

TERMS OF REFERENCE
for
AN IT CONSULTANCY

**Nepal Netra Jyoti Sangh
Eastern Regional Eye Care Programme
(Sagarmatha Choudhary Eye Hospital, Lahan &
Biratnagar Eye Hospital, Biratnagar)
Rani, Biratnagar-13 NEPAL
+977-021-436362, info@erec-p.org**

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Type of Contract	Individual Contract
Languages Required	English
Duration of the work:	6 months
Location/duty station	Biratnagar & Lahan

Background:

Nepal Netra Jyoti Sangh, Eastern Regional Eye Care Programme (EREC-P) is a Non-Profit organization providing eye and ear care services since 1983. It has two large eye hospitals that is Sagarmatha Choudhary Eye Hospital (SCEH) at Lahan and Biratnagar Eye Hospital (BEH) at Biratnagar and 23 eye/ear care centers at Province 1, 2 and 3. Since 2004, EREC-P is using MS Windows and SQL based computerized medical record and billing system at its eye hospitals and eye care centers. On 2011, EREC-P has strengthened its Medical Record and Financial Management System Software in co-operation with Microsoft Nepal. The current system is hosted on local servers at SCEH and BEH. EREC-P now wishes to upgrade its Hardware & System Software infrastructure into Data Centers Model that will be equipped with high performance Server, SAN, System software and Network Security. With the new system, EREC-P is aiming to achieve Data Center (DC) with Disaster Recovery (DR) and High Availability (HA) Systems for both the hospitals. With increased reliance on cloud computing and the fast approaching migration to public cloud for most corporate systems and productivity tools, it is important to ensure the EREC IT infrastructure is well prepared and aligned with corporate standards. Efficiency in IT infrastructure will additionally improve user experience and subsequently lead to high productivity.

Under the guidance of the EREC-P Management, the Consultant will support the EREC-P effort to build and maintain a well-functioning Information Technology infrastructure for the hospitals and eye care centers.

Scope of the Services:

- Assessment of the new Server, Storage & System Software requirement of Sagarmatha Choudhary Eye Hospital, Lahan and Biratnagar Eye Hospital, Biratnagar.
- Finalisation of the Server Infrastructure Architecture and Hardware Sizing based on the above mentioned assessment conducted.
- Preparation Of Technical Specification and Bill of Materials, cost estimation of the required equipments.
- Assist in Bid Document Preparation.
- Evaluation of submitted bid documents.
- Verification and supervision of the work progress during implementation.
- Verification of completion of the project.
- Verification and Recommendation for Running Bill and Final Bill.

Qualification and Experience Criteria:

- Post Graduate in Information Technology or related subject.
- Minimum 5 years of working experience in IT and has completed at least 2 similar type project as consultant.
- Expert practitioner of IT Infrastructure.
- Organizes and presents information clearly, concisely.
- Presents information that is relevant to achieve organizational results.
- Promoting ethics and integrity, creating organizational precedents.

Expected Output:

- Optimized datacenter equipped and configured for HA and DR aligned with corporate standards.
- Exiting server data migrated and functional on to new data centers.
- Comprehensive project closure notes with clear recommendations for further/future improvements.

Scope of price proposal

Interested consultants should submit their price offers as follows.

The offer should include professional fees excluding travel costs & living allowances.

Scope of proposal

The following documents should be provided:

- Company Registration Certificate.
- VAT/PAN Registration Certificate.
- Tax Clearance of FY 2075/76.
- Company Profile.
- Letter of Interest and Availability.
- CV of resource person who shall work in this project indicating all past experience from similar projects, as well as the contact details (email and telephone number).
- At least two (2) professional references.
- Project Timeline.
- Financial Proposal as per the above section.