



AIMS

African Institute for
Mathematical Sciences
NEXT EINSTEIN INITIATIVE

The Secretariat
District Gasabo, Secteur Kacyiru
Cellule Kamatamu Rue KG590 ST
Kigali, Rwanda

January 5th, 2018

Dear Contractor/Vendor,

The African Institute for Mathematical Sciences, Next Einstein Initiative (AIMS-NEI), is seeking proposals from ICT Individual Consultants/Contractors to support the implementation of SharePoint and Project online in O365 platform and to design, develop and implement an Intranet Portal in O365 platform for its entire network of entities.

Please submit your proposal via email by 17:00 p.m. Central African Time (CAT), January 19th, 2018 to:

The Procurement Panel

African Institute for Mathematical Sciences - Next Einstein Initiative (AIMS-NEI),

Email ID: procurementpanel@nexteinstein.org

For any questions regarding how to submit your proposal, kindly send an email to the Project Manager: procurementpanel@nexteinstein.org.

Kindly note that costs incurred by you in preparing and submitting the proposal will not be reimbursed.

We look forward to your response. Yours sincerely,

Rana Auditto,

Vice-President Operations & CFO



TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS

Title of Assignment	Document Management and Intranet Portal Implementation - Consultant (MS O365 SharePoint & Project online)	
Location of Assignment	Minimum 60% time in Kigali	
Language required	English	
Duration	3 Month of non-consecutive working days	
Start date	From: 24/01/2018	To: 27/04/2018

BACKGROUND AND JUSTIFICATION

The African Institute for Mathematical Sciences (AIMS, www.nexteinstein.org) is a pan-African network of centers of excellence for postgraduate training, research and outreach in mathematical sciences. Its mission is to enable Africa's brightest students to flourish as independent thinkers, problem solvers and innovators capable of propelling Africa's future scientific, educational and economic self-sufficiency.

The AIMS-NEI Global Secretariat provides leadership and oversight to six (06) Centers of Excellence across Africa (South Africa, Senegal, Ghana, Cameroon, Tanzania and Rwanda), Next Einstein Forum, Teacher Training and Quantum Leap.

AIMS has three different types of entities, which are different ways to manage documents:

- At the Center level, some staff members use google drive, Dropbox, custom share drive, while others use a combination of the aforementioned cloud storage systems, and some use no system at all
- At the Secretariat level, most of the staff use Dropbox, however they face many challenges in finding documents and there is a limitation on the number of accounts available.
- At the chapter level, most of the staff use Dropbox.

A large proportion of documents held by AIMS are stored, shared and maintained via the use of Dropbox. In November 2016, AIMS contracted a consultant firm for a period of four (04) months to design and develop an Enterprise Content/Document/Project Management solution using the O365 platform. This contract resulted in the delivery of an O365 tenant setup with a SharePoint Online Multisite for Document Management, Project Online and Azure Active Directory.

The AIMS is looking for an individual consultant to:

- Assist in the implementation of SharePoint Online for Document Management and projects, which includes feature configuration, data migration and training
- Assist in design and implementation of an Intranet Portal (wireframe design, feature configuration, data migration and training)

The assignment begins in January 24, 2018 with an initial duration of three months.



SCOPE OF WORK

Under the overall supervision of the IT Manager at AIMS Global Network, the qualified consultant shall provide the following services:

For the Document/Project Management

- Implement all required features in new/existing SharePoint online and project online application and sites ;
- Assist in the Migration of all existing data;
- Assist in the training of staff;
- Produce all relevant documentation.

For the Intranet Portal

- Design the Intranet portal wireframe with AIMS branding;
- Implement all required features in the Intranet portal site ;
- Assist in the Publication and Migration of all existing data;
- Assist in the training of staff;
- Produce all relevant documentation.

CORE FEATURES REQUIREMENTS

The Project software implemented by the Consultant must meet all the minimum feature requirements enumerated below:

SharePoint Online:

- Core Document Management
- Client Integration capabilities with MS Office Documents
- Alert Management
- Co-Editing, Versioning document
- Common Document Operations
- New Feeds
- Social networking Management
- Workflow management
- Document Renditions
- Managing Document Life Cycles
- Document Workflows
- SharePoint Enterprise Scale Search
- Mobile Search Experience
- Quota Templates Management
- RSS Feeds Management
- Duplicate Detection
- Enterprise wiki Management
- Community Site management

Project Serve Online:

- Task Management
- Work Management
- Administrative Time Management
- Document Management



- Workflow and Process Management
- Pre-Built Solutions
- Reporting
- Portfolio Management
- Schedule Management
- Resource Management
- Cost Management

Intranet Portal:

- Share information
 - AIMS Directory with:
 - Contacts – e-mail, telephone, skype
 - Profile – Department, Title, Supervision line, Nationality, area of specialization and pictures,
 - Add a field to indicate location – center/chapter.
 - Nature – staff, student, alumni, NEF fellow, NEF ambassador, NEF and AIMS-NEI
 - Employee Onboarding information
 - Social media feeds integration
 - Travel Mission reports
 - Mobile platforms
 - Staff meeting minutes
 - Photo gallery –Flickr
 - Staff news bulletin board
 - Alerts and breaking news
 - Staff news
 - News from the centers
 - Success stories
 - Policies and templates
 - Branding guidelines
 - Communication page – Press releases, newsletters,
 - Integrate Social media
 - Chats
 - Vides
- Collaboration
 - Document sharing
 - Document repositories
 - Document editing
- Live Chat
 - Voice calls
 - Video calls
 - Bulk SMS
 - Group meeting
- Events planner
 - Invitations to meetings
 - Leave requests
 - Up-coming events



- Notifications

KEY ACTIVITY EXPECTED

Function 1: Project Methodology

- Inception report summarizing the consultant's proposed approach to the project.

Function 2: SharePoint & Project Online Implementation

- Collect, Create and Update SharePoint Meta Data
- Collect and Update Information Architecture
- Update SharePoint and Project online platform
- Duplicate prototype for all entities
- Setup key SharePoint features (workflow, co-editing, version, custom application, etc.)
- Implement security group and permissions from security matrix, logging, notification and alert
- Deploy Skype Drive Pro and Support data migration
- Define RDP and BCP

Function 3: Intranet Portal Design and Implementation

- Create Intranet prototype site collection (wireframe, branding) in O365.
- Support user need collection process and key feature identification
- Update Intranet portal wireframe and feature
- Create and publish content
- Implement security group and permission from security matrix, logging, notification and alert

Function 4: Documentation & Training material

- Create all project related documentation, product documentation and governance documentation
- Collect and review existing training material on SharePoint
- Develop clear and complete training material to support various end user roles:
 - Introduction on how to navigate the intranet and which content belongs where
 - FAQs, Video tutorials, forum
 - How-to guides on basic tasks in SharePoint (uploading documents, creating lists, using web parts)
 - Training material for others to be used during field-based training sessions
- Create and maintain training work space on the corporate Intranet
- Collect, review and recommend existing online training resources on SharePoint

Function 5: Online & Onsite training events

- Develop and conduct training events for initial group of site owners
- Conduct training of trainers
- Plan and organize specialized SharePoint training events (e.g. on SharePoint administration) held by external vendors

KEY DELIVERABLES EXPECTED

1. Meta Data and Information Architecture Updated
2. SharePoint & Project online platform setup with all key features
3. Intranet Portal platform setup with all key features
4. Security configured
5. Data migrated and content published
6. All Documentation and training material completed
7. Staff training



COMPETENCIES

- Expert technical knowledge in Microsoft SharePoint, with at least five (5) years of experience in SharePoint solution design and architecture processes
- Proven expertise in SharePoint 2013/Office 365 product features and capabilities
- Experience of successful face to face and online training events for end users
- At least 3 years' of mid to senior-level experience in planning, managing and/or supervising technology projects.
- Proven experience creating mockups, wireframes and solution diagrams
- MVP or other recognition as a practice leader is an asset
- Demonstrated experience in successfully managing intranet, extranet, web, and/or social media projects.
- Strong understanding of user experience, identifying needs, and building user acceptance and adoption of collaborative technologies.
- Excellent writing skills
- Experience with creating clear and engaging training material on technical topics for a non-technical audience
- Experience with authoring tools such as MS Office, Adobe Captivate
- Experience with online learning systems and tools
- Result-oriented with excellent communication and interpersonal skills
- Understanding of business needs of a large decentralized Non-governmental organization

QUALIFICATIONS

Education:	Successful completion of a university education, in a field such as information technology
Experience:	Minimum of 5 years professional experience with Microsoft SharePoint. Minimum of 3 years professional experience in the field of corporate training.
Language Requirements:	Fluency in spoken and written English.



HOW TO APPLY

Applicants are requested to send their submissions to procurementpanel@nexteinstein.org with subject line:
“Document Management and Intranet Portal Implementation - Consultant (MS O365 SharePoint)” by **19 January 2018, 5:00pm EST**.

Applications must include:

- Cover letter
- CV
- Interested persons should provide a brief summary of maximum 10 pages, describing their reference, strategy, approach, and methodology for this project.

Please indicate your proposed deadlines (both personal and general, pertaining to the scope of the project) for the deliverables of this project while respecting the terms of reference above. Applications submitted without a bid are not considered.

The candidates selected are subject to AIMS's General Terms and Conditions for individual contracts.