

PAMECA V

CONSOLIDATION OF LAW ENFORCEMENT AGENCIES SUPPORT TO THE MINISTRY OF INTERNAL AFFAIRS, ALBANIAN STATE POLICE AND PROSECUTOR OFFICES (PAMECA V)

TERMS OF REFERENCE

Grant Contract no. 2017/384-036
Contract number 2018-050 PAMECA V

TITLE: *Local Short-Term Expert to Improve the Performance of Resource Management Information System (RMIS)*

1. BACKGROUND

Under the European Commission's Instrument for Pre-Accession Assistance (IPA) II Programme for 2015, Italian Ministry of Interior has been granted the contract no. 2017/384-036 to implement the project "Consolidation of law enforcement Agencies in Albania" (PAMECA V) with Ministry of Interior of France and Austrian Federal Ministry of Interior as project partners.

PAMECA V is designed as an EU funded technical assistance project which through expertise drawn from EU agencies and EU Member States will support and assist key Albanian law enforcement agencies in particular Albanian State Police and prosecutor offices in achieving their objectives and bringing their performance closer to EU standards in the JHA sector.

The **overall objective** of PAMECA V is to improve the capacities of the Ministry of Internal Affairs (MIA), Albanian State Police (ASP), prosecutor offices and their supporting structures in meeting their objectives of tackling serious and organised crime and drug trafficking in a proactive manner, and in responding to local community needs in terms of public security and border management challenges in terms of flow of migrants and asylum seekers". The **specific objective** is to further improve the capacity, and coordination mechanisms, of MIA, ASP, prosecutor offices and other relevant agencies/institutions to address challenges in the fight against organised crime/terrorism/money laundering, public safety, as well as improving institutional monitoring of high-level corruption cases.

PAMECA V project support ASP in improving its capacities regarding Information and Communication Technology (ICT) and infrastructure. Resource Management Information System or RMIS is one of the IT tools which PAMECA V aim to fully integrate into ASP practices and procedures.

RIMS System

RMIS system is an Oracle based database and operated from a physical server. It consists of three modules and is designed to manage ASP finance, logistics and human resources. It was designed in 2001/2002 with intention to be connected to other databases for fast and smooth



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A project implemented by the Italian Government as the main
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transfer of data and management of resources. However, currently only Human Resources (HR) module is functioning. RMIS system is currently the core system for the Albanian State Police, which offers in real time, detailed data of each ASP employee. HR module is a priority and should be properly maintained and updated. Since the number of RMIS users has grown fast, since its initial design there is a need to transfer the database and migrate the data from the current physical server to a virtual one, in order to allow also for expanding the database and maintain its safety. The other two modules are not functioning and are not connected to any other database.

PAMECA V project is looking to recruit expert(s) or legal entity to support Albanian State Police in improving the performance of the RMIS System.

2. DESCRIPTION OF THE ASSIGNMENT

➤ Global objective

The global objective of the assignment is improving Albanian State Police capacities on Resource Management.

➤ Specific objective(s)

The specific objective of the assignment is improving the performance of RMIS system in the management of Human Resources.

➤ Requested services and tasks for the contractor

The STE is expected to carry out the following services and tasks:

1. Assessment of the status of the RMIS system
2. Cloning of current system on the new machines by reducing the current number of nodes;
3. Migration of user's data, employees' data, HR audit records and migration of roles and responsibilities;
4. Migration of personalizations from the moment of system implementation to date, retaining the traces and applied interventions and subsequent improvements;
5. Retaining the quality and saving of data history;
6. Testing and health checking the new system following set-up;
7. Setting up automatic procedures for system maintenance;
8. Sharing and transfer of knowledge with ASP IT relevant personnel;
9. Reporting on the system functionality and operations, strengths and deficiencies, connections to other systems and whether or not the system is feasible for future developments and recommendations on how to improve the system;
10. Any other task necessary to complete the above-mentioned ones.

3. REQUIRED OUTPUTS AND DELIVERABLES



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The outputs required include:

- Identical system like the current one;
- Better performance of the system;
- Better performance of the user operations;
- Better performance of the reports generation;
- Automatic procedures of backing up the data and file system;
- Health check of the system and assistance if needed, after testing from the HR structures;
- Report on System functionality and recommendations, etc.
- Final Mission Report

4. METHODOLOGY

The expert is expected to carry out the mission in close cooperation with the ASP It Directorate/beneficiary and the PAMECA V Long-Term Experts on ICT and HR, based on the identified issues, the requested improvements, involving in the process relevant staff members. In performing the above-mentioned services, the expert may employ some or all of the methods below:

- Review of literature and user's manual
- Meetings and consultation with relevant ASP personnel
- Interviews and on-site visits
- Testing of the current functionalities of the System
- Workshops, etc.

5. EXPERTS PROFILE (to be used for publication of the position)

Qualifications and skills

- Relevant University Degree
- Oracle Database Certified
- Oracle E-Business Suite
- Oracle application DBA, Oracle sysadmin and Oracle Server Administration

General professional experience

- Experience in oracle platform
- Successful experience on implementing E-Business Suite, in more than two companies
- Highly skilled at adapting database performance parameters to higher requirements in order to maximize benefits from usage of hardware and software resources

Specific professional experience

- Expert on database refreshes and application cloning
- Expert Oracle backup and restore procedures



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- Expert in database re-organization, migration, capacity planning,

➤ Working language(s)

English and Albanian

6. LOCATION AND DURATION OF THE ASSIGNMENT

➤ Starting date: December 2018

➤ Duration of assignment and termination date

The duration of the assignment is a total ofworking days, to be performed in Tirana, Albania.

➤ Detailed work plan

Starting Date December 2018	Dec	Jan	Feb
Assessment of the status of the RMIS system			
Cloning of current system on the new machines by reducing the current number of nodes;			
Migration of user's data, employees' data, HR audit records and migration of roles and responsibilities;			
Migration of personalizations from the moment of system implementation to date, retaining the traces and applied interventions and subsequent improvements;			
Retaining of data history;			
Testing and health checking the new system following set-up			
Setting up automatic procedures for system maintenance;			
Sharing and transfer of knowledge with ASP IT relevant personnel;			
Reporting on the system functionality, strengths and deficiencies, connections to other systems and feasibility of future improvements of the system.			
Final Mission Report			

Due to the needs of PAMECA V Project and beneficiaries, the above listed days may be modified or redistributed internally upon approval of the PAMECA V Team Leader, although the total number of days for the assignment will not be reduced.

➤ Location(s) of assignment

Tirana. Albania

7. REPORTING

A detailed work-plan of the inputs, outputs, activities and reports shall be submitted for approval to the PAMECA V Team Leader within the 1st day of commencement of the contract. A Final Mission Report (max. 2-3 pg.) shall be submitted at the latest three weeks after the end of the period of implementation of the overall mission.



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8. CONTACT

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The PAMECA V Team Leader/LTE, act as daily counterpart of the Contractor or whoever else is later delegated. The Consultant is bound to maintain regular communications with the Team Leader and other PAMECA V project staff and to inform of any relevant issue concerning the project, as well as sending all documentary output of his/her assignment. The Consultant shall abide by the instructions received by the Team Leader/LTE.

9. REPRESENTATION

Any kind of representation of PAMECA V project by the Consultant is excluded from this agreement

Tirana, on	Tirana, on
..... PAMECA V Team Leader Contractor



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