



## Terms of Reference for Software Consultant

### 1. Introduction:

The Department of National Registration (DNR) is responsible for managing citizen registration and related services. To enhance the efficiency and user-friendliness of its systems, DNR is seeking the expertise of a Software Consultant to address various issues and implement improvements in its existing software applications.

### 2. Scope of Work:

Under the guidance and supervision of DNR, the Software Consultant will be responsible for the following tasks:

#### 2.1 Online Sync:

- Identify and resolve issues related to online synchronization of data within the DNR software systems.
- Implement solutions to ensure seamless and reliable synchronization of data across all online platforms.

#### 2.2 Online File Manager:

- Evaluate the existing online file manager used by DNR.
- Recommend and implement a more user-friendly and efficient online file manager solution.
- Ensure smooth transition and compatibility with existing systems and workflows.

#### 2.3 Data Validation:

- Address and rectify any issues related to the input and storage of phone numbers and email addresses within the DNR software systems.
- Implement necessary changes to ensure proper formatting and validation of phone numbers and email addresses.

#### 2.4 Bulk Application Moderation:

- Develop a bulk application reject feature as per the requirements specified by DNR.
- Ensure efficient processing and management of rejected applications in bulk.

#### 2.5 Back Channel Sync:

- Implement synchronization between the online platform and the National Registration System (Nares) when applications are rejected by citizens.

- Ensure accurate and timely updating of data between the two systems to maintain data integrity.

## 2.6 Dependents' Contact Number:

- Design and integrate a text field within the application form to collect phone numbers of applicants' dependents.
- Ensure proper validation and storage of collected phone numbers.

## 2.7 Current Address:

- Implement a feature to collect and store the current address of the applicant within the DNR software systems.
- Ensure accuracy and completeness of address information for effective citizen registration.

## 3. Required Expertise and Qualifications

- 3.1 Minimum of a bachelor's degree in computer science, Software Engineering, or related field.
- 3.2 A Minimum of 5 years of experience in software development and consulting.
- 3.3 Proficiency in programming languages and technologies relevant to software development.
- 3.4 Experience with database management systems and software integration.
- 3.5 Strong problem-solving skills and ability to work independently.
- 3.6 Excellent written and oral communication skills in English and Dhivehi, Facilitating effective communication within a multidisciplinary team and collaboration skills.
- 3.7 Demonstrate and safeguard ethics and integrity.

## 4. Immediate Supervisor and Reporting:

The Software Consultant will report directly to the Head of IT Department at the Department of National Registration.

## 5. Monthly Remuneration:

The successful candidate will be paid a sum of MVR 35000.00 (inclusive of pension contribution) per month for the contract duration.

## 6. Contract Duration:

The contract duration for the Software Consultant position is 4 months from the date of signing. If needed extensions to complete the entire scope of work can be discussed provided sufficient progress.

