



Samoa Law and Justice Sector (SLJS)

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## TERMS OF REFERENCE

### INFORMATION TECHNOLOGY CONSULTANT

#### Project Title: AUAFA MAU Centralized Crimes Statistic Web-Based Database Systems

#### 1. BACKGROUND

AUAFA MAU project aims to be a Samoa Law and Justice Sector (SLJS) wide web based database. Its primary purpose is to provide crimes statistics and also helps in workflow management both internally in each Ministry as well as between agencies under the Samoa Law and Justice Sector.

Funded by the Government of Samoa, this project will;

- (i) provide for a resilient and modern computing infrastructure
- (ii) improve information gathering and sharing, and leveraging the role of people in the Sector to enable increased information sharing
- (iii) support knowledge sharing in almost any Law and Justice context, and
- (iv) provide accurate and timely reports on crimes trend that help the Steering Committee identify relevant interventions and priorities to focus on.

The Auafamau Database or ~~Centralised~~[Centralized](#) Database Project was approved by the Law and Justice Sector Steering Committee in 2012. The ICT Committee was activated in February 2013 and an Australian volunteer was hired under the Youth Ambassador Development program to facilitate the initial phase of the project which was the analysis of the current record keeping practices and systems in place involving Sector Agencies.

Project progressed from the analysis stage to data collection using excel spreadsheet and trainings for the users from March 2013 to the beginning of 2014 when the Australia volunteer completed her placement. By then, the project had not reached the stage where the information would be able to be imported into the Sequel Server as planned. The fact that the time period in which the volunteer worked on the project was limited also meant that there was less capacity/capability for the Sector ICT Taskforce to continue the task. This meant when an error in the system arose, there was no clear advice of a possible solution. Thus, the project started to experience technical difficulties, hence the need to hire another service provider, preferably a consultant, who although may take more money but gives some guarantee that the work will be completed and the goals set out will be achieved.



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### **OBJECTIVE**

The main objective of this project is to develop a centralized web based database and deploy systems of Databases with a Centralized Main Database that is interfaced via web Technology. Known as “Auafa Mau” and should follow a three tier architecture (Presentation/Interface, Business Logic, Database) with a mind for open architecture development framework.

### **2. IMPLEMENTATION AND INSTITUTIONAL ARRANGEMENTS:**

The Ministry of Justice & Courts Administration is the Leading Agency and focal point of this project. The first component of this project being the development of a centralized web based database will be housed under the Leading Agency i.e. MJCA with the second part of developing all subsystem database for the eight (8) Sector Agencies of the Law & Justice Sector. These Sector Agencies are;

- Ministry of Police
- Office of the Attorney General
- Ministry of Justice & Courts and Administration
- Ministry of Women, Community and Social Development
- Samoa Prisons & Correction Services
- Samoa Law Reform Commission
- Ombudsman Office
- Public Service Commission

### **Supervision and Reporting**

The Consultant will report to the Samoa Law and Justice Sector Coordinator under the overall direction of the Sector Steering Committee.

The Consultant will be required to produce quality and accurate reports and correspondence on specialist inputs as required in a timely fashion and are expected to present an overall final report to the Steering Committee during the exit briefing on the project upon completion.

### **3. SCOPE OF WORK**

#### **A. *Specific Activities of the Consultant***

1. Confirm field requirements and system database needs of the Samoa Law and Justice Sector through effective consultation with the Coordination Unit and all Agencies or Ministries under the Samoa Law and Justice Sector (SLJS).
2. Consult with Samoa Law and Justice Sector Coordination Unit and all Agencies the conceptual design of :
  - a. Queries to Subsystem Databases (Sector Agent Database).



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- b. Queries to Main-System Databases (Centralized Database).
- c. Data Flow/Interface Schemes.
- d. Flexible Data Shaping Schemes.
- e. Report schemes and views.
- f. Create ID module to subsystem Databases and Main-System Databases.
- g. Report Export Features to PDF, CSV, EXCEL, XML, PRINT and EMAIL.
- h. Data Import Features and schemes.
- i. Data Import support types.
- j. Security Support schemes from CSV, EXCEL (xls, xlsx), TXT, XML.
  - i. Group Level Security.
  - ii. User level Security.
  - iii. System Level Security.
  - iv. System Audit Tracking Feature.
3. Design the main and subsystem databases following the consultations.
4. Conduct demonstration/ presentation of the system for the Steering Committee review and comments.
5. Develop all subsystem database eight (8) Sector Agencies databases) following the design.
6. Develop configurable data interfaces for connecting subsystem databases, future subsystem databases and the centralized database.
7. Develop the main-system database (centralized database) following the design
8. Develop web-based database interfaces to main-system and subsystem databases which must follow the design of the system.
9. Develop and execute the connectivity plan for connecting all subsystem databases, centralized database and users for physical connectivity.
10. Test the system interfaces and connectivity during the development and implementation phases and conduct trainings for key staff (I.T's and relevant administrators/users)
11. Share model with Samoa Law and Justice Sector Coordination Unit and agencies for review.
12. Finalize the web based relational database.
13. Develop a system recovery plan for the systems of databases.
14. Develop a maintenance plan for the systems of databases.
  - Reinstalling documentation
  - Maintenance documentation
15. Develop a Historical Data Import Mechanism for transfer of form data and other reference data to the systems (Subsystem Database & Centralized Database) been developed.
16. Testing on the solution on the different browsers (Firefox, Chrome, Internet Explorer, Opera etc).
17. Training for SLJS Coordination Unit in the management of the Auafa Mau (ability to update, edit, and delete information, to add fields and produce new reports as needed).



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18. Provide capacity to expand database use.
19. Provide 2 years full technical support to the Sector Coordination Unit and agencies as required.
20. Provide continued support throughout the life of the system until the system is changed or redirected.
21. Documentation of the system to provide manuals for users and administrators.

### **(B) System Warranty Period**

Five (5) years

### **4. DELIVERABLES**

There are five (5) Key deliverables of this project:

- ❖ **Deliverable 1:** Inception Report (Debriefing)
- ❖ **Deliverable 2:** Consult evaluation and Design of Main and Subsystem Databases (Specific Activities 1 - 4)
- ❖ **Deliverable 3:** Development and Delivery (Specific Activities 5 – 15)
- ❖ **Deliverable 4:** Testing and Training (Specific Activities 16 – 21)
- ❖ **Deliverable 5:** Final Report (Exit-briefing)

### **5. REQUIRED SKILLS, QUALIFICATIONS AND EXPERIENCE**

- Minimum of a Bachelor of Information Technology or Computer Science
- Minimum of 10 years work experience in web database design or database administration, data management and data analysis
- Proven ability to translate technical needs into database specifications and to develop a fully functional and user friendly database application, including appropriate reports and web-based interaction
- Excellent communications skills
- Good judgment and analytical ability
- Ability to manipulate large data sets, and excellent attention to detail
- Employs a proactive approach to foresee road-blocks and resolve them
- Based in Samoa (desirable)
- Languages: Excellent level of written and oral English. Samoan an asset.



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**6. REPORTS AND SCHEDULE OF DELIVERIES:**

The Estimated duration of this consultancy service is for six and half (6.5) months. The IT Consultant is required to;

- Prepare and submit an Inception Report (de-briefing) shortly after the commencement date to provide the direction and progress of the work.
- Prepare and submit Progress reports once every key deliverable is completed. Tentative reporting schedule is provided below.
- Prepare and present Final Report on the completion of the Project (Exit-briefing).

Project Reporting Schedule and Deadlines;

Key Deliverables and Reports	1 <sup>st</sup> Month	2 <sup>nd</sup> Month	3 <sup>rd</sup> Month	4 <sup>th</sup> Month	5 <sup>th</sup> Month	6 <sup>th</sup> Month	7 <sup>th</sup> Month
Key Deliverable 1: Inception Report							
Key Deliverable 2 (Specs' 1-4)							
Key Deliverable 3 (Specs' 5-15)							
Key Deliverable 4 (specs' 16-21)							
Key Deliverable 5: Final Report							

**7. DATA, SERVICES, PERSONNEL AND FACILITIES TO BE PROVIDED TO THE CONSULTANT**

Facilities to be provided to the Consultant includes office Space, internet and printing services, Desk and telephone within the Law & Justice Secretariat's Office with the support staff of assigned I.T. officers from the different Sector Agencies along with the Secretariat's staff for co-ordination purposes.

**Ownership**

All database tools and information products will belong to Samoa Law and Justice Sector.