



ITAUKEI LANDS TRUST BOARD
(iTaukei lands, our heritage, our future)

TERMS OF REFERENCE

REVIEW OF TLTB IT FUNCTION AND SYSTEMS

1.0 Introduction

- 1.1 The iTaukei Land Trust Board (TLTB), as part of the on-going review of its operations invite proposals from reputable organisations or individuals for a consultancy to review TLTB's current IT function and systems and make appropriate recommendations of its relevance to its core business and how it can be further enhanced to add value to its current business operations and processes.
- 1.2 Section 4(1) of the iTaukei Land Trust Act (Cap 134) vests the control of all iTaukei lands on the TLTB which as Trustee administers and manages iTaukei lands for the benefit of its owners. TLTB's core business is the management of iTaukei lands and it deals with such lands by way of leases and licences and provides other related land management services.
- 1.3 The TLTB Board over the years have undertaken changes in its IT Systems. The latest one currently in use was introduced in October 2009. TLTB's currently uses the Landsoft system for its land management / Estates operations, the MS Navision system for its financial (FMIS scheduled to go live in end of September), Linksoft for Human Resource management operations and the three systems are integrated in to one. In December 2010, the Board also introduced ArcGIS, a spatial IT system which complements the work of land management and estates operations for Technical teams within TLTB.
- 1.4 As part of TLTB's internal reform programme, the Board would like to undertake an independent review of its current IT function to accomplish its objective of bringing a systematic, disciplined, value adding evaluation on the effectiveness of the risk management, control mechanisms and operational and governance process in relation to Information Technology.

2.0 Scope of Work

- 2.1 The scope of the engagement at the IT Department (TLTB Head Office) to include the following:
 - (i) Assess TLTB IT business and evaluate the extent of business alignment, in terms of IT infrastructure, applications, systems, resources needed with (IT Implications) for business alignment in terms of current reforms and the future direction of TLTB;

- (ii) Review the current systems (Landsoft (Land Management System), MS Navision system for its financial (FMIS scheduled to go live in end of September), Linksoft (HR and Payroll) and ArcGIS Geospatial IT system) in terms of its usage, capacity, internal controls including systems integration, invoice and statements, accuracies and real time data and advise whether they are meeting the TLTB's IT needs in fulfilling its core function;
- (iii) Ensure the design and operational effectiveness of governance structures and processes are according to best practices;
- (iv) Security Management
 - a. Security Equipment Configurations and Policies
 - b. Penetration testing and Vulnerability Assessment (PA/VA) of various zones
- (v) Identify for any major strategic risk for the Information Technology functions of TLTB and provide recommendations to mitigate them;
- (vi) Validate the backup and disaster recovery procedures;
- (vii) Evaluate the setting of, and adherence to, risk appetite and risk culture of IT aligned with TLTB's Corporate Risk Framework;
- (viii) Review the existing policy documents of the TLTB IT Manual such as IT Policy, Information Classification Policy, TLTB Disaster Recovery Management Framework, Landsoft flowchart under EOM etc and suggest required changes; and
- (ix) Assess the overall IT function to determine whether sufficient resources and skill sets have been appropriated to support the technology requirements.

3.0 Expertise Required

3.1 The consultant (s) should have:

- (i) Relevant qualifications with extensive experiences in the area of IT development, IS and IT auditing qualifications;
- (ii) Expertise in developing organisational IT policy frameworks and IT Governance processes;
- (iii) Have undertaken business re-engineering processes in an IT reform environment;
- (iv) Demonstrated ability in developing specific IT policies; and
- (v) Ability to write clear and concise reports;

3.2 Interested consultants must provide information indicating that they are qualified to perform the required consultancy services in terms of company profile, organizational structure, description of similar assignments, experience in similar organisational environment and availability of appropriate skills among their

team/staff, etc.

3.3 Have had exposure on similar assignments previously;

3.4 Should have some background knowledge of the Board's core business and its related legislations and regulations;

3.0 Proposed Work Plan

The Consultant/firm will be required to provide a work program which will contain an outline of tasks to be carried out with specific key deliverables and completion timelines.

This review would be a one-time review and may be carried out at scheduled intervals based on need assessment

Draft review report has to be submitted to the Chairman of the IT Development and Monitoring Committee and the General Manager, simultaneously. The final report with Management's comments will be submitted in a similar manner

A complete Review report comprising of:

- an Executive Summary, Findings and Recommendations on all the areas outlined in the scope of work outlined in section 2.1 of the Terms of Reference to be presented to Executive Management on the final week of the assignment.
- Finding and recommendations from the review including managements response to the recommendations
- The findings of the audit will be categorized based on the degree of its impact i.e high, medium to low priority

4.0 Consultancy Fees

An outline of fees to be tied to specific deliverables in line with the work program and timelines. Fees are to be at fixed rates with disbursements capped at fixed rates.

5.0 Evaluation Criteria

All proposals received will be evaluated on the basis of its responsiveness to the competency requirements as detailed above in this Terms of Reference (TOR). The technical portion of the proposal will be evaluated using the following criteria's:

- (i) Competency Requirements;
- (ii) Expertise of the individual/ Firm/ or Organisation submitting the proposal;
- (iii) Proposed Work Plan and Approach used as per tasks outlined in the scope of work in 2.1 of TOR;

- (iii) Clear timelines for delivery of recommendations;
- (iv) Personnel that will be engaged in the Consultancy;
- (v) Experiences of handling similar assignments; and
- (vi) Cost of consultation.

6.0 Agreement

An agreement will be signed between the successful consultant and the iTaukei Land Trust Board before commencement of the Consultancy that will specify the terms and scope of the engagement with its specific outcomes.

7.0 Contacts

The TOR and additional information are available on the TLTB website www.tltb.com.fj. Any other information can be obtained from Mr. Epeli Ravula on email: eravula@tltb.com.fj. Expression of Interests will close on **Friday, 09 June, 2017 at 4.00pm** and are to be addressed to the **General Manager, iTaukei Land Trust Board, P.O.Box 116, Suva**; or by email: tkuruvakadua@tltb.com.fj.