



ገጽ 1 ነገር ላይ ያለውን ሰነድ ለማግኘት ይጠቀሙ።

ገጽ 1 ነገር ላይ ያለውን ሰነድ

ገጽ 1 ነገር ላይ ያለውን ሰነድ: F/2024/10

ገጽ 1 ነገር ላይ ያለውን ሰነድ ለማግኘት ይጠቀሙ።

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ገጽ 1 ነገር ላይ ያለውን ሰነድ ለማግኘት ይጠቀሙ። procurement@dja.gov.mv ላይ ከ 2024 ዓ.ም. ገምታት 24 ቀን ጀምሮ ከ 13:00 ሰዓት ጀምሮ ማግኘት ይቻላል።

ገጽ 1 ነገር ላይ ያለውን ሰነድ ለማግኘት ይጠቀሙ።

ገጽ 1 ነገር ላይ ያለውን ሰነድ ለማግኘት ይጠቀሙ። info@dja.gov.mv ላይ ከ 2024 ዓ.ም. ገምታት 25 ቀን ጀምሮ ከ 12:00 ሰዓት ጀምሮ ማግኘት ይቻላል።

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Terms of Reference (TOR) for Developing Back-office Application for Handling Online Submitted Forms

Background:

The project aims to streamline back-office business processes by developing a dedicated application for handling online-submitted forms efficiently. With the increasing shift towards digitalization, there is a need to modernize and automate processes to improve operational efficiency and enhance service delivery.

Objectives:

- Develop a back-office application to manage and process online-submitted forms effectively.
- Enhance operational efficiency and accuracy in handling back-office business processes.

Scope of Work:

The scope of work includes, but is not limited to:

- Analyzing current back-office processes and identifying pain points and inefficiencies.
- Designing and implementing an intuitive back-office application that facilitates the processing of online-submitted forms seamlessly.
- Developing modules for form submission management, data validation, processing, and reporting.
- Integrating necessary features for data security, access control, and audit trails.
- Ensuring compatibility with various devices, browsers, and accessibility standards.
- Conducting thorough testing to ensure the functionality and reliability of the back-office application.
- Providing comprehensive documentation and training for back-office staff on utilizing the application effectively.



Deliverables:

- Back-office application providing functionality for efficient management and processing of online-submitted forms.
- Integration with existing systems for seamless data flow and reporting.
- Training materials and user guides for back-office staff.
- Ongoing technical support and maintenance post-implementation.

Methodology:

The project will follow the following methodology:

- Analysis of existing back-office processes and requirements gathering.
- Designing and developing the back-office application modules.
- Testing and validation of application functionalities.
- Conducting user acceptance testing and incorporating feedback.
- Providing documentation and training for back-office staff.
- Offering ongoing technical support and maintenance.

Timeline:

The project timeline is estimated to be completed within one month, with key milestones including:

- Requirements gathering and analysis phase
- Design and development phase
- Testing and validation phase
- Training and documentation phase



Reporting:

Regular progress updates will be provided to the Head of Software Section at the Department of Judicial Administration. Final reports and deliverables will be submitted in accordance with the agreed-upon timeline.

