
TERMS OF REFERENCE

Board Member Portal

1. 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 the development and implementation of a Board Portal and how it can be utilized to add value to its current business operations and processes.
- 1.2 The iTaukei Land Trust Board [TLTB] is a statutory authority established in 1940 and is mandated under the iTaukei Land Trust Act 1940 to control and administer iTaukei lands on behalf of the iTaukei landowners. 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 As part of TLTB's internal reform programme, The Board seeks a firm able to develop an online portal for the purpose of the Board Member Operation. Our current process, is that whenever a board meeting is about to held all Board Papers are printed and delivered to each Board Member before the confirmed meeting date. The current process gives us some disadvantages when comparing to have an online Portal. The current process leads to the increase in paper cost, labour cost, transportation cost, security issues and storage availability of Board Meeting Papers. By implementing this online portal, it will improve the processing time and may also resolve the highlighted disadvantages of the current process.

2. Project Goals

The goal of this project is to design a Board Member Portal so that our vision statement ("Excellence in Land Management Services to Meet the Expectation of all Stakeholders") is align with the Functionalities.

The Overview Goal of the Project is to design a professional high security Online Portal to:

- 2.1 Enhance collaboration and productivity by enabling Board Members to conduct meetings and discussions anytime and anywhere.
- 2.2 Allow Board Members to access confidential documents quickly and securely.
- 2.3 Distribute information (meeting materials etc.) across the board in an efficient and simplified manner.
- 2.4 Cut down meeting preparation time and logistical expenses.
- 2.5 Streamline decision-making by empowering organizational leaders to review, assign, and authorize in a unified platform.
- 2.6 Facilitate important board actions such as voting, surveys, report generation, meeting minute generation and other related matters.

3. Scope of Work

Project areas contained within this Scope of Work include:

3.1 Development of a project plan, including timeline, for the entire scope of work with input from internal team.

3.2 Create a professional with user friendly that includes the following features, elements and capabilities:

3.2.1 Exceptionally Intuitive Interface / Responsive and Attractive Design

- Designed 'by directors for directors'. Works the way that a board member or exec works, with instant access to materials (no complex menus or navigation to work through).
- Functional and Responsive Across User Platforms – including iPad, Mobile devices and major browsers (Chrome, IE, Safari, Firefox, etc.)
- Support high-resolution media (images and video)
- Fast-loading pages designed with a balance of text and graphics utilizing industry best practices (Quick to load and operate)

3.2.2 Major Features and Key Capabilities

- Cross-platform options – including offline access on a PC or Mac.
- User Login Authentication to access the Portal.
- Intuitive administrative process based off meeting templates and drag and drop of documents for various sources, including SharePoint. Alternatively, also has a multiple file uploader offering leading edge technology and a one stop process for administrative users.
- Build and Schedule a one-time or recurring meeting.
- Compile meeting pack as a PDF and created numbering from first to last page for all paper.
- Distribute meetings and Meeting Materials to approved participants.
- Selective release and publish of papers and meeting packs. Fine grained control over who can see what at all times.
- Easily re-use content, pull papers forward and quickly copy and share information to approved users.
- Flexible approvals process. Papers can be approved or withheld – and quickly unapproved if an error is spotted.
- Send meeting invitations, reminders and notifications once Meeting has been published.
- Late Update and Revisions Notifications with instant access to revised or new papers.
- Able to select certain papers or topic and create private or group discussion with selected participants.
- Able to write comments on papers and to have an option to be viewable by certain participants.
- Generate and Distribute meeting minutes instantaneously.
- 'Smart Sync' process that not only detects and syncs changes, but allows the sync to be stopped and started without ever losing what has already synced.
- Easy to navigate Archive section with filters and tools to quickly locate older papers and keyword search facility.
- Contacts / Calendar – with sync to Outlook.

- Questionnaires / Surveys – with powerful template features for rapid production and distribution of questionnaires and surveys
- Board Member Profile and History Module (Editable by Board Secretary).
- Private and Group Chat Module – Allow Board Members to discuss on certain Topics.
- Captures all comments written on the board papers for record purpose
- Board Papers not to be download by any device nor able to print

3.2.3 Security Strategy

- Solution platform must demonstrate its capacity to defend classified documents against these attacks.
- Portal must be safe and secure using HTTPS.
- Should have SSL (Secure Socket Layer) for security Purposes.
- Database should be as secure as possible due to Confidential Information.
- Encryption is integrated throughout the product, i.e., down to the page level, instead of at the document or even file level
- Or any other security features recommended to secure and protect the portal from Hackers.

3.3 **Training:** Provide training to a minimum of three team members

3.4 **Long-term Proposal:** Provide 24X7 support and maintenance.

3.5 **Hosting Proposal:** Provide suggestions on the best solution hosting opportunity in terms of Security, Performance and Redundancy.

3.6 **Security Proposal:** Provide details in terms of Security Processes, Software Security and Data Encryption.

3.7 **Other:** Any other additional items not listed above, to provide a fully operational Portal

4. Proposed Work Plan

The 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.

5. Pricing

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.

6. Evaluation Criteria

6.1 The submitted proposals will be initially screened for minimum qualifications. The proposals that move past this screening process will be evaluated based on the Proposal Evaluation criteria tabulated below. Candidates judged to be most responsive to the Proposal Evaluation criteria

(below) will be invited to be interviewed. After the interviews, the Board will select the highest ranked Proposer for award and then move to the contract negotiation process.

6.2 Proposals will be reviewed for initial decisions on responsiveness and responsibility in meeting the Minimum Qualifications. Those found responsive and responsible based on an initial review shall then be considered for proposal evaluations.

6.3 Agencies will be evaluated and ranked using the following criteria.

CRITERIA	PERCENTAGE
Past work examples that best exemplify the proposed solutions to our outlined problems. Depth and quality of onsite presentation and reference checks will be a factor.	20%
Proposed Services (responsiveness to Scope of Work).	45%
Qualifications and experience of your managerial team, staff, subcontractors, and related items.	10%
Cost Competitiveness	5%
Deliverance and Timeframe Competitiveness	20%
TOTAL	100%

7. 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.

8. Contacts

The TOR and additional information are available on the TLTB website www.tltb.com.fj. Any other information can be obtained from Mr. Sevuloni Takele on email: stakele@tltb.com.fj and Mr. Epeli Ravula on email: eravula@tltb.com.fj.

Expression of Interests will close on, **Friday 26th, April 2019 4.00pm** and are to be addressed to the **Board Secretary, iTaukei Land Trust Board, GPO Box 116, Suva**; or by email: stakele@tltb.com.fj.