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MINISTRY OF ENVIRONMENT

MALE' REPUBLIC OF MALDIVES

Announcement Reference No: (IUL)438-CCD/438/2019/204

Consultancy Service to Develop a Web Portal



Green Building, Handhuvee Hingun,
Maafannu, Male', 20392, Republic of Maldives.

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www.environment.gov.mv

މިނިސްޓްރީ ޕްލާންނިންގ، ސަރުކާރުގެ ސަރުކާރު،
މާފަންނު، މާލެ، 20392، ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ

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3. SCOPE OF WORKS

The consultant is expected to perform the following tasks:

1. Design and create a web portal using an appropriate web development framework, following modern web design standards;
2. Ensure that selected users can easily upload new content or edit content that is online;
3. Develop a tool for uploading documents (html, PDF, Microsoft Word, etc.) pictures, and videos to the web portal;
4. Implement a document and text search facility;
5. Create a user management facility that features a log-in facility and allows users to be granted different rights on the web portal for three levels of users; Administrator should be able to grant access to a particular user for different areas or aspects of the website if needed;
6. Host the web portal (hosting will be provided by ME);
7. Train ME staff on how to use the web portal;

The web portal should:

- i. be responsive and compatible with all mobile devices
- ii. be appealing, user friendly and clean
- iii. perform well on slow connections
- iv. be compatible with the latest versions of popular web browsers
- v. be searchable in all aspects and areas
- vi. contain provision/module to create application forms for different purposes of different types of data fields, and ability to submit them online securely
- vii. contain a provision to publish material (meeting documents, programme, updates, etc.) regarding seminars/workshops
- viii. contain, or be linked, but is not limited to;
 - i. User friendly navigation bar
 - ii. Contact information and related
 - iii. Upcoming events
 - iv. Calendar
 - v. Statistics
 - vi. Recent documents

4. DELIVERABLES

- i. The developer shall produce a detailed Requirement Analysis for the web portal in discussion with ME and present within 10 days from award of contract.
- ii. The developer shall produce a Design Template for the web portal within 10 days from approval of the Requirement Analysis by ME.
- iii. The developer shall propose a content management system with multiple levels of authorization.
- iv. Development shall start immediately upon approval of Design Template.
- v. User testing shall be carried out in collaboration with ME after development.
- vi. At the time of web portal handover, the developer shall hand over to ME;
 - a. A clear commented source code
 - b. A technical documentation with diagrams
 - c. A User Guide with screenshots
- vii. The developer shall conduct a information session for users.
- viii. The developer shall provide bug fixing support for period of one year from the time the web portal is handed over to ME.





9. EVALUATION CRITERIA

All applications received will be assessed using the following criteria:

Category	Points
Education and Training	10
- Undergraduate Degree : 5 points (Team leader)	
- Diploma : 5 points (Developer)	
Experience	30
- 3 years experience: 20 points	
- 2 points for each additional years of experience, up to 5 years	
Experience of the firm	10
- 5 points for one similar project undertaken	
- 1 point each for additional project experience, up to 5 additional projects	
Financial Proposal	50
Total	100

10. APPLICATIONS

Interested consultants may submit the expressions of interest indicating the following.

- i. CVs of the consultant or team of consultants
- ii. Valid reference letters from the clients for the relevant assignments carried out in the past
- iii. Attested copies of educational qualifications
- iv. Copy of company registration certificate
- v. GST/BPT registration certificate
- vi. Company profile
- vii. Proposed work plan and methodology
- viii. Total cost of the assignment with cost breakdowns for all assignments as indicated in the deliverables

11. SERVICES PROVIDED BY THE CLIENT

- ix. ME shall, at the time of approval of Requirement Analysis, provide the developer with editable content required.
- x. ME shall provide access to hosting space for the developer at the time of approval of Requirement Analysis.

12. INTELLECTUAL PROPERTY

The developer must agree explicitly that all components of the works submitted are indeed original creations of the developer. Any intellectual property infringement, misuse or plagiarism of another's work in any form or state will result in immediate termination of the contract. ME will not bear any responsibility for the contractor's illegal or inappropriate use of copyrighted material and the contractor agrees to bear full responsibility for any consequences for such actions.

The web portal developed shall remain sole property of the Ministry of Environment.





13. CLARIFICATIONS

For any queries please email to the following address before 23:59 hrs on 06 August 2019. Answers will be provided to all queries received before the deadline and will be made available via ME's website (www.environment.gov.mv).

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Senior Computer Programmer,
Information Communication Technology Section,
Ministry of Environment.
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14. SUBMISSION OF PROPOSAL

Proposals must be delivered in sealed envelopes titled *'Do not Open Before 20 August 11:00 hrs – Consultancy Service to Develop a Web Portal'* together with the submitting party's name and address, to the address below, on or before 1100hrs on 20 August 2019 local time. Electronic submission is not permitted. Late proposals will be rejected. Proposals will be opened in the presence of the proponents' representatives who choose to be present at the address below at the time of proposal opening.

Procurement Section
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