



## Terms of Reference

Project No	139 628
Project Name	Improving the Production and Dissemination of Statistics
Beneficiary	State Statistical Office of Republic of North Macedonia
Contracting Authority	The EU Delegation to the Republic of North Macedonia
Component	4C Preparation of Technical Specification for Supply Tender/Contract for Replacement of the Complete Computer Network, the Data Centre (Servers, Storage and Back Up Library) and for Equipment for the Disaster Recovery Centre
Position	1. Computer Hardware Expert 2. Computer Networks Expert
Type	Senior Non-Key Expert
Days Allocated	Up to 15 work days each (30 total)
Location	Skopje, Republic of North Macedonia
Start/End of Assignment	March/July 2019

### 1. Background

The purpose of the project is to further support the State Statistical Office (SSO) of Republic of North Macedonia in harmonization with acquis and upgrading its statistical and ICT infrastructure for increased efficiency of the statistical production and improved data quality in order to respond better to emerging challenges from the changing EU acquis.

Developing a statistical system compliant with the EU standards is a long-term task, requiring solid investments in establishing a political, institutional and financial framework to allow full harmonisation with the EU acquis and the implementation of the European Statistics Code of Practice. Official statistics play a dual role in the Stabilisation and Association Process and in the EU accession process. First, Chapter 18 of the acquis defines the harmonisation of statistics with EU standards and rules, and has to be implemented in the pre-accession period. Second, official statistics serve other policy areas and chapters by providing the data from which policies can be developed, changes monitored and impacts assessed.

The SSO is responsible of coordinating the statistical system, producing statistics and managing the international relations in statistical sector. The SSO produces more than 70% of the official statistics. The SSO is an independent professional organisation whose competences and scope of work are regulated by the Law on Organisation and Operation of the State Administration Bodies and the Law on State Statistics. In accordance with the Law on State Statistics, the SSO, on the basis of scientific methods, provides users (legal and natural persons) with data on the economy, demography, social life, environmental protection and other areas. Official statistical data, as well as the time and content of all forms of dissemination, are protected from any kind of influence, and all users are treated equally.

The SSO adopted a new Rulebook on Internal Organisation of the Office in December 2015 in accordance with its competences defined by law and the Regulation on Internal Organisation of the State Administration Bodies ("Official Gazette" No. 93/00 and 14/02). According to the Rulebook, the Office



## *Improving the Production and Dissemination of Statistics*

EUROPEAID/139628/DH/SER/MK



performs its competences through 7 sectors and 39 departments, of which 8 are distributed on the territory of the country. The organisational setup of the Office allows optimal management and monitoring of work processes and human resources management. The Office is managed by a Director appointed by the government. Serving in an advisory role is the Statistical Council, composed of 15 members, of which 14 are appointed by the National Assembly, while the Director of the Office is an ex-officio member.

The SSO carries out its work in accordance to the Strategic Plan 2018-2020 and the priorities set therein. The Strategic Plan contains the objectives, programmes, sub-programmes and activities which the Office plans to accomplish in accordance with the defined priorities in the process of harmonisation with European and international statistical standards and with the adopted quality management framework. For the period 2018-2020, the SSO defined the following priorities:

- Harmonisation of statistics in accordance with the standards of European statistics;
- Strengthening the coordinating role of the SSO in the national statistical system;
- Strengthening the cooperation with providers of data and holders of data set;
- Strengthening the cooperation and communication with users;
- Strengthening the institutional capacity of the SSO.

In terms of resources, the SSO's budget for 2018 is about EUR 2.95 million. The SSO has the following sectors/individual departments: Sector for National Accounts, Sector for Business, Agricultural and Environmental Statistics, Sector for Social Statistics, Sector for IT Support, Sector for Dissemination, Sector for Regional Departments of Statistics, Sector for Supporting Director's Work, Department for Human Resources Management, Department for Financial Affairs and Department for Internal Audit.

The most important part of the SSO's IT infrastructure are the network and the servers. The current network (cabling) in SSO building was installed in 1999 and certain elements need to be repaired, but most of them need to be replaced. Given that besides direct connection with database servers, SSO started working in 2014 on Network Drives on Centralized Storage System, and all working files of the users are stored there, it is of crucial importance to have a fast and reliable network. The duration of the backups should also be decreased considerably from the current values, so new storage and backup hardware and software is needed.

For business continuity of the core operations of SSO systems as well as to secure the data in case of crises and natural disasters, the SSO should be part of the National Disaster Recovery Centre. SSO currently has some back-up systems located outside of SSO, but has no safe remote location where these systems could be installed in order to continue with normal operating of SSO in case of a disaster. In accordance with the EU standards in this area, and with regard to the importance of the official statistical data and statistical production system at SSO, disaster recovery facilities have to be made available in the National Disaster Recovery Centre to ensure continuity of the National Statistical System.

## 2. Objectives and Description of the Assignment

### 2.1. Objectives

Technical Specifications (ToRs) for tendering procedures of supplies for improved ICT infrastructure and hardware to support the new software packages with detailed user requirements prepared for:

- Replacement of the computer equipment (servers, storages and backup facilities), active network equipment and local network in the SSO data centre.
- Disaster recovery facilities for the National Disaster Recovery Centre.



## Improving the Production and Dissemination of Statistics

EUROPEAID/139628/DH/SER/MK



### 2.2. Scope of work

As far as the IT equipment in the data centre is almost at the end of its life, it is to be replaced with a new one with better performance and capacity, as well with more computing power needed for implementation of the new information systems. The OS licenses for the equipment have to be included.

To get a stable, reliable and fast computer network for the next 10 years it is necessary to procure new switches that allow 10 Gbps uplink traffic, replace the backbone copper cables with fibre optic cables, and replace the switches on each floor and in the main server rack etc.

The key activities to be carried out under this sub-component include:

1. Assessment of the current situation of the computer network and the equipment in the data centre;
2. Defining needs in accordance with the standards in these fields;
3. Preparing the technical specifications for the supply of the equipment;
4. Assessing the needs for SSO for the disaster recovery facilities at the national centre;
5. Preparing the technical specifications for the disaster recovery facilities and the supply of additional equipment.

### 3. Deliverables

The expected results of include:

- ✓ Technical specifications for the computer network prepared including the costing and budget;
- ✓ Technical specifications for upgrading the data centre prepared including the costing and budget;
- ✓ Technical specifications for disaster recovery facilities for SSO at the National Disaster Recovery Centre prepared including the costing and the budget.
- ✓ Full Tender documentation for the supply procedures developed

### 4. Indicative work schedule

C. Preparation of technical specification for supply contract for replacement of the complete computer network, the data centre (servers, storage and back up library) and for the Disaster Recovery Centre.		25.03-29.03	01.04-05.04	08.04-12.04	15.04-21.04	May-July 2019		
Activity 4.C.1	Assessment of the current situation of the computer network and the equipment in the data centre;	Mission 1 SNKE1 - 3 SNKE2 - 3						
Activity 4.C.2	Defining needs in accordance with the standards in these fields;		SNKE1- 1, SNKE2- 1					
Activity 4.C.3	Preparing the technical specifications for the supply of the equipment;		SNKE1- 1, SNKE2- 1	Mission2 SNKE1 - 3 SNKE2 - 3	SNKE1- 1, SNKE2- 1 (answering questions during tendering phase)			
Activity 4.C.4	Assessing the SSO equipment needs for the disaster recovery facilities to the national centre;	Mission 1 SNKE1 - 2 SNKE2 - 2						
Activity 4.C.5	Preparing the technical specifications for the the supply of equipment for the disaster recovery facilities.		SNKE1- 1, SNKE2- 1	Mission2 SNKE1 - 2 SNKE2 - 2	SNKE1- 1, SNKE2- 1 (answering questions during tendering phase)			



## 5. Required profile of the experts

### 5.1. Senior Non-Key Expert – Computer Hardware

#### *General Professional Experience*

Master's Degree in IT, Automation, Computer Science, or another relevant subject

At least 15 years of general work experience

Good knowledge of English

Good communication skills

#### *Specific Professional Experience*

At least 10 years of experience in development and maintenance of IT infrastructure

Good reporting skills

Experience in working with Statistical Institutions in EU member states or Western Balkans will be considered an advantage

Experience in EU funded projects will be considered an advantage

### 5.2. Senior Non-Key Expert – Computer Networks

#### *General Professional Experience*

Master's Degree in IT, Automation, Computer Networking or another relevant subject

At least 15 years of general work experience

Good knowledge of English

Good communication skills

#### *Specific Professional Experience*

At least 10 years of experience in development and maintenance of IT networks

Good reporting skills

Experience in working with Statistical Institutions in EU member states or Western Balkans will be considered an advantage

Experience in EU funded projects will be considered an advantage

## 6. Logistics

### 6.1. Reporting

The Senior NKEs shall work under the guidance and follow the instructions of the Key Expert 3 - IT Statistical

System Expert. All deliverables should be submitted to Key Expert 3 and the Project Director.

The NKEs shall collaborate with the project team, other experts involved and representatives of the beneficiary institution, as relevant.

Each of the two short-term missions, its timing and duration shall be agreed with the Project Director and Key Expert 3 prior to each mission.



## *Improving the Production and Dissemination of Statistics*

EUROPEAID/139628/DH/SER/MK



### 6.2. Working language

The working language of the assignment and the deliverables must be English.

### 6.3. Starting date

It is expected that the work will be performed in two missions and starting from 25 March 2019 onwards. However, exact starting date will be agreed at a later stage.

### 6.4. Location/Place of assignment

The NKEs have to deliver two missions in Skopje (see the table in 4. Indicative Work Schedule) each, with an additional 5 days for writing the deliverables in between, as well as providing support to the beneficiary and the contracting authority in answering questions during the tendering phase.

### 6.5. Applications

Applications (EUROPEAID format CV in English) need to be submitted by e-mail to the Project Coordinator: Ms. Raya Litova at: [r.litova@bim-bg.com](mailto:r.litova@bim-bg.com) no later than 22 March 2019, specifying for which of the two positions the expert is applying.

References must be available on request. Only short-listed candidates will be contacted.

The Project is an equal opportunity employer.

All applications will be considered strictly confidential.

Advertised post is not available to civil servants or other officials of the public administration in the beneficiary country, Republic of North Macedonia.