**IMPORT/EXPORT AUTOMATION PROJECT**

**Project Objectives:**

1. Develop a centralized portal for all stakeholders involved in the import and export processes.
2. Develop a single repository to facilitate data exchange utilized by the government in the trading community.
3. Scanners deployed across all sea, air, and land border posts.

**Delivery Timeline:**

Fifteen (15) weeks.

**CONSULTING COMPANY SCOPE OF WORK (15 weeks)**

**A: Select and Evaluate IT Consulting Firm (Hire and onboard IT Consulting Firm)**

Tasks

1. Identify potential IT Consulting firms for the Automating and Streamlining the import process
2. Develop terms of reference for the IT Consulting firms
3. Develop evaluation criteria for the IT Consulting firms.

FGN RtP Complex Lump-Sum May 2011 Revision 1.0 72

1. Conduct an evaluation of the proposals for the IT Consulting firms.
2. Lead negotiations with the chosen IT Consulting firm.
3. Onboard the IT Consulting firm on the Import process automation.
4. Develop key performance indicators (KPIs) for the IT Consulting firm.
5. Develop and submit monthly assessment and performance report of the IT Consulting firm to the project secretariat.

**B: Conduct field visit to the port**

Tasks

1. Develop a plan to shadow licensed customs agents through the clearing of goods at the port, with the objective to experience firsthand clearing process at the ports.
2. Identify the licensed customs agents and align on the scope of the field operations visit.
3. Conduct the field operations visit at the port together with the licensed agents and document the process flow.
4. Identify key bottlenecks in the importation and clearing process at the ports.
5. Provide recommendations to simplify the processes and remove the bottlenecks.
6. Document all findings and recommend to the project management office (PMO).

**Required Qualifications**

* The Lead Consultants should have at least 15 years of experience in IT project management.
* At least one of the consultants should have experience managing large scale projects.

**APPROACH TO DELIVERING ASSIGNMENT**

1. **For Section A,** *present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities or proposing an alternative method of undertaking the work). Such suggestions should be concise and to the point, and incorporated in your Proposal.*

Tip: For Section A, Research (research using Google or AI “activities for recruiting, onboarding and managing performance of IT consulting firm for an automation project” and make your suggestions).

Half Page

1. **For Section B,** *present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities or proposing an alternative method of undertaking the work). Such suggestions should be concise and to the point, and incorporated in your Proposal.*

Tip: For Section B, Research (research using Google or AI “activities for recruiting, onboarding and managing performance of IT consulting firm for an automation project” and make your suggestions).

Half page

1. Develop a 15-week workplan to complete Tasks 1 – 14, using an excel template. Tip: To achieve this, first list out all the activities under each task and highlight how many days it will take to complete them. See sample attached.

Each task should be at least 5 activities.

1. Show technical expertise to carry out A and B

- Share a detailed CV of the ff: Procurement manager, a Project Manager, a Project Coordinator, a data analyst, a strategy specialist, Operations Specialist, IT Consultant.

CVs should be 3 pages. See format under

- list all the certifications and second-degree courses related to each of the technical experts. (use Google/AI)

- share 4 recommendations or testimonial (use Google/AI/Linkedin recommendations)