed and developing countries. To increase collaboration and participation in decision making within shortest possible time it is essential to have an easily accessible (from anywhere and from any device) information system.

The BWDB Personnel Management Information System (**PMIS**) was designed and implemented in 1993 and since then the database have been undergoing some changes in output requirements, table structures, operations etc. To keep the pace of technological trend and to get more advantages from application software/ information system, it is time to enhance the Personnel Management & Staff Development to achieve the stakeholder's goal. Hence it has become essential to develop Web-based On-line Recruitment Management System (**ORMS**) & Web-based Personnel Management Information System (**PMIS**) through Data Migration. BWDB will provide central Licensed Database software **ORACLE DB12C** and it is ready for use at BWDB Data Centre controlled by ICT Cell, WAPDA Building (2nd Floor), Motijheel, Dhaka. So, all application should be based on the BWDB's Central **ORACLE** database. Consultant will provide database design, development, data migration of existing data & and then finally commissioning BWDB Central database **ORACLE** with the harmonization of required application software.

The salient features of Web-based ORMS & PMIS applications are given below-

- Quick information dissemination for individual or group;



- Sharing Information for Collaboration and Participation among key stakeholders;
- Easily Accessible from anywhere;
- Easily Accessible from any devices connected to internet;
- Easier installation and maintenance of the system;
- Help to make decision by providing quick information;
- Easier System update and no need to distribute and install client side software;
- Provision for further enhanced features and functionalities which could be accommodated easily.

2. **Objectives:**

The overall objective of this consultancy service is to develop an On-line Recruitment Management System (**ORMS**) & Web-based Personnel Management Information System (**PMIS**) through Data Migration. The specific objectives are as follows:

- To maintain staff inventory for approximately 8000 present employees and 17000 PRL Employees Record.
- To prepare various administrative and statistical MIS Reports.
- Latest IT solution for procedural, functional, operational benefit and increase user friendliness.
- Enhancement of data security.
- Developments of skill BWDB personnel to operate, control, maintain and support the system.
- Customization of APR Module relating with PMIS.
- Customization of Training relating with PMIS.
- Customization of Personnel/BWDB Secretariat Module (Posting Chart, Seniority List etc) relating with PMIS.
- Development & Customization of Gazetted Audit Division/Department (GAD) & Establishment Audit Department (EAD) Module relating with PMIS.
- 3-Tier architecture for System.
- Development of client-server or browser system interfaces for information/data sharing.
- All Modules to be developed as per Web based Architecture.
- Handling sound operation & maintenance of ORMS & PMIS system through administrative level & operational level training.

3. **Overview of PMIS database in BWDB:**

The following PMIS are used in BWDB:

- Personnel Information;

- b) Education;
- c) Training;
- d) Work experience;
- e) Organogram data;
- f) Seniority ranking data.

3.1 Software use in present PMIS System:

- a) Application: Visual Fox-pro;
- b) Database Management: Visual Fox-pro;
- c) Operating System: Microsoft Windows Server 2003/Windows XP/Window 7;
- d) Reporting: Visual Fox-pro;

3.2 Present weakness in PMIS operation:

- a) PMIS database in standalone user system (Multiple users can not access at a time) and on-line data entry or data sharing is not possible.
- b) Visual Fox-pro and windows server is not compatible with the current hardware and PMIS is not compatible with the latest version of Operating System (OS) which's the cause of slower execution.
- c) Various kinds of problems in data sharing.
- d) Fulfilling additional functional requirements of BWDB that's not possible to be delivered by existing system.
- e) Day by day software related issues/problems in different modules have come up during the last few years and still remaining unattended.
- f) Security is not strong enough to restrict user access.

4. Functional features of proposed system:

- a) System design, implementation, testing & Development of On-line Recruitment Management System (ORMS) as per requirements of Staff Development, BWDB policy guidelines.
- b) Installation, configuration and commissioning of ORMS Module as per requirements of Staff Development, BWDB policy guidelines.
- c) Upgradation or Customization of Web-based Personnel Management Information System (PMIS) through Data Migration as per requirements of Staff Development, BWDB policy guidelines.
- d) Development of APR Monitoring System through Data entry/data migration as per requirements of Staff Development, BWDB policy.

- e) Upgradation or Customization or Development of Training Module, Personnel/BWDB Secretariat Module as per requirements BWDB policy guidelines.
- f) Development or customization of GAD as per requirements of Staff Development Directorate / Accounts Directorate, BWDB.
- g) Performing data Migration from existing PMIS data without any data loss.
- h) Performing data Migration / Data entry from GAD and APR data of historical data.
- i) As per requirements of BWDB there has to be a provision of integration with proposed PMIS, GAD, Personnel, Training, APR and any other System.
- j) As per requirements of BWDB there has to be a provision of customize various report generation with bar coding or QR coding system with proposed PMIS, GAD, Personnel, Training, APR and any other System.
- k) Proper training and user guide of BWDB personnel for the implemented solution.
- l) 1(one) year operation & maintain service after commencement of operation.
- m) All modules should be Client-server/on-line based and integrated system. Any employee should be able to access his/ her panel any time, any space providing his/her user ID and password.
- n) Each employee provision for own panel with ID and Password to view his/her resume, APR, earned leave, pay fixation information, etc.
- o) The system should be bi-lingual option Bengali and English. Authentication system will be role base.
- p) The system should be automatic E-mail or mobile sms notification as per requirement.
- q) The software will be hosted in BWDB's provided premise by the software consulting firm. The system should be run in LAN and WAN environment.
- r) Software should run in all types of web browsers including mobile browsers and to be integrated with the BWDB website.
- s) Software should no limit on the number of users log into the system at a time. Each user can be granted different privileges to access only the areas of the program specified and may also have "Read only" or "Read Write" access and collaborate with the end users and Management.
- t) The database schema should be flexible to share necessary information with other proposed software. A user manual and a quick reference guide should be provided.
- u) Provision for providing source code of total Application software with proper documentation user manual. BWDB will be the owner of source code and data of the proposed software.



5. Scope of the assignment:

- a) Presentation of demonstration version with soft or hard copy of brochure catalogue or the latest development features.
- b) Development of On-line Recruitment Management System (**ORMS**) as per requirements of Staff Development, BWDB.
- c) Customization of all existing PMIS module customization as per requirement of Staff Development, BWDB.
- d) Historical data migration of APR and GAD.
- e) Customization or development of PMIS, APR, Personnel, Training and GAD module of the proposed software that ensure proper compatibility.
- f) The consultant will provide post implementation maintenance services for 1 (one) year.

6. Key Stakeholders:

- Directorate of Staff Development
- Directorate of Training.
- Directorate of Personnel / Board Secretariat.
- GAD Section of Directorate of Accounts.

7. Technical Specification and Standards

7.1 Development of On-line Recruitment Management System (ORMS):

- Default website with content administration panel;
- Subject, examination, education board, university, division, district, center configuration option;
- Unlimited advertisement/job circular creation at a time;
- Applicant age, bank payment, application edit option and many more configurable options;
- Email or Mobile verification confirmation to apply to an advertisement for security;
- Unique user name and password generation and send through email;
- Application form validation for applicant;
- Applicant image, age, education, payment verification from admin panel;
- Applicant login panel; from it applicant can know his/her application status;
- Applicant can edit application if any verification status marked invalid (configurable);



- Generates admit card (PDF file format) automatically after completion of verification;
- Admit card can be downloaded and be printed from applicant panel;
- Security code generation on admit card for security;
- Examination seat plan facility;
- Seat plan can be published on admit card and in applicant panel (configurable);
- Applicant result processing facility (through Excel or CSV file);
- Applicant can know their result from applicant panel;
- Applicant search option;
- Open report option on basis of various filter parameters;

Requirement Features:

- Job announcement;
- Application Submission;
- Front-End Data Validation;
- Confirmation of Receipt;
- Applicant's Information Security;
- Applicant Validation;
- Admit Card Generation;
- Seat Plan Generation;
- Exam. Marks Processing;
- Result Publishing.

7.2 Upgradation of Existing PMIS through Data Migration

- Upgradation or Customization of PMIS/HRMS as per requirements of Staff Development, BWDB;
- Upgradation or Customization or Development of Training Module, Personnel/BWDB Secretariat Module as per requirements of BWDB;
- Performing data Migration from existing PMIS data without any data loss;
- Performing data Migration / Data entry from GAD and APR data of historical data;
- As per requirements of BWDB there has to be a provision of integration with proposed PMIS, GAD, Personnel, Training, APR and any other System;
- Proper training and user guide of BWDB personnel for the implemented solution.
- Must be providing source code;

- All modules should be Client-server/on-line based and integrated system. Any employees should be able to access his/ her panel any time, any space providing his/her user id and password.
- Each employee with his own panel ID and password will be able to see all the information (resume, APR, including holidays and discipline information, etc.)
- Presentation of demonstration version with soft and hard copy of brochure catalogue or the latest development features.
- Customization of all existing PMIS module as per requirement of Staff Development, BWDB.
- Customization or development of PMIS, APR, Personnel, Training and GAD software that ensure proper compatibility.
- Assess trainees after a training program.

A List of Output of the system is as following with identity **barcode** or **QR code**.

- Staff Inventory related Lists / Statement;
- Biodata of Employees (**Pre-printed**/ Plain);
- Statistical Reports;
- Edit Checks/ Edit List;
- Staffing List;
- Organizational Structure;
- Job Description;
- Staff Planning.

7.3 **Development of APR Monitoring System through data entry**

- System design, implementation, testing & Development of APR as per requirements of Staff Development, BWDB.
- Must be providing source code.
- Historical data migration of APR.
- After receiving APR acknowledgement to respective personnel through email or mobile sms;
- Individual APR receive or remarks status for all officers and staff of BWDB as per organizational rules & guideline;
- Store photos and signature for all officers of BWDB for check authentication;
- To maintain the APR of all BWDB personnel and forward copies to the Directorate of Personnel;

A list of Output of the system is as following with identity **barcode** or **QR code**.

- Acknowledgement report for all officers and staffs of BWDB ;
- Statistical Reports;

7.4 Development of Training Module

System design, implementation, testing & Development of Training Module to conduct training, as per requirements of BWDB;

- Prepare Training Type through this module;
- To provide the name of the Training in a calendar year according to the BWDB training institutes;
- Standard Duration of the Training;
- Eligibility of the trainees from PMIS Database;
- Training calendar: Training Directorate will prepare a Training calendar of different types of training in advance fiscal year;
- Training Enrolment: Training Directorate will prepare primary selection of trainees name for enrolment;
- Training Approval: the application will traverse to line manager(s) for further approval. Line manager can also propose training for underlings & Approved final trainees list with the particular training name & training institute with the identity of barcode or QR code;
- Training Institutes Assessment: After completion, the training Institutes will be able to updating request of the trainees personal history of existing PMIS software notify the particular trainee to assess the training through the system;
- Trainee Assessment: this is to assess the outcome of the training. The line manager after a definite period will assess the training through the system.

7.5 Development of Gazetted Audit Division (GAD) Module

- Development or customization of GAD as per requirements of Staff Development Directorate / Accounts Directorate, BWDB.
- To fix the pay of all officers and staff of BWDB and issue necessary pay slip regarding PMIS status and BWDB policy guidelines.
- To prepare & maintain earned leave accounts of all officers & staffs under BWDB policy guidelines.
- To prepare online pay fixation for new recruitment, promotion; and for time scale, selection grade regarding National [Pay Scale 2015 \(Public Bodies & Autonomous\)](#).
- Historical data migration form hard copy data for all officers and staff under BWDB policy guidelines which is stored in GAD Section.

A List of Output of the system is as following with identity **barcode** or **QR code**.

- Individual Pay slip for all officers and staff of BWDB;
- Individual earned leave status for all officers and staff of BWDB.



7.6 Training & documentation

- **Admin (Administrator) level training:** Certified professional training course for 05 (five) BWDB officials related with this system provided by the consultant team for clear concept of On-line Recruitment Management System (ORMS) & Modernization of Personnel Management Information System(PMIS). BWDB expect a strong technical team for maintaining large system and provide prompt support to the end-user. To upgrade technical personnel; consultant should provide technical training separately for 05 (five) technical personnel. After successfully completion of training; Technical user will confident to take responsibility and ownership of software after 24 months Maintenance & Service from consultant. Training areas are specifically defined below:

- a) System/Application administration
- b) Operations of the software
- c) Web administration

- **Operational(users) level training:** 20 (twenty) BWDB officials related with this system for end user Operation, Data Input, Report Generation On site with proper documentation as per BWDB training remuneration.
- System Operations Manual (for Administrator & Manager) and User Manual (for users);
- Database Reference Manual.
- All training cost should be including with software cost.

7.7 Reporting Requirements

The consultant will submit the following reports in soft and hard copy to BWDB as per schedule mentioned below:

- 10 sets of inception report at the end of 1st week after the 1st month of the project.
- 10 sets of progress report at the end of 1st week of 3rd month of the project.
- 15 sets of draft final report at the end of 6th month of the project.
- 15 sets of submission of final report at the end of the 6th month (final month) of the project.

7.8 Duties and Responsibilities

BWDB's Responsibilities

Facilities provided by BWDB and access to data and Information: BWDB will arrange the following facilities for the consultant:

- (a) Every key stakeholders of BWDB would provide data, if available and access to the project related information that may be necessary for the Consultant to carry out its assignment.
- (b) BWDB will engage a technical IT team to co-ordinate with consultants in developing the system. They will monitor and recommend as per requirements and standards of BWDB and Government. The technical IT team will be led by System Analyst, Staff Development, and the coordinate by ICT Cell, Chief Monitoring office of BWDB.

Consultant's Responsibilities

- (a) The Consultant shall carry out the services as detailed in “Scope of Consulting Services” in the best interest of the Government for the successful realization of the project with the reasonable care, skill and diligence with sound technical, administrative and financial practices and shall be responsible to the executing agency (BWDB) for the discharge of responsibilities.

The technical IT Team of the consultants will co-ordinate and consults with the technical IT team of BWDB in developing the system.



Key Personnel and Qualifications

It is estimated that consultant may require about 33 man-months input of professional staff as shown below

Sl. No.	Position	Nos.	Person-months
1	Team Leader	1	6
2	System Analyst/ Software Developer	1	6
3	Database Specialist	1	3
4	Training Specialist	1	2
5	Network Engineer	1	1
6	Web Designer	1	2
7	Documentation Specialist	1	2
8	Assistant Database Specialist	1	2
9	Assistant Programmer (Web based application Developer)	1	6
10	Data Entry Operator	1	3
Total		10	33



Qualifications, Experience and Responsibilities

Discipline	Qualifications and Tasks
Team Leader	Minimum B.Sc. degree in Computer Science/Computer Science and Engineering/ Civil Engineering/Water resources engineering or any related discipline. Higher degree will be preferable. He/She should have at least 7 years experiences in the field of software development/MIS development, Software project management, system analysis & design, solution architecting, software engineering, programming, data Modelling and Database Design etc. He/She should have practical experience in design and developing software/database and leading software project team. He/She should be development of national level database and management information system and decision support system; leading different projects development of information system and working experience in multi-disciplinary teams. • He/She will be responsible for all aspects of overall project management, planning, development, coordination, reporting and to keep liaison with Director of Staff Development. • Provide advice and co-ordinate the technical group of the multi-disciplinary team. • Prepare project plan for deliverable items to be contracted out, schedule and time frame, publications of different reports of the project. • He will be involved in reviewing details of impact assessment and plan strategic options to offset the adverse impacts of the plan with other technical groups. • Attending meeting as and when required by Director of Staff Development.
System Analyst/ Software Engineer	Minimum B.Sc. degree in Computer Science/Computer Science and Engineering/ Civil Engineering/Water resources engineering or any related discipline. He/She should have at least 5 years experiences in the field of software development/MIS development, Software project management, system analysis & design, solution architecting, software engineering, programming, data Modelling and Database Design etc. He/She should have practical experience in design and developing software/database and leading software project team. To be specific, his/her tasks are: • Collecting, organizing, eliciting and analyzing user requirements; • Analyze system requirements, document user requirements as well as system requirements; • Develop data models based on the requirements; Perform OOAD using UML; document design specifications; • Architect and design web based application software; Design API for providing data exchange and other apps interfacing; • Active participation in development of web application using Oracle developer, web logic, C#, ASP.NET MVC using .NET framework 4.0/4.6, LINQ, EF, RDLC/ Active Reports/ Crystal reports;




Discipline	Qualifications and Tasks
	• Active participation in development of web application using JavaScript, jQuery, AJAX, Angular JS, Bootstrap, HTML5, CSS3 etc. • Design and build entity relationship, data modelling, relational databases design in Oracle server, MS-SQL Server/ MySQL/ PostgreSQL etc.; • Prepare system requirements specification (SRS), design document, help other team member to prepare test plan, test cases, technical manual, user manual, training plan, training manual and presentation etc. • Prepare plan for software quality assurance and software testing of the system; guideline for preparing installation package/setup etc. • Coordinate other professionals within the team. • Plan for piloting the developed system; develop mechanism for help desk support and issue tracking; • Help to conduct technology transfer through training program; Guide to implement software in client premises and conducting end user training;
Database Specialist	Minimum B.Sc. in Computer Science/Computer Science & Engineering/Civil Engineering/Software Engineering, Water Resource Engineering or Masters in Applied Physics & Electronics/Physics or any related subjects. Minimum 5 (five) years experience as a Database Developer/Database Administrator/ Software Engineer. Proven experienced in Oracle and SQL Server Database design, development and implementation. Well experienced in coding and using Oracle developer, web logic, VB.Net, C# and ASP/ASP.Net. Application knowledge on HTML/DHTML/ Java Script/VB Script with coding experience will be preferred. Knowledge of database architecture and design, administering database server, design new solutions, supervise programmer, system performance tuning, and security management, maintain data storage capabilities are must. The following tasks and responsibilities : • Review existing Scheme Information Management System (SIMS) database and BWDB ongoing project databases. • Review and Study information based BWDB User's requirements, System Analysis and System Requirements. • Develop logical and physical database design and database Architecture. • Final design and develop database including the design and development of Geo-database. • Supervise and monitoring the data collection and data processing. • Database performance tuning, security and database administration. • Perform regular database backup, restore and maintenance. • Prepare Database requirements and design reports • Prepare Database Technical Reference manual

Discipline	Qualifications and Tasks
	• Provide database operational training to the Client. • Carryout the tasks given by the Senior Consults in the project Responsibilities are also included for preparing Inception, Interim, Draft Final and Final Report related to the database issues, attend meeting as and when required.
Training Specialist	Minimum B.Sc. in Computer Science/Computer Science & Engineering/Civil Engineering/Software Engineering, Water Resource Engineering or Masters in Applied Physics & Electronics/Physics or any related subjects. The candidate also should have the comprehensive experience of proving trainings. Individuals must have 5 to 10 years of working experience in the field of GIS. His/her tasks are: • Identifying Training needs and Scope • Preparing Training Materials and presentations • Preparing Training Manuals • Preparing Training Reports • Performing Training evaluation and assessments • Capability of providing customized Web based Application software training
Network Engineer	Graduate in Electrical & Electronics Engg. /Computer Engineering / Computer Science/ Computer Science & Engineering or any related discipline. At least three (3) years of professional experience in relevant field. Should have sound knowledge in Network Hardware, Network Topology and Network Security. His/her tasks are: • Planning, design, implementation & administration of Computer Network Nodes with proper documentation, security & integrity; • Install and maintain the computer systems • Design, Planning and implementation of LAN (Local Area Network) Wireless Network and WAN (Wide Area Network) • Maximizes network performance by monitoring performance; troubleshooting network problems and outages; scheduling upgrades • Setting up user accounts, permissions and passwords to allow access to the network • Analysis and recommendation for the best suitable topology, TCP/IP, HTTPs, and Bluetooth • Finding and fixing network faults • Ensure Network & data security and integrity (firewalls, anti-virus software) • Making sure security is at the right level to block unauthorized access

Discipline	Qualifications and Tasks
	• Network management through monitoring and maintenance • Giving technical support to people who use the network • Analysis for the requirements of Hardware and planning for upgradation • Hardware and software troubleshooting
Web Designer	Minimum B.Sc. degree in Computer Science/Computer Science and Engineering/IT /CIS or relevant fields. He/She should have at least 8 years experiences in the field of web design and development; Demonstrable graphic design skills with a strong portfolio; Solid experience in creating wireframes, storyboards, user flows, process flows and site maps; Proficiency in Photoshop, Illustrator, or other visual design and wire-framing tools; Proficiency in HTML5, CSS3, and JavaScript and Bootstrap for rapid prototyping. Up-to-date with the latest Web trends, techniques, and technologies; To be specific, his/her tasks are: • Designing, coding and modifying websites, mobile layout from layout to function and according to specifications; • Create wireframes, storyboards, user flows, process flows and site maps to effectively communicate interaction and design ideas; • Plan site design by clarifying goals; designing functionality; • Develop site navigation by categorizing content; funnelling traffic through content; Cross browser development experience; • Develop site content and graphics by coordinating with graphic artists; designing images, icons, banners, audio enhancements, etc. • Prepare site by installing and configuring server software; installing programming language using authoring and formatting tools; ensuring cross-platform compatibility; establishing links. • In-depth knowledge of the capabilities of IE8-IE10, Firefox, Safari, and Chrome
Documentation Specialist	Minimum B.Sc. in Computer Science/Computer Science & Engineering/Civil Engineering/Water Resource Engineering or any related subject. Must have high proficiency in content writing, user manual, requirement and functional specification and other SDLC related technical documents as per established standards for accuracy, quality, presentation, grammar and composition. Must have profound knowledge of Information Architecture, Information Design, Information Mapping techniques. • Creating User Manuals, training guides, operation manuals, other project and product documentation. • Ability to visualize data, concepts and work flows to create diagrams, charts and illustrations to supplement documentation. • Initiate process improvements and participate in project efforts to develop and analysis to update documentation standards and procedures. Coordinate with the development and testing team to produce software documentation in a timely manner Scope, track and manage documentation

Discipline	Qualifications and Tasks
	process to ensure that high quality documentation is delivered on time.
Assistant Database Specialist	Minimum B.Sc. in Computer Science/Computer Science & Engineering/Civil Engineering/Software Engineering, Water Resource Engineering or Masters in Applied Physics & Electronics/Physics or any related subjects. Minimum 2 (Two) years experience as a Database Developer/ Software Engineer. Proven experienced in Oracle and SQL Server Database design, development and implementation. Well experienced in coding and using Oracle developer, web logic, VB.Net, C# and ASP/ASP.Net. Application knowledge on HTML/DHTML/ Java Script/VB Script with coding experience will be preferred. Knowledge of database architecture and design, administering database server, design new solutions, supervise programmer, system performance tuning, and security management, maintain data storage capabilities are must. The following tasks and responsibilities : • Assists Database Specialist for Developing logical and physical database design and database Architecture. • Assists Database Specialist for final design and develop database including the design and development of Geo-database. • Supervise and monitoring the data collection and data processing. • Perform regular database backup, restore and maintenance. • Assist in Preparing Database requirements and design reports • Assist in preparing Database Technical Reference manual • Assist in providing database operational training to the Client. Carryout the tasks given by Database Specialist and other Senior Consults in the project
Assistant Programmer (Web based application Developer)	Minimum B.Sc. degree in Computer Science, Engineering or a related subject; He/She should have at least 2 or 3 years experiences in the field of Web based application software Development; To be specific, his/her tasks are: • Develop data models based on the requirements for Oracle developer, web logic, .Net framework for Web application; Prepare and document design specifications for web application design and design GUI for user interactions. • Assists System Analyst/Software Engineer for developing logical and physical Application software design and with the consistence of database Architecture. • Assists System Analyst/Software Engineer for final design and develop Application software including the design and development. • Supervise and monitoring the data collection and data processing.. • Assist in Preparing Application software requirements and design reports • Assist in preparing Application software Technical Reference manual • Assist in providing Application software operational training to the Client.

Discipline	Qualifications and Tasks
	• Carryout the tasks given by System Analyst/Software Engineer and other Senior Consults in the project • Unit-test code for robustness, including edge cases, usability, and general reliability. • Work on bug fixing and improving application performance.
Data Entry Operator	Minimum Bachelor degree in any discipline with at least 1 years experience in handling Microsoft Excel-2007 or above, Microsoft Access or such kind of database.


