



## **TERMS OF REFERENCE**

**TITLE:** Assistance in creation of an implementation plan for Biometric Documents implementation in the Government of the Republic of Fiji.

**ELIGIBILITY:** Open to Individual Consultants and Consulting Firms

### **I. Background**

The Republic of Fiji has developed plans to introduce a new electronic Machine Readable Passport (eMRP or ePassport) which is envisaged to be issued in 2019. The genesis for this concept originates in 2015 on the increase of migration in the country and pursuing to align to best practices of the International Civil Organization Aviation Standard.

The terms of reference outlined in this document pertain to engaging an individual consultant or consulting firm (“Consultant”) to carry out work related to the creation of an implementation plan for ePassport.

The Government of the Republic of Fiji is determined to implement the ePassport Project by issuing books containing electronic chip, which will allow consolidating security requirements with ability of enhancing security at the border and maintaining a secure and safe Fiji.

### **II. Objectives**

The objective of the assignment is to secure the services of a qualified and experienced financial, technical and legal advisor to assist (spell out what else is expected as it is not clear in the TOR); the Republic of Fiji with the procurement process and providing relevant advice for the successful implementation of the project.

### **III. Scope of Work**

To achieve the objective set out above, the Consultant is expected to carry out the following principal tasks (feasibility study):

- Analysis of project implementation
- Review and scoping of technical requirements for different components of the project
- Compliance with International Civil Aviation Organization (ICAO) standard
- Determination of project cycle costs (both direct and indirect) - with underlying assumptions
- Estimation of revenues with assumptions
- Options analysis with detailed evaluation and assessment of each option, and final recommendations
- Recommended project structure with sources of funding, sharing of revenues, pricing of services
- Payment mechanisms and phasing

- Analysis of legal and regulatory provisions with suggested changes/amendments if necessary
- Detailed risk assessment

The consultant should prepare all necessary documentation to obtain government approvals for the recommendations made in the feasibility study.

## IV. Qualifications

The consultant shall have expertise in the following areas:

- Extensive experience in
  - Performing similar tasks in at least two countries;
  - Project finance
  - Contract and administrative law
  - Intellectual Property Rights management/Escrow/Insurance
  - Procurement management
  - Project modeling
- Technical expertise in Public Key Infrastructure (PKI) and ePassports
- Involvement in public-private partnership model design and implementation;
- Excellent knowledge of current legislation;
- Leader of finance planning and prediction;
- Dynamic individual, self-starter with initiative;
- Good interpersonal and communication skills;
- Experience working with government agencies and other policy making agencies.

## V. Reporting and Deliverables

Selected Consultant will report to the special project committee chaired by the Director of Immigration and will be managed and tasked by the Manager Passport & Citizenship on behalf of the committee.

Consultant deliverables are:

- The project implementation approach shall be selected (one of two mentioned alternatives) and suggested to Government.
- The existing TOR (technical part) shall be reviewed and the scoping of technical requirements for different components of the project shall be provided.
- A diagnostic of the current situation and the suggested methodology to address the problem.
- A strategic vision and time-frame.
- Extensive Implementation Plan, which include estimated budget, resources needed and the timeline of this project with major milestones;
- Report outlining project implementation risks, risk mitigation steps, project management and monitoring methodologies and procedures.
- Draft changes to the current legislation;
- Finance planning and benchmarking to ICAO standards.

## VI. Duration

The assignment is expected to begin in **April, 2018** and to have duration of **two months**.