

**FIRM** to Develop Customized Biometric Time and Attendance and Deployed to 29 Macs for the Public Sector Modernization Project, who will develop, train and implement an automated Biometric Time and Attendance System in various Ministries and Agencies of Government as per Implementation Plan. The consultant will work with the Project team and staff drawn from the Civil Service Agency, Governance Commission and the Liberia Institute of Public Administration.

## **2. OBJECTIVES OF THE ASSIGNMENT**

The overall objective of the assignment is to provide an automated Biometric Time and Attendance System that will be deployed in various Ministries and Agencies for the purpose of recording the arrival and departure of employees to and from work using biometric identification. The assignment will entail:

- The development of an automated Biometric Time and Attendance System capable of recording the arrival and departure of employees to and from work using biometric identification.
- Train the Human Resource Management Information System (HRMIS) and Biometrics Staff on how to use the system efficiently and effectively.
- Deploy the system to various Ministries and Agencies beginning with the Civil Service Agency.

## **3. SCOPE OF THE ASSIGNMENT:**

The Civil Service Agency is seeking an experienced consulting firm or Consortium of firms who will develop, train and roll-out an On-line HRMIS and Biometric Registration/Verification System in various regions across the country as per Implementation Plan. The scope of work for this assignment includes:

### **❖ SPECIFIC TASKS:**

- Develop and deploy an automated Biometric Time and Attendance System capable of recording the arrival and departure of employees to and from work using biometric identification. The System should be fully compatible and interoperable with the existing Employees Biometric Identification and Records System (EBIRS) in all respects.
- Develop and deploy an automated Biometric Time and Attendance System with the following requirements:
  - The system should include software and wall mountable hardware device like a tablet in a secured installation.
  - The System should be network aware, with the ability to automatically connect to the central server when it is online and update the server with any available attendance information. The system should include manual overrides of automatic functions,