



Ministry of Finance
Republic of Maldives

CONSULTANCY FOR DESIGNING AND BUILDING A DATA SYSTEM AND DISSEMINATION PLATFORM

Terms of Reference
[PC/13/2022/C-06]

I. Background

The Government of Maldives (GoM) continues to foster good governance by promoting transparency, participation, accountability, equity and inclusiveness, efficiency, effectiveness and economy principles in public finance management. Citizens including young people and stakeholders have to make sense of the national budget by understanding it and knowing where public money will be allocated for the benefits of citizens and for the country development.

For this to be achieved, the Ministry of Finance (MoF) is in the process of analyzing the data gaps in current systems and developing a data system to disseminate easily interpretable budget information through the budget website. The data system aims at providing budget information in a digitalized, interactive and user-friendly style which allows citizens and stakeholders to navigate and understand allocations and actual spending in areas of interests.

II. Objectives

The objective of this consultancy is to find the data gaps in the current system and to develop a data system linked to the budget website providing:

- Access to suitable high standard budget data visualizations.
- User friendly and easy to use data navigation, data sharing and data export.
- Users to query data and download data from website.
- Robust backend with CRUD functionalities including mass upload option.
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III. Scope of Work

The consultant shall carry out the following tasks under this consultancy. Nevertheless, any additional task deemed necessary to achieve the objective of the project would be considered part of the consultancy.



Phase 1: Inception

1. Developing and regular fine-tuning a timetable for implementation of the assignment.
2. Performing a “gap analysis” of the current system and data accessibility applications.
3. Gather initial requirement of the data system by meeting with MoF team and any other related stakeholders.
4. Identify possible risks, challenges and propose an initial mitigation plan.

Phase 2: Requirement Elicitation

1. Conduct a complete requirement analysis of the current system and data used.
2. Perform and document a full understanding of the user requirement and business rules of the data system.
3. Revise, propose and document the suitable technology stack to be used during the implementation.

Phase 3: System and Website Design

1. Design the data system and its functionalities.
2. Revise, design and present the proposed system architecture.
3. Design and propose the system hosting infrastructure and its specifications.

Phase 4: Implementation

1. Develop and present the UI/UX of the system and perform and design user test with a fully functional prototype.
2. Setting up development, testing and production.
3. Perform a Database analysis & Structure to validate the proposed data model structure and design.
4. Implement the business intelligence (dashboards and reports) tool for the budget data visualization to the public.
5. Implement all the needed integrations for better data accessibility and system performance.

Phase 5: Deployment

1. Perform the quality assurance.
2. Testing the interface and functionalities, guiding test users, preparing test reports with steps for further improvements throughout the assignment.
3. Deploy the tested and revised final system to the production Environment.

Phase 6: Training and Maintenance

1. Training for MoF users in managing and updating the interface and functionalities.
2. Develop all the system documentation and user manual for further reference.



IV. Deliverables and Payment Schedule

#	Tasks	Duration	Payment
1	Phase 1 and 2 Performing a “gap analysis” of the current system and data accessibility applications and prepare and finalize project plan and blueprint for the data system based on MoF requirements. Blueprint should include process flow diagram of overall system design and individual processes.	4 Weeks	15% upon completion
2	Phase 3, 4 and 5 Design the data system and its functionalities. Develop and present the UI/UX of the system and perform and design user test with a fully functional prototype. Implement the business intelligence (dashboards and reports) tool for the budget data visualization to the public.	20 Weeks	60% upon completion
3	Phase 6 Knowledge transfer and training for MoF Key users. Preparation of User manuals for key users. Provide MoF with comprehensive documentation of the system installation, design, configurations and customizations. And provide functional and technical specifications for each report/dashboard developed.	3 weeks	20% upon completion
4	Go-live Support Go-live support period of 6 months starts after successful completion of design and implementation of the project. One person on-site working in MoF for 6 months.	26 Weeks	5%

Payment shall be made according to the following schedule:

#	Tasks	%
1	Phase 1 and 2	15%
2	Phase 3, 4 and 5	60%
3	Phase 6	20%
4	Go-live Support	5%



V. Required Expertise and Qualifications

The Ministry of Finance (MoF) is looking to hire a firm or a team of individuals with;

- a) Minimum 3 years of work experience in website design and development and data management and visualization.
- b) Proven ability to deliver high quality websites according to specified technical requirements and under tight schedules with reference letters.
- c) Experience with other programming capabilities that would be useful in developing and designing websites.

VI. Required Documents

The firm or the team shall submit a proposal for the project. The proposal shall include the following documents:

1. Profile of the business entity
2. Registry copy of business entity
3. GST registration copy (if registered)
4. SME registration copy
5. Supporting documents for requirements and qualifications. (CVs of the team members - Include team members that will directly be involved in the project)
6. Related projects or works undertaken in the past 3 years or the portfolio
7. Reference letters from past clients, which may include projects of team members. (Reference letters must highlight price and duration of the projects)
8. Concept note and draft theme
9. Financial statement of 2021 if a company, or Income Expenditure Report of 2021 for any other business entity

VII. Duration of the Consultancy

The project implementation is expected to start on January 2023 and is expected to be completed within 27 weeks. Go-live support period will start when system Configuration and implementation is successfully completed.

During the entire project, the consultants shall report to the Chief Financial Budget Executive at MoF.



VIII. Evaluation Criteria

#	Criteria	Marks Awarded
1.	Price	50%
2.	Experience (at least 3 related projects with a value of MVR 150,000.00 above)	15%
3.	Technical Capacity	35%
	<ul style="list-style-type: none">• Qualifications• Presentation of previously done:<ul style="list-style-type: none">a. Projectsb. UI/UX designsc. Graphic design projects	20%
		5%
		5%
		5%

IX. Bid Opening

1. Pre-bid Meeting.

- a. We will not have a physical pre-bid meeting. All interested bidders can mail to procurement@finance.gov.mv; cc: eapp@finance.gov.mv for any clarifications with regard to the TOR before 19th October 2022, 14:00. Clarifications will be mailed to them before 23rd October 2022, 14:00.

2. Bid Submission

- a. Bidders must submit the proposal, in a sealed envelope and address to Ministry of Finance.
- b. Bid-Opening
 - i. Date: 25th October 2022
 - ii. Time: 13:30 hrs.

