



**Department of Fisheries and Aquatic Resources**  
**REQUEST FOR EXPRESSIONS OF INTEREST**

**Assignment Title:** Business Process Reengineering (BPR) and System Study to evaluate and identify potentials to enhance the quality of services, administrative and management processes of Department of Fisheries and Aquatic Resources

**Scope of the Project**

Process Re-engineering and System Study of the management and administrative processes of DFAR.

This should include a Government Process Re-engineering (GPR) activity that will identify all existing processes, define and develop re-engineered processes with adequate justifications which will adhere with regulatory and administrative requirements of the government and DFAR, and develop a comprehensive SRS to be used as the base document for future system implementation which will be initiated in a timely manner. Consultant should undertake the following tasks for this assignment (but not limited to):

- I. Conduct a Business Process Re-engineering Study to determine re-engineering requirements of current processes, procedures of DFAR (**ex: boat registry, high seas management process, MIS for administration, e-meetings**)
  - a. The consultant should study all existing processes and procedures within the DFAR.
  - b. The consultant should define the processes more loosely coupled enabling solutions to be implemented in a phased out manner. The system and processes should be designed such that it can be implemented conforming to the open standards/protocols and components.
  - c. As a result of the BPR exercise, if any new forms are introduced or and changes are required for the existing forms, the consultant should facilitate designing of such forms. Formats of such forms should be finalized during the BPR exercise.
- II. Carry out a Baseline Survey to determine the efficiency indicators that should be included in the BPR Report. The extent of the survey should cover the existing status of the processes which are selected for reengineering

- III. Conduct a comprehensive System Study based on the BPR study to be used as the base document for implementing an ICT solution. This should be detailed in a “Detailed System Requirement Definition” (DSRS) document. DSRS should also include the service definitions, which will be identified from the BPR study as per the Service Oriented Architecture (SOA) concepts.
- a. The DSRS should be descriptive enough to enable a Software Solutions Provider to implement the proposed software solution.
  - b. Similarly, consultant should provide indicative cost of the software solution calculated using an acceptable methodology.
- IV. Prepare a Change Management Plan outlining how each of the key division/ group will be as a result of the proposed BPR exercise and the introduction of ICT systems, related risks and risk mitigation strategies, training requirements and arrangements.
- V. The Consultant should complete the entire assignment within 24 weeks from the commencement of work. The Consultant should produce the following deliverables at specified milestones (not necessarily in the sequential order shown here):