



**RECOVERY OF ECONOMIC ACTIVITY FOR LIBERIAN INFORMAL
SECTOR EMPLOYMENT (REALISE) PROJECT**
Capitol Bye Pass, Old Maternity Center, 1st Floor
Monrovia-Liberia



Terms of Reference (ToR) for Network-Attached Storage (NAS) Systems and Data Transfer Services (Local Hire)

Background

The Government of Liberia has received funding from the World Bank, the Swedish International Development Association (SIDA), and the French Agency for Development (AFD) to implement the Recovery of Economic Activity for Liberian Informal Sector Employment (REALISE) Project. The Project Development Objective is to increase access to income-earning opportunities for the vulnerable in the informal sector in response to crises, expand income and livelihood support to poor and food-insecure households, and improve efficiency in managing social protection programs in Liberia. The REALISE project comprises six components namely: (i) Grant Support to Vulnerable Households to Revive or Start Small Businesses; (ii) Temporary Employment Support and Employability Development for Vulnerable Workers, including labor-intensive public works and life skills and employability training; (iii) Program Implementation, Capacity Building and Coordination; (iv) Contingency Emergency Response Component; (v) Community Livelihood and Agriculture Support; (vi) Social Cash Transfer and Strengthening of the National Social Protection System.

As part of the project's infrastructure enhancement, the Ministry of Gender, Children, and Social Protection (MoGCSP) is seeking a consultant to install and set up two Network-Attached Storage (NAS) systems and transfer data from the REALISE cloud infrastructure to the NAS securely, ensuring data privacy and protection for on premises backups.

Position: Network Storage Administrator

Objective of the Assignment

Install and configure the two (2) NAS systems (Buffalo TeraStation 5410DN) at designated locations within the project premises, for routine backup of the project's data from the Oracle Cloud Infrastructure (OCI); ensuring optimal performance and security. Buffalo's TeraStation Series features B-Sync, which allows users to easily synchronize files between their TeraStation and 3rd party cloud services to make backups. The installed Operating System (OS) is Linux and it supports client OSes such as Windows and Mac. The full product datasheet is available at <https://www.buffalo-technology.com/productpage/terastation-5410dn/>

Scope of Service

The project's data storage infrastructure is currently hosted in Oracle Cloud Infrastructure (OCI) OCI is a cloud computing service offered by Oracle.

The consultant shall undertake the following tasks:

1. Evaluate the designated locations for the installation of the NAS systems.
2. Install and configure the NAS systems at designated locations as specified by the Project Management Team (PMT), to backup data from the project's OCI (Oracle Cloud Infrastructure) to the NAS. Note: The two devices must be configured as primary backup systems for contiguous storage.
3. Configure the backup frequency as specified by the project.
4. Configure and test recovery mechanisms from the NAS.
5. Implement appropriate security measures to safeguard data stored on the NAS systems, including access controls, encryption, and regular backups.
6. Transfer existing project data to the NAS systems from the current storage infrastructure, ensuring data integrity and confidentiality throughout the process.
7. Provide documentation and training to project staff on the use, maintenance, and security protocols of the NAS systems.
8. Provide any additional hardware needed for the implementation

Duration

The Consultant shall complete the installation and configuration of data backup process within 3 months after contract approval.

Deliverables:

The deliverables of the assignment are as follows:

1. Installed and configured NAS systems at designated locations.
2. Successfully transferred project data to the NAS systems and REALISE servers with documented evidence of data integrity and security.
3. Comprehensive documentation outlining the configuration, security measures, and operational procedures of the NAS systems.
4. Training materials and sessions conducted for project staff on NAS system usage, maintenance, and security best practices.

Reporting and Communication:

Regular progress updates and status reports shall be provided to the National Coordinator for Social Protection to ensure transparency and accountability throughout the project duration.

Budget and Payment:

The budget for the installation, setup, and data transfer services shall be outlined in the contract agreement. Payment shall be disbursed in accordance with agreed-upon milestones and deliverables.

Confidentiality and Data Protection:

The Consultant shall adhere to strict confidentiality and data protection protocols throughout the engagement. Any sensitive information or data accessed during the course of the project shall be treated with the utmost confidentiality and not disclosed to third parties without prior authorization. At the end of the engagement, the service provider shall not retain any copies of REALISE data.

Compliance:

The Consultant shall comply with all relevant laws, regulations, and highest industry standards pertaining to data privacy, security, and information technology.

Evaluation and Quality Assurance:

The REALISE project management team reserves the right to evaluate the quality of work performed by the service provider and may conduct audits or inspections to ensure compliance with project requirements and standards.

Shortlisting Requirement:

- Demonstrated experience configuring network storage systems.
- Demonstrated experience in data transfers from one source to another.
- Minimum of 5 years' experience with cloud technologies; and
- Minimum of 5 years with the integration of enterprise applications supporting large user bases.
- Must have industry recognized certifications in the requisite discipline(s); Oracle preferred.