



## REQUEST FOR EXPRESSIONS OF INTEREST

### “Consultancy Service for SharePoint Implementation”

Nam Ngiep 1 is a hydropower project (NNP1) under construction in the central provinces of the Lao PDR. The Nam Ngiep 1 Power Company (NNP1PC), co-owned by Kansai Electric Power of Japan, EGAT International of Thailand, and the Lao Holding State Enterprise, is building a 290-MW power plant to provide clean renewable electricity and contribute to poverty reduction in Laos. NNP1PC hereby invites qualified candidates to indicate their interest in the following assignment:

**Assignment Title :** Consultancy Service for SharePoint Implementation  
**Contract Ref No. :** NNP1PC-IC-ADM-2017-02

#### Objective

The objective of this consultancy mission is to install and configure the application based on features and configurations developed and already agreed by NNP1.

#### Scope of Services

- A) Sharepoint Installation**
- Infrastructure Preparation, Install and configure SQL Server, Install and configure Sharepoint 2013 Server; and Install and configure VEEAM back up.
- B) Implementation**
- Configure SharePoint features and import custom data as defined by NNP1, Define and implement logbooks systems within SharePoint, Implement advance search site, and configure search scope; and Add custom fields to advance search.
- C) User Acceptance Testing and Hand Over**
- Training IT Personnel for maintaining SharePoint, Training key people for training users, Monitoring the go-live process and provide assistance, Free End User remote support for 3 months after acceptance of the system by NNP1; and Provide on-site support.
- D) Development of SharePoint Documentation**
- DCC User Manual for DCC Personnel, End User Manual including preparation of documents to correctly describe a document and entering metadata for all of its attributes, for saving documents in SharePoint and for advance searches; and User Manual for DCC Administrator.
  - Backup Policy, SharePoint Backup and Recovery Procedure, Systems Monitoring Policy, Access Control Standard; and End User Devices Security Standard.
- E) Planning and Cost of the mission**
- The Consultant shall prepare a time schedule detailing the various phases of the mission (MS Project) and shall submit a quotation covering all relating costs. The Consultant shall make a proposal for providing support to NNP1 IT and DCC Personnel after the three-month period following acceptance of the system.
- F) Deliverables**
- A report of the day to day tasks carried out during the mission, and a final report delivered in an electronic format and hard copy.

Expressions of Interest must be received at the address below by email or hard copy no later than Wednesday 15 March 2017 by or before 17:00 pm. Interested Consultants/candidates may request and obtain further information and detailed term of reference by email at the address below during office hours;

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