

# TERMS OF REFERENCE

## INDIVIDUAL - Consultant: Developer

### A. Background

The Ministry of Education (MoE) overlooks the highest number of stakeholders and needs of the society. In the past few years, the MoE has invested significantly in the area of information communication technology, which has further enhanced and strengthened the provision of education and educational administration.

MoE is seeking to hire **3 Consultant: Developers** for further development of information systems and refining existing systems to improve the services provided to the community as well as increase the efficiency of operations within the ministry

### B. Scope of Work

The successful candidate should work on the development of information systems to automate the business processes of the Ministry of Education.

The successful applicant will be required to work closely with concerned departments of MoE. The consultant is expected to be dedicated to work during official hours and to be available to work as and when needed to complete tasks. The hired applicant will be expected to work independently, with minimum supervision and work unsolicited with the advice of the Supervisor and Management.

Following are the primary functions that are expected but not limited to from the successful applicant:

1. Investigate, analyse, define, finalise and document the processes and requirements for the system.
2. Identify technical changes necessary to realise specific project requirements.
3. Develop, test, deploy and maintain high-quality scalable cloud-native web applications, services and microservices using robust and well-known frameworks; complete with technical documentation.
4. Participate in code reviews, identify/troubleshoot application code-related issues.
5. Deliver developed and tested applications within the given deadlines.
6. Migrate all data from existing systems to the new systems.
7. Provide system rollout training and support to new systems.
8. Technical support and maintain applications in a production environment.
9. Ensure backups and maintain an audit trail of backups and restore.
10. Provide updates and progress to the reporting personnel/departments at MoE as required.

### **C. Duration and Commencement of Services**

Successful candidates will be contracted for a period of 2 years.

### **D. Qualification and Experience**

All qualification and experience must be backed by authentic documentation;

1. Master's degree in Software Development, Computer Science, Information Technology with 1 year experience in software development **OR** Bachelor's degree in Software Development, Computer Science, Information Technology with 2 years experience in software development.
2. Knowledge and experience in the following is essential:
  - a. Relational databases,
  - b. Front-end development with HTML5 technologies (HTML, JS, CSS).
  - c. Backend development with at least one of the following technologies.
    - i. PHP (Laravel, Laravel Octane, Swoole, etc)
    - ii. Python (Django, Flask, FastAPI, etc)
    - iii. NodeJS (ExpressJS, Fastify, Koa, Hapi)
  - d. Agile development methodologies and version control technologies such as Git.
  - e. Building and working with RESTful APIs.
  - f. Turning ideas and mockups into well executed code.
  - g. Deploying apps at scale with easily maintainable code.

### **E. Skills and Competencies**

1. Should have excellent command over Dhivehi and English language.
2. Effective time management skills and ability to meet deadlines.
3. Must be willing to work for extended periods and long hours with dedication without direct supervision.
4. Must have no objection to attend official communication during unofficial hours and holidays and provide support and reasonable solutions for a smooth workflow.
5. Ability to learn new technologies with minimal supervision.
6. Ability to function in a fast-paced, project-based environment.
7. Initiation and creativity to complete projects within the project scope.

The short-listed candidate will be requested to participate in personal interviews/assessments and submit the names and contact details of personal referees who can attest to their ability.

The successful candidate must understand the objectives and delivery mechanisms of the task's portfolio. He/she must be willing to work in a team and individually, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

## **F. Reporting**

1. Report directly to the Policy, Planning and Research Division
2. The consultant should physically report to work on weekdays from 0800 – 1400 hrs, other than public holidays.

## **G. Remuneration**

1. Successful candidate(s) will be paid a fixed monthly fee of MVR30,000.00 based on qualification and experience.
2. Successful candidates will be entitled to Pension deduction as per Maldives Pension Act from the Monthly Basic Salary (7%).
3. Ramadan allowance shall be compensated at the government prevailing rates. Fixed monthly fee shall be subject to deduction for pension and any other statutory requirement as may be applicable.

## **G. Leaves**

1. Annual Leave: The successful candidate(s) may take up to 30 working days leave per calendar year starting from the date of contract signing.
2. Sick Leave: The successful candidate(s) may take up to a maximum of 30 days of paid sick leave: 15 days without a medical certificate and 15 days with medical certificate. The successful candidate(s) is not allowed to take sick leave for more than two consecutive days unless a medical certificate specifying the nature of the illness and recommended duration of sick leave issued by a licensed medical practitioner is submitted on the first day back at work.
3. Family Responsibility Leave: The Consultant may take Ten (10) days of paid leave in a year to attend important obligations such as tending family members during illness.
4. Unpaid Leave: The Consultant will not be paid for leave(s) that exceed the maximum allowed.

## **H. Application Instructions**

The Ministry of Education invites interested individuals of Maldivian nationality, qualified for the assignments to submit Expression of Interest inclusive of the following documentation to demonstrate your eligibility for the assignment.

1. Cover Letter for Expression of Interest.
2. Attested copy of the individual's National Identity Card.

3. CV including information that demonstrates that the candidate is qualified to undertake the scope of work.
4. Copies of attested academic qualifications.
5. Work experience documentation (Description of similar assignments, experiences in similar fields of work, etc.).
6. Reference letters from current and/or previous employers.

**I. Application Deadline**

The Expression of Interest and related documents related above shall be emailed in PDF format to MoE at the email address: [careers@moe.gov.mv](mailto:careers@moe.gov.mv) no later than 28<sup>th</sup> March 2023. The Ministry of Education reserves the right to reject late and incomplete applications.