

Hong Kong Council for Accreditation of Academic and Vocational Qualifications

The Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) is a statutory body to provide quality assurance and assessment services to education and training institutions, course providers and the general public. HKCAAVQ is undergoing a development project for a verification platform for digital credentials of individuals. Energetic professionals who are interested in the development to provide project-based and time-limited services are invited to indicate interest through the process below.

Contract for Services by Individual Consultant (IT Infrastructure (Migration Project)) [Ref: 2026/IT/CS08]

HKCAAVQ seeks to enhance its service capacity by engaging Individual Consultants via a Contract for Services.

An Individual Consultant will provide time-limited services for the project through a Contract for Services. The scope of services will be agreed between HKCAAVQ and the Individual Consultant and may include a detailed scope of services, timeline and schedule of completion of work, deliverables and fees for the services which include:

1. Work with the Executive Manager (IT) to prepare for migrating servers from on-premise facility to external data centre/ between data centres to be completed by end of 2026.
2. Complete a comprehensive technical audit of the current IT infrastructure.
3. Compile the technical blueprint for the migration.
4. Outline the feasibility, design parameters, and step-by-step risk management protocols for the migration.
5. Prepare the specifications for the Request for Quotation document.
6. Oversee the logical network routing and firewall migration plans to ensure network remains active and secure, complies with all necessary standard and benchmarks.
7. Supervise the external vendor during the physical decommissioning, transit, re-racking, and logical cut-over phases.
8. Verify backup procedures and validate post-migration system testing.
9. Propose a highly scalable target infrastructure architecture to facilitate further expansion and support next-generation enterprise services.

Any Individual Consultant engaged through a Contract for Services is not a staff member of HKCAAVQ and will not be entitled to any benefits as such. The Individual Consultant will act as an independent contractor and there will be no employment relationship between HKCAAVQ and the Individual Consultant.

Qualification and Experience Required for serving as Individual Consultant

The Individual Consultant should:

1. hold a first degree comparable to HKQF Level 5.
2. have at least 5 years of post-qualification relevant work experience, with solid experience in IT infrastructure.
3. be flexible and ready to work outside normal office hours, including evenings, weekends and public holiday, for critical technical migration cut-over windows and urgent issues.

Candidates with no first degree but a post-secondary qualification comparable to HKQF Level 4 and a substantial hands-on experience and strong expertise in IT infrastructure will also be considered.

Procedures for indicating interest

Parties who are interested should submit a full CV, including a short description of previous experience in IT system development and project management, to illustrate relevant competencies for providing consultancy services. Please send in the information and quoting the relevant reference number to liztwong@hkcaavq.edu.hk with the reference number indicated in the email on or before 30 June 2026.

Information collected will be treated in the strictest confidence and only be used for contract processing purposes.

For more information on HKCAAVQ, please visit www.hkcaavq.edu.hk.