SOFTWARE DEVELOPMENT CONSULTANT

TERMS OF REFERENCE

BACKGROUND

Local Councils are the governing bodies responsible for managing the islands within the jurisdiction of an island country. The Local Government Authority (LGA) is tasked with holding local councils accountable and strengthening local governance. However, a major challenge faced by the LGA is the absence of a standardized reporting format or system, which hinders the comparison and analysis of data from different councils.

Therefore, as the Local Government Authority (LGA), we are dedicated to enhancing the transparency and efficiency of local council operations. To achieve this, we intend to develop the "Local Councils Reporting and Performance Module" as an addition to the existing online platform called "Magey Council."

Magey Council is the software component of the E-Council Project and comprises several portals, namely Viya Portal (Finance & Procurement System), Gemen Portal (Population Management System), Vuna Portal (Council Administration Works), Kiyeveni Portal (E-Learning System), and Madhadhu Module (Special Needs & Disability Register), Loama Portal (Letter Management System)

The primary objective of the Local Councils Reporting and Performance Module is to streamline the reporting process, enabling councils to submit reports and data concerning various aspects of municipal administration, such as finance, planning, and public works. Additionally, this module will include a "publications" feature, allowing users to publish their submitted reports and share them with a broader audience, including the public. This will enable others to review and analyze the information contained in these reports.

Furthermore, the "Local Councils Reporting and Performance Module" is expected to serve as a comprehensive tool for the LGA to assess and monitor the performance of local councils. The module will incorporate a mechanism to calculate the effectiveness of councils in achieving their defined goals. Consequently, reports and documents related to the Performance Index (PI), obtained through manual submissions and various other online modules and systems, will be gathered in the PI page. The PI questions will then be evaluated and scored accordingly.

As a result, the Local Government Authority is currently seeking the expertise of a skilled software developer to collaborate closely with the LGA team and other stakeholders in designing and implementing the "Local Councils Reporting and Performance Module" on the Magey Council portal. The ultimate aim is to ensure the successful implementation of an exceptionally effective and efficient module that facilitates the evaluation and monitoring of local council performance.

SCOPE OF WORKS

The scope of work for this project includes, but is not limited to, the following:

➢ Design and develop an intuitive and user-friendly interface for Local Councils & LGA. Council's report submission, report publishing and Performance Index automation & Integration, with following key features:

➢ Developing a dynamic questionnaire within the module which can be targeted to island, atoll, and city councils.

➢ Users with super admin role to be able to set start date and end date for the questionnaire. Council Users should be able to submit only within the set period.

➢ A questionnaire can be cloned to create an updated version for the following year and the questions can updated with no impact to the previous year's questionnaire.

The questionnaire features:

- We should be able to create questions with multiple types of input. (Such as dynamic tables)

- Setting appropriate validations for the user input as we recommend based on the question.

- We should be able to set questions as mandatory or optional.

- Only allowing specific types of files to upload (.png, .jpg, .jpeg, .pdf)

- Setting weightage marks for on time submission, late submission and no submission

- The council users should be able to submit/upload an answer/report even after the deadline has passed, this should be identified or alerted for the marking process.

- Users with super admin role must be able to set a maximum size for attachments for a question that requires attachment and display remaining space available for attachments.

- Users with super admin role should be able to set verification level. (Atoll / LGA)

- Specific submissions identified by LGA should include a radio button with a publish option for the council user to publish it.

- for questionnaire/report marked for a specific office, a copy of the report should be emailed to that office upon submission.

- User management of Magey council should be integrated for this module's user management.

- Uploaded documents should be linked to multiple submissions as deemed necessary. Ability to select previously uploaded files as answer to a follow-up question in the same questionnaire.

- A Questionnaire/report can be pre-set as a submission in another questionnaire.

- Similar to a flight booking system, users from the same office should be restricted to attending a single question from the questionnaire at a time.

- Each question can be saved individually, with a confirmation message prompting the user. The saved question will display the date and time it was saved, along with the username. Additionally, an auto-save feature must be included.

- Sample workflow to be approved by LGA after the requirements gathering phase.

- Report submission deadline extensions for a questionnaire can be given globally or to separate individual council(s).

- All council submissions can be seen as a read only submission after the deadline has passed based on the assigned roles.

- Dashboard (Dynamically changed based on user type or access level) with features to display statistics of report submission and generate automated reports presenting a comprehensive overview of the status of report submissions. These reports have to be categorized based on the respective deadlines, atolls, islands, timeliness of submission, status of submission, approval, verification and other relevant processes. (Dynamically changed based on user type or access level)

- Automatic sending of notifications with links to view submitted documents to users with relevant roles upon submission of reports. User dashboard notification and option to choose email/sms notification delivery. Pending verification notification for atoll and LGA.
- Retrieval of reports related to PI from relevant modules and portals (API set in place for future integrations with Loama, Viya and Magey Council); and display of the reports accordingly with relevant information on report submission such as date of submission.
- Function to automatically evaluate and generate PI results based on marking scheme.
- to provide routine training, assistance, and technical information to other developers at LGA to enable LGA's developers to manage the upgraded functions by the end of the contract; and to prepare and keep regularly updated, the users' and developer's manual of the module in accordance with standards.
- Design and develop systems using TDD approach to development.
- All integration of Magey Council Platform's portals into Local councils reporting and performance module.

DELIVERABLE

The following deliverables are expected from this project.

- Proposed plan and design of reporting module (3 weeks from date of recruitment)
- A fully functional reporting module that meets the requirements outlined in the scope
- The developer shall be responsible for designing, developing, and implementing a user-friendly interface for Local Councils to submit reports for publishing and performance indexing purposes.
- A user manual that provides detailed instructions for using the reporting module.
- Technical documentation outlining the system architecture, data schema, and APIs used in the development of the module.
- A testing plan and test results that ensure the module is stable, secure, and performs well under expected loads.

QAULIFICATION, EXPERIENCE AND COMPENTENCIES:

Educational Background and Work Experience

The following mandatory qualifications and expertise will apply to the person/staff assigned for the project.

- Minimum 10 years of experience in Software Development / Software Engineering field (PHP/CSS/JavaScript/API Integrations)

Added Advantage

- Experience working with PHP Laravel Framework
- Higher degree in Software Engineering / IT or related field
- Strong programming background with knowledge in modular based programming and use of emerging trends.
- Good graphics skills and knowledge in UI design to improve usability.
- Working knowledge of REST/RESTFUL API's
- Knowledge in full software development cycle including project formulating, version control and maintenance after deployment.
- Project Management Skills - Good planning, scheduling, and analytic skills
- Strong background in industry best practices and modern design patterns
- Strong problem-solving and communication skills
- Solid understanding of software development principles
- Prove program development skills through interviews and digital solutions.

Expected Input and Services by both Parties.

Developer:

- Fulfill the milestones in the contract
- Consult with LGA at various stages of development and ensure their requirement is fulfilled
- Communicate complications in the assigned works.

LGA:

- Brief on the project tasks and expected deliverables

- Provide the schedule of work.

- Review and comment on assigned tasks and completed deliverables

- Make payments according to the completion of deliverables

- Facilitate necessary meetings required by the developer.

- Workstation for the developer.

- Provide existing information, relevant documents, deadlines of submission, guidelines, regulations, information on weightage, and data tables as required by the developer for fulfilling the objectives of the project.

REPORTING REQUIREMENT

- Successful candidate should report to work on week days from 0800 – 1400 hours

DURATION

- 12 months

- This agreement may be renewed for the purpose of further work / development of modules of the e-Council project depending on the quality and completeness of the work completed during this period.

SELECTION CRITERIA

The Software Development Consultant will be selected based on the following criteria.

Weightage	
Criterion	**%**
Experience working in the field	**80**
Presentation	**10**
Interview	**10**

REMUNERATIONS

- Basic Salary: 12,500/-
- Attendance allowance: 300/-

Successful candidate will be entitled to pension deduction as per Maldivian Pension Act from the Monthly Basic Salary (7%)

Ramadhan allowance at the government prevailing rates shall be provided by the client.

APPLICATION

The job applications should comprise of the following documentation. Late submission of any of the documents will not be accepted.

- Letter requesting for the job,

- Copy of identification card,

- Curriculum vitae,

- Copies of academic certificates (attested),

- Copies of references or documents produced by previous employers by highlighting program languages (PHP/CSS/JavaScript/API Integrations)

SUBMISSION

In this context, the Local Government Authority invites interested candidates to send applications, along with relevant documents to:

> Human Resource Section,
> Local Government Authority
> Boduthakurufaanu Magu
> Email: info@lga.gov.mv