

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Ministry of Home Affairs
Terms of Reference (ToR)
Development of Action Plan Management Software

1. Introduction

The Ministry of Home Affairs seeks to develop an intranet software solution to efficiently plan, monitor and track progress on its annual action plan. The software aims to enhance collaboration, communication, and accountability among various departments and stakeholders involved in the implementation of the action plan.

2. Objectives:

The primary objectives of the intranet software are as follows:

- Provide a centralized platform for Ministry employees and stakeholders to access and update the annual action plan.
- Enable real-time tracking and monitoring of SAP, action plan progress and milestones.
- Facilitate seamless communication and collaboration among different departments and individuals involved in the implementation process.
- Generate comprehensive reports and visualizations to assess performance and identify areas for improvement.

3. Key Features:

A. Dashboard:

Overview: The dashboard should provide an overview of the annual action plan progress, including completed, ongoing, and pending actions. It should also display key themes in the MoHA's Strategic Action Plan.

Notifications: Real-time notifications for important updates, milestones, and approaching deadlines.

B. Action Plan Management:

Plan Creation: Allow authorized users to create and define the annual action plan, including objectives, tasks, deadlines, and responsible parties.

Review and Edit: Enable individual departments to review and edit their respective action plans, adding details and making necessary adjustments.

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Authorization Workflow: Implement an authorization process where the created action plan of each department is submitted to the Policy and Planning Section for review and approval.

Planning Section Approval: Once submitted, the Planning Section can review, modify if needed, and then approve the action plans before they are finalized.

Action Tracking: Allow users to update Action status, mark completion, and record comments or notes on each action's progress.

C. Collaboration Tools:

Discussion Forums: Provide dedicated forums for teams to discuss specific action plan tasks, share ideas, and resolve issues collaboratively.

Document Sharing: Allow uploading, sharing, and version control of relevant documents, reports, and resources related to the action plan.

D. Reporting and Analytics:

Progress Reports: Generate automated reports on the overall progress of the action plan and department-wise progress.

- **Monthly Progress Reports:** Automatically generate monthly reports for each department, summarizing completed activities, ongoing tasks, and financial status.
- **Quarterly Progress Reports:** Create comprehensive reports covering the progress made in the previous quarter, accomplishments, and financial performance.
- **Annual Progress Reports:** Generate year-end reports presenting an overview of the entire year's achievements, challenges, and financial outcomes.

Visualizations: Present data in visually appealing charts, graphs, and dashboards for easy analysis and decision-making.

E. Budget Management:

Budget Allocation: Allow authorized personnel to allocate budgets to each department for the implementation of the action plan.

Budget Tracking: Enable real-time tracking of allocated budgets, expenditures, and available funds for each department.

Expenditure Recording: Allow departments to record their expenses related to action plan activities and initiatives.

F. Financial Reports:

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Budget vs. Expenditure: Generate reports that compare the allocated budget with actual expenditures for each department, highlighting variances.

Expense Breakdown: Provide detailed breakdowns of expenses for different activities and initiatives within each department.

Budget Forecasting: Offer insights and projections based on current expenditure trends to help manage budget planning effectively.

G. Audit Trail:

Activity History: Maintain an audit trail of all changes made to action plan activities, budgets, and expenditures to ensure transparency and accountability.

H. Customization and Filters:

Custom Reports: Allow users to customize reports based on specific parameters and filters to get targeted insights.

Data Filters: Provide options to filter data by department, time period, KPIs, or any other relevant criteria for analysis.

I. Security and Access Control:

Role-Based Access: Implement role-based access control to ensure that only authorized personnel can view, edit, or manage specific sections of the action plan.

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*Arun Kumar
15/08/2023*

ACTION PLAN MANAGEMENT SOFTWARE TECHNICAL REQUIREMENTS

Technical Requirements

- The software should be developed using PHP Laravel Framework and MySQL.
- Application user interface should be in English language.
- The owner of the source code of this software is Ministry of Home Affairs. The contractor should provide detailed source code to the ministry.

Details for project execution

1. The contractor should conduct meetings with the staff assigned by the Policy and Planning section to gather requirements. The software should be written in accordance with these requirements.
2. The contractor should conduct system analysis, submit documents for ministry's approval and then submit a project schedule.
3. The contractor should submit prototypes for ministry's approval.
4. The contractor should provide weekly progress reports to the Policy and Planning section.
5. The project should be carried out in accordance with the submitted project schedule. The contractor should also inform the ministry in writing if the project failed at any point.
6. The project should be handed over within 4 months after awarding the contract.
7. The contractor should provide training on using the application. The contractor may alternatively provide a written manual for the purpose.
8. The contractor should provide support for debugging and making other changes to the software. The ministry will take over the responsibility of such changes afterwards. The ministry may also establish a maintenance contract with the previous contractor or a third party.

Responsibilities of the contractor

- Software development, monitoring usage, providing support for debugging, and ensuring that the software can be used without challenges.
- Using the industry best practices when carrying out the project.

Eligibility Criteria

The following are considered to be as eligibility criteria with documented proof for this project;

- Minimum academic qualification of Level 5 standard approved by Maldives Qualifications Authority in the field of Information Technology, Software Engineering, Computer Sciences' or relevant field.
- Developer or firm should have delivered at least two software development projects.

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