

and allow an authorized operator complete control of when and how the system interacts with the central server.

- The System should include functions for selectively populating a device from the main CSA database with both employment and biometric information. For example, a device that will be deployed at a particular Ministry will be populated with only employee information from that Ministry.
- The System should be capable of using fingerprint identification to identify and record employee attendance
- The System should display the following information during the attendance function:
 - Employee Name
 - Employee Photo
 - Log-in or Log-out time
 - Punctuality information relative to employees work schedule
- ❖ Maintain regular communication with the PSMP Management Program team via direct meeting, audio-conference, videoconference, and email regarding all aspects of the evaluation procedure, system development and deployment, and reporting framework etc.
- ❖ Provide PSMP with copies of its evaluation procedure work flow and its system development and deployment methodology for review.
- ❖ Strictly comply with all general independence, confidentiality, and professional integrity codes. Seek advice from CSA team when uncertain about requirements and expectations in this regard.
- ❖ Permit the representatives PSMP team or designated entities or individuals to monitor and inspect selected components or all of the process. Monitoring may take the form of unannounced visits to firm offices and field area.

4. Deliverables/Reporting Obligations:

The **BIOMETRICS CONSULTING FIRM** shall report to the Director-General of the CSA through the Director of the Civil Service Reform Director (known as the Project Coordinator) of the Public Sector Modernization Project (PSMP).

A brief Inception Report: Submit an inception report of the project within 15 days following signing of the contract, detailing:

- a. An analysis and review of the project work plan
- b. Development of system development and deployment strategy that provides clear reporting criteria and schedule, and perceived challenges;
- c. Draft Final Report: Before the end of assignment, the Consulting Firm shall submit a draft final report detailing all automated Biometric Time and Attendance System capable of recording the arrival and departure of employees to and from work using biometric identification activities of the project, planned and achieved. The report will outline