



**INTERGOVERNMENTAL STANDING COMMITTEE ON SHIPPING
(ISCOS)**

**TERMS OF REFERENCE FOR OPTIMIZING AND IMPROVING
EFFICIENCY OF ICT SYSTEM**

1. ISCOS is an intergovernmental body established by Treaty in 1967 by the Governments of Kenya, Tanzania, Uganda and Zambia to oversee, among other things, their common interests in Shipping, Ports, and Transport Logistics. The Organisation collaborates with a wide range of stakeholders both regionally and internationally with a view of Promoting and Protecting the Interests of Importers and Exporters.

ISCOS is seeking the services of a reputable ICT to Audit its ICT Systems, Infrastructure, Platforms, and offer professional advice on the same.

2. SCOPE OF WORK

The Audit will cover:

- ICT Equipment
- Network Infrastructure
- Data Loss, Prevention and Privacy
- Softwares
- Website
- Social Media pages
- m-SHIP platforms and Mobile Application
- ICT Office
- ICT Policy
- Information Security

The firm should have a thorough understanding of latest practice in ICT and should demonstrate ability to offer professional advice on systems and infrastructure.

3. SCOPE OF PROPOSAL

The following documents should be provided:

- Proposal and quote in sealed envelopes.
- Company profile indicating all past experience from similar projects, as well as the contact details (email and telephone number)
- At least three (3) professional references

These should be sent to the Secretary General to be received not later than 17:00 hrs. of the 03rd April, 2018.

4. LANGUAGE:

Reports shall be presented in English.

5. FURTHER INFORMATION:

Further information may be obtained by contacting the Secretary General, ISCOS Secretariat, at the address below:

Email: info@iscosafricashipping.org, sg@iscosafricashipping.org

Or better still call: Tel +254-722-207-940