REQUEST FOR EXPRESSIONS OF INTEREST
(INDIVIDUAL CONSULTING SERVICES)

Republic of the Marshall Islands (RMI)
Digital RMI Project
P171517

Assignment Title: Digital Unit: Government Solutions Architect.
Reference No.: MH-DIDA-397452-CS-INDV
(Majuro based position)

The Government of the Republic of the Marshall Islands (the Government) is undertaking a major investment program supported by the World Bank under the proposed Digital RMI Project (Project). The proposed development objective incudes establishing the critical foundations for digital government services and the digital economy.

To support the development of digital government services and a digital economy the Government, with World Bank funding support, has established a Digital Unit reporting into the Office of the Chief Secretary.

The Director of the Digital Unit is seeking a suitable person to fill the role of the Government Solutions Architect. This person will be responsible for the technical oversight of digital solutions for Ministries and contributing to the successful delivery of projects. The role requires in-depth technical knowledge, expertise in system design, and a focus on technology architecture.

The role is based in Majuro. This is a full-time position and is for up to 4 years contracted period (with the possibility of an extension), with a 3-month probationary period. It is expected that the role will commence on or about May 1, 2024. The remuneration will reflect the fact that this is a contracted role and not a permanent public sector role.

The detailed Terms of Reference (TOR) for the can be found at the following link:https://digitalrmi.com/opportunities/ or supplied on request to the Project Officer galbert@digitalrmi.com.

Division of International Development Assistance (DIDA) now invites eligible Individuals ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (attach curriculum vitae with description of experience in similar assignments, similar conditions, etc.). The criteria for selecting the Consultant are:

Mandatory Requirements (pass /fail)

The successful candidate shall:
- have a bachelor's or master's degree in computer science, information technology, or a related field; and/or

- at least 7 years' experience in solution architecture or a similar role, with experience of designing and implementing complex technical solutions.

Additional Desirable Requirements:
Some or all of the following desirable qualities will be relevant to selection:
- Strong technical knowledge in solution's architecture

- Strong analytical and problem-solving skills.

- Excellent communication and interpersonal skills.

- Experience at working on multi person project teams and developing solutions that addresses the different inputs of the people on those project teams.

- Familiarity with project management principles

- Experience of working in or with Government.

- Ability to speak and write in Marshallese.

The attention of interested Consultants is drawn to paragraph 3.14, 3.16 and 3.17 of the World Bank's *Procurement Regulations for IPF Borrowers dated November 2020* ("the Regulations"), setting forth the World Bank's policy on conflict of interest.

Expressions of interest must be delivered in a written form to the address below (in person, or by e-mail) by no later than **5pm April 10th, 2024 (RMI time)**.

Amata Kabua II
Digital Unit Director
Digital RMI
amata@digitalrmi.com

cc to:
Mike Lott
Project Manager
mike@digitalrmi.com

Galbert Robert
Project Officer
galbert@digitalrmi.com

Terms of Reference

Republic of the Marshall Islands
Ministry of Transport, Communications, and Information Technology
Terms of Reference
Individual: Digital Transformation Unit: Government Solutions Architect

Title:	**Digital Transformation Unit: Government Solutions Architect**
Location:	Digital Transformation Unit Majuro Republic of the Marshall Islands
Duration:	Up to 4 years with the possibility of an extension
Start Date:	May 1, 2024

Background

The Government is undertaking a major investment program in the development of digital government: citizen services and a digital economy. This investment program is supported by the World Bank under the Digital RMI Project (Project).

To support the development of digital government services and a digital economy the Government has established a Digital Unit. The Digital Until will consist of 7 staff members (including the Director) in Majuro and will, in 2025, open an office in Ebeye consisting of up to a further 3 staff members.

A Director of the Digital Unit has been selected and is now seeking to recruit key staff who will help progress the Digital Unit work program. A description of the Digital Unit's functions is set out in appendix 1 of these terms of reference.

The Director is seeking a suitable person to fill the role of Government Solutions Architect. This person will be responsible for the technical oversight of digital solutions for Government Ministries and contributing to the successful delivery of projects. The role requires in-depth technical knowledge, expertise in system design, and a focus on technology architecture.

The role is based in Majuro. This is a full-time position and is for up to 4 years contracted period (with the possibility of an extension), with a 3- month probationary period. It is expected that the role will commence on or about May 1, 2024. The remuneration will reflect the fact that this is a contracted role and not a permanent public sector role.

Role of the Digital Unit Government Solutions Architect

The Digital Unit Government Solutions Architect will be responsible for oversight of the implementation of a Ministry's proposed digital solution to ensure that it meets the relevant

Ministry's/Government Agency's goals, aligns with the Digital Unit's Standards and contribute to the overall success of projects and organizational objectives.

More particularly as the Digital Unit's Government Solutions Architect, you will be responsible for:

- *Requirement Analysis:* This will include:

  o Working closely with relevant Ministry staff to understand business requirements and provide guidance on options for technical solutions.

  o Ensure that any Ministry's technical requirements meet the Digital Unit's standards.

- *Solution Design***:** This will include:

  o Provide oversight to ensure that end-to-end solutions meet ministry needs.

  o *Technology Evaluation*: This will include:

    ▪ Evaluate and recommend specific technologies and tools for use in the solution.

    ▪ Support Ministries in the evaluation of any solution proposal.

    ▪ Stay abreast of industry trends to ensure the use of modern and effective technologies.

  o *Collaboration with Solution Providers*: This will include:

    ▪ Work closely with the relevant Ministry's internal and external solution development people to guide the implementation of the designed solutions.

    ▪ Provide technical oversight during the development life cycle.

  o *Integration and Interoperability*: This will include:

    ▪ Ensure that solutions seamlessly integrate with existing systems and are interoperable with other government applications.

  o *Security Considerations*: Ensure security best practices are incorporated into solution design.

  o *Quality Assurance*:

- - Provide oversight of the quality assurance processes to ensure the reliability and performance of the solutions and ongoing adherence to the Digital Unit's Standards and the Ministry's requirements.

    - Ensure that comprehensive documentation for the solution architecture has been developed and is accessible to development teams and other stakeholders.

- In undertaking this role, you will need to:

  - *Balance customization and Standardization*: Designing solutions that meet the needs of the relevant Ministry while adhering to standardized government-wide architecture standards and requirements.

  - *Ensure adherence to policies and Standards*: Ensuring that solutions comply with the Digital Unit's Standards.

  - *Ensure solutions allow for scalability and flexibility*

  - **Ensuring Ministry solutions are scalable and adaptable** to future changes in government needs and technologies.

- You will directly report to the Director of the Digital Unit and be guided by, and work closely with, the Chief Government Digital Advisor.

Mandatory and desired skills, qualification and experience

Mandatory Requirements (pass /fail)

- The successful candidate shall:

  - have a bachelor's or master's degree in computer science, information technology, or a related field; and/or

  - at least 7 years' experience in solution architecture or a similar role, with experience of designing and implementing complex technical solutions.

Additional Desirable Requirements:
- Some or all of the following desirable qualities will be relevant to selection:

  - Strong technical knowledge in solution's architecture

  - Strong analytical and problem-solving skills.

  - Excellent communication and interpersonal skills.

- Experience at working on multi person project teams and developing solutions that addresses the different inputs of the people on those project teams.

- Familiarity with project management principles

- Experience of working in or with Government.

- Ability to speak and write in Marshallese.

Appendix 1: Functions and key activities of the Digital Unit

1   The Digital Unit's key functions are:

  1.1   To provide centralized functional leadership of the RMI Digital strategy, policy, architecture and security, supporting comprehensive digital RMI wide outcomes in a managed fashion

  1.2   Development, socialisation and implementation of an RMI Digital strategy

  1.3   Development, socialisation and implementation of required ICT related system-wide frameworks (including assurance frameworks) for both Government and the wider economy

  1.4   Development and socialisation of a capability roadmap to lift digital literacy, including collaborating with the Government's gender adviser

  1.5   Collaborating with the private sector to harmonise other government strategies and plans to achieve coherent outcomes for the RMI (Cybersecurity, Data Management and Data Protection, laws and practises enabling the effective take up and efficient use of digital transactions and services);

  1.6   Be the responsible agency for assessing major Government ICT projects and providing advice to Government on such proposals, as well as the Government's key interface on ICT related matters to the RMI's key international partners, donors, international bodies and agencies etc.

2   As part of these functions the Digital Unit will undertake the following key activities:

  2.1   Recommend and support the implementation pathway for digital Government and the digital economy

  2.2   Support the relevant lead agencies in their implementation of the key enables to support digital Government and the digital economy (e.g. progress and implementation of the necessary law reform to support digital transacting and address citizen rights and obligation, digital authentication/ID requirements, cybersecurity)

  2.3   Identify and recommend early quick wins for Govt administration and, if approved, roll them out across government departments and agencies "training the trainers" in each relevant Ministry and agency

  2.4   Develop the Govt procedures and policies that the public sector will adhere with the new roll out (e.g. rules relating to use of government email address)

  2.5   Support the broader assessment of readiness for digital government services to citizens and recommend actions to enhance readiness

  2.6   Support the relevant Ministries and agencies role out of Government digital services to citizens.