



MAGISTERIAL SERVICE HEADQUARTER  
P. O. BOX 1616,  
PORT MORESBY, NCD, PNG.

**EXPRESSION OF INTEREST (EOI) FOR PROFESSIONAL SERVICES AS  
PROJECT OVERSIGHT FOR SOFTWARE DESIGNING,  
DEVELOPMENT AND IMPLEMENTATION OF A NEW DISTRICT  
COURTS INTEGRATED ELECTRONIC CONTENT MANAGEMENT  
SYSTEM (DCIECMS).**

**PRE-QUALIFICATION BIDS FOR INTERESTED I.C.T. FIRMS/PROFESSIONALS**

**Position:** District Courts Integrated Electronic Content Management System Project Oversight (Project Manager)

**Project:** District Courts Integrated Electronic Content Management System (DCIECMS) Software Design, Development and Implement Project.

**Location:** Port Moresby, National Capital District, Papua New Guinea.

**1. Background:**

The Magisterial Service of Papua New Guinea (MS) is inviting suitably qualified ICT software firms and professionals to express their interest in the role of Project Oversight for the Software Design, Development and Implementation for the new DCIECMS (or System). This new DCIECMS is designed to improve accessibility, streamline operations, and ultimately strengthen the overall functionality and service delivery of District Courts across PNG. It is an integration of six sub-systems which include: Court Case Registration & Payment Processing; Court Case Management; Court Documents & E-Filing Management; Performance Monitoring, Evaluation and Reporting; Legal Information & Research Resources (E-Library) Management; and DCIECMS Administration & Security Management. This critical initiative is based on the MS 2021-2025 Strategic Corporate Plan to modernize the District Court's judicial, registry operations and governance outcomes through the implementation of a fully integrated, online case management system. The project supports the Government's Digital Transformation Stack under Digital Government Act, 2022 to enhance governance, accountability, and operational efficiency.

**2. Objective:**

We are seeking a professionally skilled and experienced Project Oversight to manage the planning, designing, execution, and successful delivery of the DCIECMS Software which aligns with the Government's Technology Stack and *Digital Government Act 2022*. The Project Oversight will be responsible for managing all aspects of the project, including stakeholder coordination with the regulator, timeline management, risk assessment, and ensuring the solution meets the strategic objectives of the Magisterial Service and the functional requirements of the System, while adhering to industry standards and best practices within the established budget.

**3. Scope of Work/Tasks:**

The Project Oversight Terms of Reference (TOR) which are available for inspection but for the present purpose, some key requirements are:

- 1) The Project Manager provides a comprehensive work plan and leads the overall project planning, including defining the scope, setting timelines, and establishing milestones.
- 2) Develop and manage the project, ensuring efficient resource allocation end to end.
- 3) Oversee the selection and procurement of the developer, coordinating with procurement teams, and managing the DCIECMS Software Development & Implementation phases from start to finish, including the design and production of user and training manuals and technical guides; and the provision of training for the Magisterial Service personnel on the effective use of the DCIECMS Software.
- 4) Engage with internal and external stakeholders for effective communication and collaboration throughout the duration of the project.
- 5) Monitor project progress, manage risks and issues, and implement mitigation strategies.
- 6) Facilitate regular project status updates and reporting to the Chief Magistrate and key stakeholders on time.
- 7) Ensure compliance with GOVPNG Technology Stack, *Digital Government Act 2022* and all related DICT policy requirements and regulations

#### **4. Deliverables:**

- 1) Provide comprehensive oversight and management of the project lifecycle, including planning, design, development, deployment, and implementation. Ensure all stages are executed within established timelines, with appropriate solutions to any issues and optimal resource allocation according to the project budget.
- 2) Deliver consistent project status reports, milestones, and updates to all stakeholders, ensuring clear, timely communication. Facilitate stakeholder meetings, workshops, and feedback sessions to ensure alignment on project goals and progress.
- 3) Successfully lead the procurement process for the Project System Developer and implementation partner. Manage vendor relationships and ensure that all partners adhere to project requirements and timelines while maintaining accountability for deliverables.
- 4) Deliver a fully integrated and operational DCIECMS software, licensed to the PNG Magisterial Service. Ensure the system includes user-friendly interfaces and comprehensive documentation, including user manuals, training materials, and technical guides, while meeting the agreed deadlines and budget.
- 5) Identify potential risks and challenges throughout the project lifecycle. Develop and implement risk mitigation strategies, ensuring minimal disruptions to the project timeline and resources.
- 6) Oversee system testing and quality assurance processes to ensure the DCIECMS meets technical and operational standards. Facilitate user acceptance testing (UAT) to confirm that the system satisfies the functional requirements of the PNG Magisterial Service.
- 7) Lead the change management process, ensuring a smooth transition to the new system for all users. Coordinate and deliver comprehensive training sessions for court staff and users to ensure proper adoption and usage of the new system.

#### **5. Expertise Required:**

##### **5.1 Individual Bidders**

- 1) Bachelor's degree in Project Management, Information Technology, Business Administration, or related field; A Master's degree is preferred.
- 2) 7-10 years of experience in managing complex ICT projects, preferably in public sector.
- 3) Proven experience in implementing case management systems or similar digital solutions.
- 4) Strong leadership, stakeholder engagement, and communication skills.
- 5) Certification in Project Management (PMP, PRINCE2) is highly desirable.

##### **5.2 Corporate Bidders**



- 1) **Proven track record:** A minimum of 5 years of experience providing project oversight services for large-scale ICT projects, ideally within the public sector.
- 2) **Team expertise:** A dedicated team with demonstrable expertise in project management, ICT implementation, and case management systems. The team should include individuals with relevant certifications and experience in line with the general expertise requirements outlined in Part 5.1 above.
3. **Resource capacity:** The ability to dedicate a sufficient number of qualified resources to the project oversight role, ensuring adequate coverage and expertise throughout the project lifecycle.
4. **Project methodology and tools:** A defined and documented project management methodology, including tools and processes for risk management, change control, and reporting.
5. **Financial stability and reliability:** Proven financial stability and a track record of successful project delivery within budget and timelines.

#### **6. Reporting and Coordination:**

The Project Oversight shall report directly to the Chief Magistrate on all deliverables in regular stages in both the tasks progression and risks assessment and deliberations including working closely with the MS Executive Leadership Team, the MS DCIECMS Technical Working Committee, Project Developer, and external consultants.

#### **7. Payment and Terms:**

The project payment will be based on milestones and deliverables, with details to be negotiated into the project engagement contract during the tendering stage.

#### **8. Application Process:**

Interested I.C.T firms or professionals are invited to submit an EOI that includes a cover letter, CV, three professional references with samples of past related work. The EOI should justify the proposed development approach and address the project's overarching requirements for independence and risk management.

A copy of the Project Oversight's Terms of Reference is available upon request for inspection with the MS DCIECMS Project Manageress. For further detailed inquiries, please contact the MS DCIECMS Project Manageress on email address: [jmakeu@magisterialservices.gov.pg](mailto:jmakeu@magisterialservices.gov.pg)

**Note: Only the shortlisted candidates that meets the qualification criteria set by the Magisterial Service will be contacted to bid for this project at the tender stage.**

Electronic copies of the EOI can be emailed to the Project Coordinator at the PNG Department of ICT on email address: [rffi@ict.gov.pg](mailto:rffi@ict.gov.pg) and addressed to:

The Project Manager,  
Magisterial Service Headquarter,  
P. O. Box 1616, Port Moresby, NCD.

**Closing date for submission of all the EOI is on Friday 25<sup>th</sup> October 2024  
at 4:06pm.**

Authorized by:

  
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**MR. MARK PUPAKA,**  
Chief Magistrate.