



**Ministry of Transport and Civil Aviation**  
Male'  
Republic of Maldives

## **REQUEST FOR PROPOSALS ON**

### **ICT Management Consultancy Service to support operations of the Ministry of Transport and Civil Aviation. (Developer)**

Reference number: (IUL)472/1/2023/65

Date: 22<sup>nd</sup> November 2023

#### **SECTION 1**

##### **1. INTRODUCTION**

Due to Decentralization Act 7/2010 (Section 75), states that the revenue earned from various fees, the beneficiary must be the Island or the Atoll council. To implement this, the previous practices of the fees being charged for various registration and license fees in respect of Sea and Land Transportation now must be benefitted to the relevant Atoll or the Island Council. Administering this fee via Ministry of Transport and Civil Aviation in transferring to City, Atoll and Island council requires a sophisticated software to be designed, developed and implemented. The Ministry of Transport and Civil Aviation being the leading agency in arranging this fee transfer that are relevant to Atoll and Island council is now in the software implementation stage.

##### **2. HIRING OFFICE**

Ministry of Transport and Civil Aviation (MoTCA)

##### **3. PURPOSE OF CONSULTANCY**

Ministry of Transport and Civil Aviation is seeking well-qualified and experienced ICT and Management Consultancy service provider to work closely and assist the in-house IT section as a Full Stack Developer. The Full Stack Developer is responsible for designing, developing, and maintaining web-based applications and systems. This includes working with stakeholders to understand their needs and requirements, and then designing, developing, and testing the applications to meet those needs. The Full Stack Developer is also responsible for maintaining the underlying infrastructure and ensuring that the applications are integrated with other systems. This role requires a wide range of skills and experience in both front-end and back-end development.

## **SCOPE OF WORK (Description of services, activities, or outputs)**

### **Scope and diversity of assignment:**

- Work with stakeholders to understand their needs and requirements
- Design, develop, and test web-based applications and systems
- Maintain the underlying infrastructure
- Ensure that applications are integrated with other systems
- Meet the organization's security and performance standards
- Stay current with new technologies and best practices related to web development
- Develop and maintain new and existing web applications using Laravel Framework
- Write clean, efficient, and well-documented code
- Collaborate with other developers and stakeholders to design and implement new features
- Troubleshoot and debug any issues that arise in the application

#### **4. TIME FRAME**

One year (Renewable contract based on performance).

#### **5. WORK HOURS**

Working hours in Ministry of Transport and Civil Aviation in Male' shall be 08:00 to 14:00 from Sunday to Thursday excluding the Government holidays. Between 08:00-14:00, consultant shall work at least 3 hours stationed physically in the office and rest consultant can work remotely. And if Ministry of Transport and Civil Aviation requests for additional works in the related field the consultancy service provider has to cooperate and contribute.

#### **6. PLACES WHERE SERVICES ARE TO BE DELIVERED**

The consultant shall be working at the Ministry of Transport and Civil Aviation (MoTCA).

#### **7. DELIVERY DATES AND HOW WORK WILL BE DELIVERED**

Milestones, outputs, and deliverable target dates will be assigned upon recruitment. Consultant will deliver the work in a monthly basis based on the assigned targets by monthly.

#### **8. MONITORING AND PROGRESS CONTROL, INCLUDING REPORTING REQUIREMENTS, PERIODICITY FORMAT AND DEADLINE**

The Consultant will be supervised by MoTCA and is expected to work closely with the Ministry.

The Consultant will be responsible for the quality and timeliness of the outputs but will receive support from MoTCA.

#### **9. REQUIRED EXPERTISE, QUALIFICATIONS AND COMPETENCIES, INCLUDING LANGUAGE REQUIREMENTS**

The bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described in this RFP. The Bid must be complete in all respects and should cover the entire scope of work as stipulated in this document. Parties who do not meet the Eligibility Criteria will not be considered for further evaluation.

#### **Competency and Required Experience:**

1. Relevant IT qualification with a minimum of 3 years' experience.
2. Business management skills, project management skills, effective communication.
3. Knowledge of handling databases and extracting data from databases developed on MS SQL Server.

4. Knowledge and expertise in data migration work
5. Demonstrate fluency in using PHP Laravel programming language and MySQL/MariaDB and other related software.

**Additional Competencies: (evaluated in the interview)**

1. Strong programming background with knowledge in modular based programming and use of emerging trends.
2. Good graphics skills and knowledge in UI design to improve usability.
3. Mobile Application Development skills for both IOS and Android.
4. Knowledge in full software development cycle including project formulating, version control and maintenance after deployment.
5. Project Management Skills – Good planning, scheduling, and analytic skills.
6. Good writing skills in Dhivehi and English.
7. Preferences would be given to individuals with demonstrated skills in implementing unit testing and integration testing.
8. Data security knowledge and experience
9. Good documentation skills.
10. Ability to work in a team.
11. Strong problem-solving and analytical skills
12. Strong experience with Laravel and PHP, knowledge of MVC architecture and object-oriented programming
13. Strong knowledge of Windows and Linux operating systems
14. Experience in .NET and ASP
15. Experience with front-end technologies such as HTML, Tailwind/CSS, and JavaScript
16. Experience with database management VueJS, Livewire and Alpine JS
17. Experience with database management systems such as MSSQL & MySQL
18. Strong problem-solving skills and attention to detail
19. Experience with Git and version control
20. Good understanding of Agile development methodologies

21. Strong attention to detail and ability to work independently

## **10. INPUTS / SERVICES TO BE PROVIDED BY IMPLEMENTING PARTNER (E.G. SUPPORT SERVICES, OFFICE SPACE, EQUIPMENT), IF APPLICABLE**

### **Consultants:**

1. Fulfil the terms stipulated in the contract and the ToR through review of data, documents, email communications, Teams calls and meetings.
2. Maintain close contact with MoTCA.
3. Communicate any complications regarding the assignment as soon as possible.
4. Provide contact details that allow MoTCA to get in contact with the Consultant at any time during the consultancy.

### **Ministry of Transport and Civil Aviation:**

- Assign a focal point to work with the Consultant.
- Provide the relevant documents.
- Referral document stating
  - the appointment of consultant
  - nature of consultancy
  - duration of the project
  - request for compliance to the Consultants requests for data, information, reports, policy/procedures/guideline documents required
- MoTCA's internal policies, procedures, and guidelines, including updates therein, to adhere to while executing the responsibilities of this TOR.
  - Facilitate communications to gather data as required for the report
  - Monitor and facilitate the progress of the assignment
  - Review and provide comments to the deliverables in a timely manner
  - Facilitate necessary contacts
  - Make payments upon completion of assigned deliverables.

## **11. OTHER RELEVANT INFORMATION OR SPECIAL CONDITIONS, IF ANY**

The other conditions that may apply in the undertaking of the assignment include:

### **Basis of payment:**

Payments based on acceptance of the deliverables following submission of monthly invoices.

**Language of reports/publication and other documentation and working language in country of assignment:**

English and Dhivehi

**Ownership of output:**

Ministry of Transport and Civil Aviation

## **12. EVALUATION CRITERIA**

The consultancy service providers shall be evaluated in the following categories.

- a) Educational Qualification: 40% - (relevant degree and above = 15 points, Diploma = 8 points)

**Note:** Educational certificates should be accredited, and if a firm is submitting the bid, the firm should mention one or more person's educational certificates for which he or she will be working under this ministry.

- b) Competency and Required Experience: 60%

Work experience will be evaluated based on number and relevancy of references submitted by the consultancy service provider. Bids with the greatest number of relevant references will be awarded 100% for this section with other respective bids receiving marks in proportion.

## **13. REMUNERATION**

The service provider will receive a monthly payment shall be between MVR 30,000 to MVR 35,000 which will be based on qualification and experience. Price shall remain fixed during the contract period. There shall be no increase in price for any reason whatsoever. Therefore, no request for any escalation of the price shall be entertained.

Payment will be subject to completion and acceptance of the work by MoTCA.

## **14. ADDRESS FOR COMMUNICATION:**

Ministry of Transport and Civil Aviation

Umar Zahir Office Building (3<sup>rd</sup> floor)

Orchidmaa Hingun

Hulhumale

Republic of Maldives

**15. SUBMITTAL:**

Proposals including section 2 forms shall be submitted latest on 3rd December 2023, at 11:00 hours, by emailing to [career@transport.gov.mv](mailto:career@transport.gov.mv) and if the mentioned section 2 forms are missing the bidder will be disqualified as missing documents.

## SECTION 2

### Form 1 – Checklist

#	<b>List of Documents to be Submitted</b>	<input type="checkbox"/>  <input type="checkbox"/>	Page No.
1.	Bid Submission Form 2		
2.	ID card copy (If individual person is submitting the bid)		
3.	Company Registration (If a company is submitting the bid)		
4.	SME Registration Certificate (If a company is submitting the bid)		
5.	MIRA / GST Registration Certificate (If applicable)		
6.	Tax Clearance Report (3 months validity) (If applicable)		
7.	Profile of bidder		
8.	If there is a relative working in the Ministry of any Departments of the Ministry, please submit a letter stating the name and relation of the said employee.		
9.	Work Experience documents in the relevant field. Showing duration of relevant experience.		
10.	Educational Qualification Certificates (If a company is submitting the bid, it should provide educational certificates for one or more persons who will be working with the ministry.)		



Form 2 – Bid Submission Form

1.	Bidders Information		
1.1.	Name		
1.4.	Address		
1.5.	Phone		1.6. Email
2.	Bid Information		
2.2.	Announcement Number	(IUL)472/472/2023/65	
4.	Bidders Declaration		
4.1.	I submit the bid to provide the proposed service /scope work at above mentioned.		
4.2.	I agree to commence and complete the service/proposed work according to the ToR.		
4.3.	I agree to sign and enforce the agreement accordingly within the validity period of 60 (Sixty) days after bid submission date.		
4.4.	I agree that the aims, objectives, outputs, deliverables specified in this ToR will be met. I accept that MoTCA reserves the right to reject this proposal should this requirement be found unfulfilled.		
Name			
Designation			
Signature			
Date			

Previous Relevant Work Experience

Detail of Relevant Work Experience				
#	Project Name/ Designation	Client Detail	Year	Duration

Note:

TOR experience to counted for eligibility and evaluation, letters/certificates which shows the duration and other details like programing language, type of database used etc. must be included for every project in this table along with supporting documents. If not, we won't be