

## TOR FOR THE CONSULTANT

### **BACKGROUND**

Geological Survey and Mines Bureau (GSMB) has been established under the Mines and Minerals Act No.33 of 1992. The mission of the GSMB is to provide Geo-Scientific information, advice and service to the policy makers and the community and to promote and manage the mineral resources of the country for economic development while ensuring environmental sustainability. It regulates exploration, mining processing, transportation, trading and exporting of minerals by way of issuing respective licenses.

In order to proceed with the said regulatory operations there will be a generation of large number of documents for respective files. In the case of facilitating the above operations there is an essentiality in demanding of large space utility, appropriate storing mechanism, considerable number of allocated staff, infrastructure, etc. are anticipated. These requirements are noted as unfavorable consequences for the general functionality of the bureau. Therefore the bureau has decided to store the documents through a document scanning system to carry out the license process in convenient, systematic & efficient manner. In this regard the bureau is desired to link the scanned documents to the existing database management system.

### **OBJECTIVE**

Scanning of all the document related license issuance and directing the scanned data into existing database management system.

### **Scope of work**

- The selected consultant should prepare TOR, scope of work and other relevant documents using below details and internal discussions with GSMB staff.

### **Reference Area**

- All the references connected with the license related documents, to be handed over and already existed in the files, should be scanned manually by an appropriate type of scanners and to be stored those scanned documents under digital format
- The proposed scanning system should be technologically sound, sophisticated and, should support to currently available as well as proposed systems of GSMB.
- All the scanned documents essential to be effectively linked with, currently functional e-Wise system related folders.
- The respective categories to be concerned in document scanning.
  - Application
  - Receipt of payment
  - National Identity card/Business registration Certificate
  - Deed

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- 4.1. Master deed
  - 4.2. Lease agreement
  - 4.3. Affidavits
    - Site accessing map
    - Plan
    - Recommendation
  - 6.1. NBRO/WRB
  - 6.2. CEA/PEA
  - 6.3. UDA
  - 6.4. Archeology
  - 6.5. Land owner's consent-DS, Forest, Mahaweli, LRC, CCD, Irrigation, Agrarian services etc.
    - All types of Reports
  - 8.1. ME reports
  - 8.2. Geologist report
  - 8.3. IEE/EIA reports.
  - 8.4. EVR report.
  - 8.5. Crack survey report.
  - 8.6. GPS survey report.
  - 8.7. Technical detailed report.
    - RMT recommendation
    - All minutes.
    - Request letters.
    - Royalty payments with calculation details.
    - Previous licenses.
    - Bank guarantee
    - Check list
    - Address conformation
    - Quarterly summery reports
    - Etc;
- Within a folder there should be a provision of storing through uploading multiples of documents under same category ,Eg-Three plans ,Two Deeds, etc.
  - There should be a possibility of get the detail about date of scanning of document, Time of scanning, Person of scanning, as a report.
  - Not only single paged document the proposed system should be able get done the scanning and uploading of multiple paged documents such as EVR Reports ,IEE Reports ,etc.
  - There should be a prevision of scanning the back log and current documents as collective task .
  - There is a necessity of complete the backlog scanning task and uploading, of Head office and regional office documents from a period within not more than 3 months.
  - Backups should be available.

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- Responsibility to be taken for the security of scanned documents and their future availability.
  - Responsibility to be taken for the all the given documents for scanning.
  - Approximately about 10 million backlogs is available for document scanning.
  - The scanning company is responsible for providing service at least for 6 months after completing the backlog scanning.
  - The scanning company is also responsible for providing training for the assigned staff of GSMB for document scanning.
  - It is proposed to conduct 12 Regional scanning centers as stated below including GSMB head office
    1. Head office
    2. Regional office-Colombo
    3. Regional office-Kaluthara
    4. Regional office-Gampaha
    5. Regional office-Hambantota, Matara
    6. Regional office-Monaragala, Badulla
    7. Regional office-Ratnapura , Kegalle
    8. Regional office-Kandy , Matale
    9. Regional office-Kurunegala
    10. Regional office-Anuradapura, Polonnaruwa, Mannar
    11. Regional office-Jaffna, Vauniya
    12. Regional office-Tricomale, Batichaloea, Ampara

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## Technical Requirements for the Consultant

	Description	Requirements
01	Experience of the similar project	At least 5 project
02	Consultant experience (Firm history)	5 years in the relevant field
03	Consultant qualification	<ul style="list-style-type: none"> <li>• Master Degree in Computer Science, Electronics, Telecommunication, Network Engineering, or equivalent qualification related to the field from a recognized university / institution.</li> <li>• Database management systems administration skills.</li> <li>• Hands on experience with Document Archival, Knowledge Data Management systems.</li> <li>• Excellent problem-solving skills and ability to troubleshoot complex problems under pressure.</li> <li>• Project management experiences.</li> </ul>
04	Core business of the Consultant	Consultant/ Software Development
05	Staff strengths	Please Specify
06	Assignment time period	One month

## Financial Information Requirements

	Description	Requirements
01	Financial strength	Please Specify
02	Advance Payment	20% (After submission of unconditional bank guarantee
03	Final Payment	After submission final report

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