

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Education

Republic of Maldives

Quality Assurance Department

Development of Web Portal for Information Management System

TERMS OF REFERENCE

1. Introduction

The government of Maldives has received Aid for the Enhancing Education Development Project (EEDP), administered by the World Bank and to be implemented by the Ministry of Education (MoE). Under the project, MoE will finance the improvement and/or expansion of schools across the country. As part of this project, Quality Assurance Department (QAD) is seeking Consultants to develop a Web Portal for an Information Management System to automate and connect the schools, higher education institutes and various departments and sections of Ministry of Education with the Quality Assurance Department.

2. General Terms and Conditions

Applicability – these general terms and conditions will be observed in preparing the proposal to be submitted.

Terms of Payment - This is a lump sum contract and will be paid on completion of the assignment outputs in accordance with the agreed rate.

Right to cancel – QAD may cancel contracts resulting from this RFP at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar day’s written notice of such cancellation. Should QAD exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.

Proprietary Information – vendor should be aware that the contents of all submitted proposals are subject to public review and will be subject to the Right to Information Act. All information submitted with your proposal will be considered public information unless vendor identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, “Proprietary Information”.

While QAD will endeavor to maintain all submitted information deemed proprietary within it, QAD will not be liable for the release of such information.

Negotiations – QAD reserves the right to negotiate all elements, which comprise the vendor’s proposal to ensure the best possible consideration, be afforded to all concerned. QAD further

reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of QAD.

Caution to Responder – QAD reserves the right to reject any and all proposals received as a result of this RFP. The vendor is responsible for all costs associated with responding to this RFP.

3. QAD Background

QAD was established to set quality standards, monitor and maintain the quality of education at all levels of education in Maldives. QAD is committed to assure educational excellence for all Maldivians.

QAD's roles are:

- Conducting institutional reviews for K-12 schools and higher education institutions;
- Setting quality standards for all levels of education in Maldives;
- Conducting national assessment of learning objectives in selected primary grades for policy development;
- Conducting educational research for educational quality improvement;
- Keeping records and maintaining data of schools and higher education institutions; and
- Registering and issuing practicing licenses for K-12 school teachers in Maldives.

4. Project Objectives

QAD's objective for the development of an information management systems are:

- Replacing the manual collection of students and staff data from schools and higher education institutions;
- Providing information on past, current and upcoming QAD events;
- Showcasing the work and functions of the QAD;
- Opening up access to relevant resources – review reports, research papers & publications;
- Improving decision making with better and more timely information;
- Enhancing data integration and institutional review efficiency;
- Enabling self-service opportunities for clients; and
- Improving data integrity, management, reporting and ownership.

5. The Project Scope

The Web Portal and its management are essential for viewing the sustainable growth of education through the help of ICT in key areas. This Web Portal will enhance the connections between the schools and education centers in the country. It will also help to get the information of the educational institutions, teachers, and students' performances. This will help QAD to further strengthen the key areas for forecasting and improving for the better education in all regions of Maldives. Hence, the consultant is expected to perform the following tasks:

- Design and create a web portal using an appropriate web development framework, following modern web design standards;

- Ensure that selected users can easily upload new content or edit content that is online;
- Develop a tool for uploading documents, pictures, videos to the web portal;
- Implement a document and text search facility;
- Create a user management facility that features a log-in facility and allows users to be granted different rights on the web portal;
- Create pages for the education institutional profiles following structure provided by QAD;
- Install the web portal on QAD web server;
- Prepare documentation on how the portal was developed and how to install and operate the web portal, including guides on how to update the content on the portal;
- Train QAD staff on how to use the web portal;

6. Approach

This work will be in the form of a web development exercise using an appropriate web development framework. The consultant will be expected to consult with QAD staff. Material collected will be reformatted where necessary for publication on QAD web portal.

7. Expected Results

A rich and vibrant Information Management System Web Portal which is intuitive and easy to navigate and allow audience engagement to not only engages with the existing resources, but to also contribute views and exchange information.

8. Deliverables

1. A fully functional web portal with basic content management system features;
2. Documentation on how to install and operate the web portal;
3. Web portal installation on QAD web server; and
4. Training on how to use the web portal.

9. Duration of the Project and Timelines

The assignment is expected to last 3 working months or 12 weeks.

<i>Time frame</i>	<i>Consultant's Deliverables</i>
Ten days after signature of the contract	Submits to QAD an inception note including the conceptualization, work plan for the assignment.
5 weeks after signature of the contract	Submits to QAD a draft web portal with appropriate documentation on how to test it
Within one week after receiving the first draft	QAD reviews and provides comments on the draft web portal and documentation.
12 weeks after signature of contract	Uploads approved web portal to QAD web server and provides revised documents and other outstanding deliverables.

10. Desired Candidates' Qualifications and Experience

Applications are expected from suitably qualified individual consultants satisfying the following requirements;

<i>Specific Experience</i>	• Demonstrable experience in the preparation of website content.
	• Demonstrable experience with web content management systems.
	• Demonstrable experience or familiarity with web development frameworks.
<i>General experience</i>	• At least 5 years of continuous experience working in Web Development or a related sector.
<i>Education</i>	• The consultant should be a holder of a Degree in Information Technology, Information Systems, Computer Science, or any other related Degree.
<i>Other Skills</i>	• Professional writing and graphic design skills would be an added advantage.
	• Have professional Microsoft Word, Excel and Power Point skills.
	• Have a working knowledge of HTML.

11. Terms of Payment

Payment shall be made to the consultant in accordance with the terms below based on the financial proposal submitted or as agreed by both parties in writing.

- a. Five per cent upon signing of the contract and submission and acceptance by QAD of the assignment inception note and draft web portal design;
- b. Fifty per cent upon submission and acceptance by QAD of a working web portal application installed on QAD server;
- c. Forty-five per cent upon finalization and submission of all outputs and its acceptance by QAD.

12. Evaluation Criteria

All applications received will be assessed using the following criteria:

Category	Points
Education and Training	20
Specific Skills	60
General Skills	10
Financial Proposal	10
Total	100

13. Proposal should include the following

- Executive Summary containing a brief description of the proposed project development approach and associated cost.
- Company profile including:
 - a. Company /sole propriety registration certificate
 - b. Tax registration certificate
 - c. Receipt of payment for company / SP annual fee
 - d. Relevant Experience including URL's and name, role and connect number of the staff to contact regarding the project
- Site development process
- Methodology adopted for site development
- Technology used in front end development (programming language(s) frameworks adopted, etc.)
- Data base development platform
- Primary site language: Dhivehi (Thaana-Phonetic)
- Secondary site language: English
- Asser and draft deliver methods:
 1. Project stages: description of the stages of the project
 2. Milestones: Short list of project milestones
 3. Quality assurance: description of the product quality assurance method
 4. Testing: details of how the web portal was tested: At a minimum this section must include:
 - a. Functional testing: description of the tests conducted to ensure the agreed functionality has been delivered
 - b. Security testing: description of the tests conducted to ensure website security, its results, and outcome
 5. Proposed development team and their qualifications and experience
 6. Work Schedule including Gantt chart (both summary and detail must be included)
- Financial Details
 1. Costs
 2. Payment terms
 3. Terms and conditions of the undertaking
 4. An explicit statement that any and all material developed for the completion of this project including but not limited to software source code, related databases, and data is the property of Quality Assurance Department and that such will be delivered in its original form to Quality Assurance Department.
- Technical Requirements for the Portal
 1. The portal must adhere to the following requirements
 - a. HTML5 and CSS3. For layout frameworks such as Bootstrap is preferred.
 - b. RSS feeds for news
 - c. Use of JavaScript frameworks such as JQuery, AngularJS for client-side scripting
 - d. Appropriate use of CAPTCHA code to validate confirmations
 - e. Configurable content size in terms of file size, resolution, dimensions, and format.

f. Frontend development should be either in ASP.NET C#/VB or PHP with MVC approach applied.

- Documentation of the project
 1. Site Map for Navigation
 2. Manuals
 3. User manual
 4. Technical manual
 5. Source codes for application layer, business layer and database layer including database script with master data.
 6. Site implementation guide
 7. SOP for website maintenance and updating (Standard Operational Procedure)
 8. For security, the website must adhere to OWASP (Open Web Application Security Project) TOP Ten on delivery and during the maintenance period. During the maintenance period the portal must be checked to ensure that the previous year's security flaws stated in the OWASP TOP Ten have been addressed.
 9. Legal compliance and policy standards
 10. The portal must provide information on standard copyright, disclaimer and privacy wherever applicable
- Copyright: Copyright statement must match the category of content. If the content has been classified as public ownership material, a copyright statement in the following format shall be included "©". This work may be reproduced and redistributed, in whole or in part, without alteration and without prior written permission, solely by educational institutions for nonprofit administrative or educational purposes provided all copies contain the following statement: "©. All rights reserved. This material may not be reproduced, displayed, modified or distributed without the express prior written permission of the copyright holder.
- Privacy statement: The web portal must contain a privacy statement which covers the scope of the statement and circumstances in which personal information is collected, by whom it is collected and the choices that users may have. Furthermore, the uses that the collected personal information may be put by the collecting agency and the circumstances in which collected personal information may be disclosed. The privacy statement must be placed on the Homepage and all relevant pages thereafter.
- Disclaiming Content: Since the portal is going to hold both the portal owners content and that of third parties such as departments and schools, a standard disclaimer should be on the website. Where disclaimer is important the page must state that the information that it provided is true and accurate to the best of the portal owners knowledge if it is the case but that the portal owner would not be responsible any liability explicit or implied for accuracy of the content.