



Ministry of Economic Development  
Male',  
Republic of Maldives

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ދިވެހިސަރުކާރުގެ ގެޒެޓް

## **National Single Window Project Post of IT Specialist / Software Engineer**

**28<sup>th</sup> April 2019**

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### TERMS OF REFERENCE

<b>Contract</b>	<i>IT specialist / Software Engineer</i>		
<b>Project</b>	<i>National Single Window Project</i>		
<b>Expertise</b>	<i>Expertise in software development and Information Technology</i>		
<b>Source</b>	<i>National</i>	<b>Category</b>	<i>Independent</i>
<p><b>Objective/Purpose of the Assignment:</b></p> <p>The National Single Window project will leverage information and communication technology (ICT) to streamline border control procedures. This will enable traders and other service providers to transact business using electronic forms.</p> <p>In addition, the project will facilitate sharing of harmonized data to enable automated processing of documents across stakeholder systems. This will contribute to the government's sectoral strategy to establish a single window system for international trade facilitation.</p> <p>The project is aligned with the following impacts: (i) Top 40 ranking on the World Bank Ease of Doing Business Index achieved by 2025; and (ii) Faster, cheaper, and more predictable cross-border trade in the South Asia Sub-regional Economic Cooperation (SASEC) sub-region achieved.</p> <p>The project will have the following outcomes:</p> <ul style="list-style-type: none"><li>- An electronic platform that allows parties involved in trade and transport to lodge standard information and documents with a single entry point to fulfill all import and export related statutory requirements.</li><li>- Streamlined and enhanced international trade procedures between the private sector and border control line agencies.</li><li>- Sharing of harmonized data to enable automated processing of documents across stakeholder IT systems.</li><li>- Leverage information and communication technology (ICT) to provide online access to carry out cross border trade and efficiency in the clearance of cargo.</li></ul>			
<p><b>Scope of Work:</b></p> <p><b>Role</b> - Under the guidance of the Project Manager:</p> <ul style="list-style-type: none"><li>• Provide IT support to the Project as the lead IT specialist in the coordination of all procurement aspects on all project activities.</li><li>• Advise the NSW steering committee and Project Manager in all aspects related to the procurement of equipment for the NSW project.</li></ul>			



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- Develop understanding of international trade procedures so as to contribute on aspects relating to the effective use of ICT towards NSW project objectives.
- Advise implementing agencies and the NSW operator on matters relating to the interface of systems of implementing agencies with the NSW.
- Identify and familiarize with ADB and Maldivian Government laws, regulations, rules, procedures and requirements in procuring all IT equipment for the NSW project.
- Assist in regularly reporting to ADB and the Maldivian Government in the procurement of all machinery and IT equipment required for the implementation of the NSW project and make relevant benchmarks for improvement in equipment procurement, including relevant bench marks.
- Participate and actively contribute to project coordination meetings.
- Assist the Accountant hired under the project in the coordination in the procurement and in related financial aspects of the project undertaken by PMU, including bidding, contracting and processing payments.
- In consultation with the PMU team, provide assessment of the risk areas and work with project staff to minimize risk exposure levels with regard to IT equipment procurement.
- Demonstrate comprehensive knowledge in the relevant field IT and software development field and apply them in work assignments.
- Displays initiative, sets challenging targets and willingly accepts new work assignments related to NSW implementation.
- All other tasks assigned by MED and international project management specialists in relation to NSW project.

#### **Detailed Tasks:**

- Provide support to the Project Manager in the procurement of the necessary equipment's in line with the Government Laws, regulations, rules and procedures as well as ADB procurement guidelines
- Assist the Project Manager in coordination with various implementing agencies (CBRA's) and consultants for the procurement of different IT components for the project, and identify constraints, provide professional advice to the Project Management unit and the Steering Committee.
- Prepare progress monitoring reports of the IT infrastructure procurement, under the guidance of the Project Manager and Project Accountant.
- Other tasks requested by the Government and international project management specialist for the implementation of NSW.



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**Qualifications and experience required for the position are:**

- A Masters Degree in Software Engineering or related IT qualification with 7-10 years in software development and management of software development projects.

**Output/Reporting Requirements:**

- Draft monitoring reports for review to the project manager.
- Archive all project related documents, consultant reports, invoices, and draft replies pertaining to the procurement of the software and hardware.
- Any other deliverable as defined by donor and MED, from time to time.
- The IT specialist will report directly to the Project Manager of the PMU on a daily basis on the tasks assigned to him/her.

**Others:**

Successful candidate will be paid an all-inclusive monthly fee, depending on qualification and experience in accordance with the Policy Set by Pay commission on setting a salary framework for staff hired under donor/grant-funded projects.

<b>Places of Assignment:</b>	<b>Days Estimated Dates</b>	<b>(dd/mm/yyyy)</b>
Ministry of Economic Development, Male', Maldives	April 2019 to April 2023	