TERMS OF REFERENCE

Consultancy: ICT Network Device Installation
Reporting to: ICT Senior Officer of the AHA Centre
Duration: 2 weeks (in August 2021)

BACKGROUND

The AHA Centre's ICT infrastructure was first constructed through the AHA Centre ICT Phase I project, which was initiated in 2011. It was then enhanced in 2013 with the implementation of the ICT Phase II project, aimed to connect ten AMS and the AHA Centre through IT systems and solutions. As a result, disaster-related information from AMS can now be shared in a real-time manner, and resulted in the strengthened cooperation and coordination among ASEAN Member States (AMS) and the AHA Centre. The ICT Phase III project began in February 2016 to ensure availability of the system to AMS and continuous operations of the AHA Centre.

The ICT Phase IV project started in September 2018 to enhance the ICT operational capacity of the AHA Centre to further enhance its disaster monitoring and analysis capability and support a well-informed decision-making process. The ICT projects have been implemented with generous funding support of Japan-ASEAN Integration Fund (JAIF).

One of the main activities in the ICT Phase IV Project is the improvement of ICT infrastructure, hardware and network including maintenance plan. The current ICT Network Infrastructure of AHA Centre needs enhancement as the AHA Centre continues to grow and expand to deliver high quality project and give more benefits to the AMS.

Network infrastructure has been one of the key components needed to perform important daily tasks. It is to make sure all the resources that make network or internet connectivity, management, business operations and communication possible. That includes servers, network equipment, software, and video conference. Better network infrastructure can also increase user performance and support the upgrading of newer version of the AHA Centre ICT systems such as ADINet and DMRS.

As technological innovations grow exponentially, threats to cyber security grow fast as well. To protect AHA Centre ICT systems from new threat, there is also an urgent need to have assessment to the current protection and firewall. So, the necessary mitigation and improvement can be done rapidly as needed. To support this key activity, the AHA Centre is looking for a consultant in professional corporate network infrastructure to be responsible for installing the ICT network infrastructure.

OBJECTIVES

Enhancement of the AHA Office network infrastructure to be more secure and reliable by implementing new network design and devices.
EXPECTED DELIVERABLES

The selected consultant should be able to meet the expected deliverables as detailed below:

1. New network infrastructure is well installed based on the agreed design and plan;

TASKS

The selected consultant will have to perform the following tasks:

1. To create work plan checklist and implementation plan of the purchased devices;
2. To work closely with ICT Officer in implementing recommendation, work plan, and technology / equipment replacement and configuration as per above;
3. To provide the necessary supporting tools and equipment in implementation of the purchased devices;
4. To rearrange and tidy the server room as necessary.

The detailed network devices which will need to be installed is as follows:

<table>
<thead>
<tr>
<th>No</th>
<th>Item Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fortigate 60F</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>USW-Pro-48-POE (Unifi Switch 48 Port PoE, L3)</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>USW-24-POE (Unifi Switch 24 Port PoE)</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>U6-LR-US (Wifi 6 Ready)</td>
<td>7</td>
</tr>
<tr>
<td>5</td>
<td>Projector Epson EB 695Wi</td>
<td>1</td>
</tr>
</tbody>
</table>

REQUIRED SKILLS AND COMPETENCIES

The company should have minimum requirements as follows:

- Experienced ICT company in corporate network infrastructure.
- Experienced in Cisco, Aruba Fortinet or UniFi products.
- Advanced skill in network security.
- Able to provide framework of work plan and installation plan.
- Willing to work after office hour and follow all the security and health measures.

INDICATIVE TIMELINE

The timeline for ICT Network Device Installation is within two weeks in August 2021 after the procurement of network devices done by JICS.

<table>
<thead>
<tr>
<th>No</th>
<th>Activity</th>
<th>Timeline (2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Procurement for Network Devices (separate activity by JICS, not included in this Scope of Work)</td>
<td>W1</td>
</tr>
<tr>
<td>2</td>
<td>Installation and Report</td>
<td>W1</td>
</tr>
</tbody>
</table>
APPLICATION REQUIREMENTS

1. Proposed budget and company profile;
2. AHA Centre Supplier Information Form that can be downloaded [here](#)

APPLICATION PROCESS

Interested company is invited to submit the complete Application Documents to [procurement@ahacentre.org](mailto:procurement@ahacentre.org)

For more information on AHA Centre, please visit [www.ahacentre.org](http://www.ahacentre.org)

* * *

_ _