

SECURITIES AND EXCHANGE COMMISSION

REQUEST FOR PROPOSALS (RFP)

CONSULTANCY SERVICES FOR THE COMPUTERISATION OF THE SECURITIES AND EXCHANGE COMMISSION

OBJECTIVE

The objective of the assignment is to assist the Securities and Exchange Commission (SEC) to undertake an assessment of existing information technology infrastructure (both hardware and software), to define an Information Technology(IT) strategy and corresponding architecture framework for the technology driven transformation of SEC. The consultant will define requirements for new systems (e.g. Regulatory Compliance System, Securities Exchange Surveillance System, Intranet Portal with Workflow Processing and Document Management capabilities). The Architecture will be defined from Business, Applications, Information, Infrastructure and Information Security perspectives, enabling SEC to build a world class IT environment. The consultant/consultancy firm is also expected to develop a detailed roadmap and a cost model for the implementation of the proposed solutions.

2.0 SCOPE OF WORK

The consultant is expected to carry out the following tasks:

1. The consultant is expected to develop an IT strategy through depth study of all available documents and data concerning the SEC laws, regulations, processes and systems.
2. Conduct direct interviews, meetings, workshops and discussions with all SEC departments, management and other stakeholders to assess realistically the needs and requirements of the direct beneficiaries of the proposed solutions.
3. Provide professional advice and share international best practices related with the functionalities and technical requirements of similar solutions in other jurisdictions.
4. Provide procurement support by preparing detailed functional and non-functional requirements documentation for the development or acquisition of new systems to support SEC business operations.
5. Define a detailed technical infrastructure requirements covering: networks, hardware, hosting environment and Enterprise Systems Management capabilities to support the proposed systems.
6. Prepare a detailed implementation plan and realistic cost estimates for the proposed business solutions including services and training activities.
7. Provide project management guidance on implementation including Quality Assurance (QA)

tests and procedures for the proposed solutions.

8. Shall assist the SEC in the preparation of bidding documents and evaluation of proposed vendors.

3.0 Expected Output and Deliverables

1. Information Technology Strategic Plan and Architecture Framework
2. Requirements documentation for the acquisition of Financial Regulatory Compliance System.
3. Requirements document for the acquisition of Workflow processing system with document management capabilities.
4. Financial Regulatory Compliance System implemented and operational.
5. Workflow processing and document management systems operational.
6. Satisfactory project management and procurement support provided.
7. Upgraded and optimized network infrastructure, datacenter and ICT management aligned with industry standards.
8. Information security standards specified.

4.0 Contract Duration

The contract duration shall be for a period of **sixteen weeks**.

- The Securities and Exchange Commission invites interested Individual consultants/Consultancy firms to submit their detailed proposals covering the points outlined in the TOR and accompanied by the following application documents to; procurement@sec.gov.gh or Securities and Exchange Commission 30 3rd Circular Road, Cantonments, Accra Ghana. Tel: 0203 768 970-2 on or before **10:00 GMT of 17th August 2018**
- Acknowledgment letter and curriculum vitae (CV) for the required personnel.
- A work plan and schedule for carrying out the consultancy with an expected commencement date.
- Your offer comprising of a Technical and Financial Proposal, in separate sealed envelopes, one (1) original and two (2) copies, should be submitted in accordance with the Data Sheet.
- You can download the full TOR from www.sec.gov.gh or request by sending email to procurement@sec.gov.gh
- For further clarification, kindly send email to procurement@sec.gov.gh Attention; Head IT. The assigned person will handle all queries for this RFP.