**DIGITAL CASA-KYRGYZ REPUBLIC PROJECT**

**TERMS OF REFERENCE**

**TO CONDUCT ANALYSIS OF AUTOMATED INFORMATION SYSTEMS AND ASSESSMENT OF NEEDS OF STATE BODIES OF THE KYRGYZ REPUBLIC FOR SERVER EQUIPMENT**

**(Consultant 1)**

**Introduction**

Digital CASA - Kyrgyz Republic project (hereinafter referred to as DCASA) aims to support the development of reliable, economic, high-speed regional and domestic broadband infrastructure and general digital government infrastructure, the development of digital competencies and skills, the formation of a favorable environment that will lay the foundation for the development of the digital economy in the Kyrgyz Republic and in the region as a whole.

The Ministry of Digital Development and Innovative Technologies of the Kyrgyz Republic (hereinafter referred to as the MDDIT) is the implementing agency of the Digital CASA - Kyrgyz Republic project and is responsible for the implementation of policies and interdepartmental coordination in the field of informatization, electronic governance, electronic services and electronic communications. The MDDIT has a project implementation unit (hereinafter referred to as the PIU), which is responsible for coordination and reporting on various types of activities within the framework of the Digital CASA - Kyrgyz Republic project.

As part of the DCASA project’s Regional Data Centers, Digital Platforms, and Intelligent Solutions component, construction of the Government cloud platform has been completed. Cloud (G- Cloud). Currently, the G-Cloud platform hosts 19 state information systems out of 134 systems that were identified as a result of a comprehensive survey of state bodies and local governments in order to determine the required computing power and the readiness of their automated information systems for migration to the G-Cloud platform. However, according to the information of the Register of Basic State Information Resources of the Kyrgyz Republic (hereinafter referred to as BGIR), 195 information systems are registered for 2025. Also, based on the results of data collection on information systems conducted in 2024, it was established that the total number of AIS is 274.

In this regard, it is predicted that by 2028 the number of virtual machines required to service government needs will exceed 1000 units. According to experts, the existing capacity of G-Cloud will be completely exhausted within the next 2-3 years after the completion of the migration of government information systems.

Based on the above, within the framework of the current project, it is planned to conduct an analysis of automated information systems and assess the needs of government agencies of the Kyrgyz Republic for server equipment for the purpose of subsequent planning of activities for the migration of AIS to the G-Cloud platform.

# Objectives

For effective migration planning and timely expansion of infrastructure, it is necessary to conduct a comprehensive analysis of the state of the AIS, their readiness for migration, as well as an assessment of the needs for server equipment and computing resources.

The main objective of this task is to determine the current and future needs of government agencies of the Kyrgyz Republic for computing power, data storage systems and infrastructure resources for planning the migration of AIS to G-Cloud.

# Scope of work

The consultant - the lead of the group of consultants for conducting the analysis of automated information systems and assessing the needs of state bodies of the Kyrgyz Republic for server equipment will be responsible for organizing the work and ensuring the coordination of the actions of the group of consultants, collecting and systematizing information, conducting interviews and questionnaires, and preparing the final analytical report.

The consultant will work in close cooperation with the DCASA and the State Institution “Kyzmat”.

As part of the work, the Consultant must:

1. Conduct an analysis and update of existing information systems of government agencies (Appendix 1) and, based on the analysis, compare the actual data with the information of the Register of Basic State Information Resources of the Kyrgyz Republic (hereinafter referred to as BSIR) and the results of the collection of data on information systems conducted in 2024 by the Ministry of Digital Development and Innovative Technologies, create a list of state and municipal information systems and basic state information resources subject to transfer to G-Cloud .
2. Together with the State Institution "Kyzmat", determine the priority of transferring state and municipal information systems and basic state information resources to G-Cloud, based on the degree of readiness of information systems and resources for transfer (architecture, information security standards, virtualization, etc.).
3. Together with the State Institution "Kyzmat", select one AIS from each government agency for G-Cloud migration and issue technical passports of information systems for them. Check the accuracy and completeness of the technical passport data with the State Institution "Kyzmat" and agree with the MDDIT.
4. Prepare the final summary report based on the results of the AIS analysis by a group of consultants.

**Duration**

This assignment is planned for 12 weeks from the date of signing the contract.

**Institutional mechanisms**

The consultant will work in collaboration with the PIU DCASA, the State Institution “Kyzmat” and report to the Component 2 Coordinator, the Director of the PIU, the Deputy Minister of the MDDIT, who coordinates the DCASA project.

**Results**

After completing each result, the Consultant must prepare a report that will include all documents prepared by him. This report must be agreed with the State Institution "Kyzmat" and the Director of the DCASA and approved by the Deputy Minister of the MDDIT. The Consultant must provide the following results:

**Result 1.** A list of state and municipal information systems, as well as basic state information resources subject to transfer to G-Cloud, compiled taking into account the priority of transfer to G-Cloud. (Tasks 1-2).

**Result 1 delivery deadline:** within 3 weeks from the date of signing the contract.

**Result 2.** Completed and approved technical passports of information systems (Task 3).

**Result 2 delivery deadline:** within 8 weeks from the date of signing the contract.

**Result 3.** Analytical report on the results of the AIS analysis (Task 4).

**Result 3 delivery deadline:** within 12 weeks from the date of signing the contract.

**Terms and payment schedule**

The tasks are carried out on a lump sum basis over a specified period from the date of signing the contract with the payment schedule specified below:

|  |  |  |
| --- | --- | --- |
| **Result** | **Term of performance** | **Payment** |
| Result 1 | Signing contract + 3 week and | The first payment is 30% of the total contract value upon submission and approval of the deliverables planned for Result 1 |
| Result 2 | Signing contract + 8 weeks | The second payment is 30% of the total contract value upon submission and approval of the deliverables planned for Result 2. |
| Result 3 | Signing contract + 12 weeks | The second payment is 40% of the total contract value upon submission and approval of the deliverables planned for Result 3. |

All results must be provided in electronic and paper form, supported by supporting documents.

**Reporting and approval procedures**

The consultant reports on the results of the work carried out to the director of the PIU.

All reports and documents provided by the Consultant must be prepared in Russian.

Upon completion of each deliverable, the Consultant shall prepare a report that shall include all documents prepared by the Consultant and a brief description of its activities. This report shall be agreed with the Director of the PIU and approved by the Deputy Minister of the MDDIT.

The final report (printed in 3 copies and 1 electronic copy) with the provided results is approved by the Deputy Minister of the MDDIT, who coordinates the activities of the PIU DCASA.

**Resources**

The MDDIT KR and the PIU will provide the Consultant with support in providing relevant technical and other information to complete the assignment, and coordination support in working with state and municipal authorities.

# Qualification requirements and evaluation criteria

The consultant must meet the following requirements for qualifications, knowledge and skills:

|  |  |
| --- | --- |
| * Higher education in fields such as information technology, engineering or telecommunications, economics, business management or related fields
 | * 10 points
 |
| * At least 3 years of experience in the field of information technology
 | * 25 points
 |
| * Practical experience in designing and implementing automated information systems
 | * 30 points
 |
| * Experience in implementing projects financed by international organizations
 | * 5 points
 |
| * Practical experience in developing technical documentation and analytical reports
 | * 15 points
 |
| * Experience in implementing complex IT infrastructures in the public sector.

  | * 15 points
 |

**Appendix 1**

**List of government agencies for analysis and updating of the list of existing information systems**

1. Ministry of Water Resources, Agriculture and Processing Industry of the Kyrgyz Republic

2. Ministry of Emergency Situations of the Kyrgyz Republic

3. State Agency for Registration of Vehicles and Drivers under the Cabinet of Ministers of the Kyrgyz Republic

4. State Agency for Civil Service and Local Self-Government under the Cabinet of Ministers of the Kyrgyz Republic

5. State Financial Intelligence Service under the Ministry of Finance of the Kyrgyz Republic

6. Ministry of Foreign Affairs of the Kyrgyz Republic

7. Ministry of Natural Resources, Ecology and Technical Supervision of the Kyrgyz Republic