



**MINISTRY OF ECONOMIC DEVELOPMENT
REPUBLIC OF MALDIVES**

Terms of Reference and Scope of Services

TOR for Consultancy: Developing a website for Invest Maldives Initiatives

1. Background:

The Ministry of Economic Development (MED) is tasked with the formulation of economic and trade policies, the regulation and promotion of trade and investment, small and medium enterprise development and labour. Within the mandate of promoting foreign investment, Invest Maldives is the lead government agency for promoting and facilitating inward investments into the Maldives to enhance the country's economic landscape. By providing comprehensive information on investment opportunities and the investment climate, Invest Maldives guides investors through the full cycle of the investment process. As the first stop office for foreign investment, the office requires a modern, easily accessible website which is also customizable for future needs.

2. Objective

The purpose of the consultancy is to develop a website which is essential for communication between the Ministry and potential investors. The website will be the main media tools to showcase the list of areas where investment opportunities are available and would be an essential guide for doing business in the Maldives. The website will enhance the connections between potential investors including government agencies and accredited entities. It will also help to enhance access to information of national priorities, application procedures and other relevant guidance. The target user group includes current and potential investors to the Maldives and would be an important source of information for line Ministries and aligned state agencies. Invest Maldives is also envisaged to be a key platform for dissemination of key financial and investment data, regulatory and doing business information that would provide an in-depth overview of the Maldivian economic landscape.

3. Scope of Services

- With the overall guidance and direction from MED, the consultant is required to develop a website adhering to modern web development frameworks and web design standards.
- In developing the new website, the consultant should recommend design methods to improve user friendliness, system performance and versatility of the systems developed. The consultant is also encouraged to make recommendations on improving the process flows.
- Create and share a design view of the website with the Ministry of Economic Development.
- Share additional iterations of the website during the design phase as instructed by the Ministry of Economic Development.
- Testing of website, to work out any flaws/loops/kinks.
- Write up detailed configuration documentation and guidelines of the website.

- Orient MED staff to use the website.
- All aspects and content of the website shall be managed through a Content Management System (CMS), without code manipulation.
- Handover **FULL** admin, management and customization rights to MED. This includes handover of admin right to MED (multiple admins) enabling MED to change all content and visual elements autonomously.
- The website should:
 - Be responsive and compatible with mobile view.
 - Be appealing, user friendly and clean.
 - Perform well on slow connections.
 - Be compatible with the latest versions of popular web browsers.
- The following features are required on the website.
 - Should allow multiple levels of users. An administrator shall have the authority to assign and remove read/write privileges to specific components of the user management system.
 - Date stamp should be available for all postings.
 - Ability to add various forms of multimedia in each page (including sub-pages) and should be easily customizable by the user.
 - Module to receive inquiries and clarifications from website visitors (with attachments), including enrollment in to mailing groups.
 - Form selection and download as per user selections.
 - Fonts should render automatically and should not require installation on visitor's devices.
 - Easy search function for the contents of the website through instant search optimizations (E.g.: using keywords, key file names etc.)
 - Ensure that the website is optimized for search engines.

4. Deliverables:

- The Consultant is expected to provide a Work Plan for the website development within 3 days from contract signing.
- The Consultant is expected to provide a design template for the website within 7 days from the signing of contract and obtain approval from MED before proceeding.
- Upon approval of design from MED, the consultant is expected to deliver the website & the duration of the work should not be more than 45 days from the signing of the contract.
- At the time of website handover, the Consultant shall submit to MED.
 - A clear and commented source code.

- Full detailed technical documentation with diagrams.
- A User Guide with screenshots wireframe, process flows and sitemaps.
- Configuration documentation and guidelines which clearly state how to manage the website, details on the environment and its configuration are provided.

5. Terms and conditions

- On approval of Design Template by MED, development shall commence immediately.
- The website is responsive, fully developed, functioning and running online without any flaws.
- User testing shall be carried out in collaboration with the focal point appointed by MED after development.
- Weekly progress meetings shall be conducted with the focal point appointed by MED after commencement of development.
- The Consultant shall provide bug fixing and UI revision support for a period of 6 (six) months from the time the website is handed over to MED.
- The contract period is from once the contract is signed till the end of the support period stated in the point above.

6. Required proof of Experience.

In order to successfully carry out the tasks listed above; consultant is required to have the following experience:

- a) Proven minimum 3 years of work experience in website development. Pictures of previous design works and document of completion for similar projects shall be provided along with reference letters.
- b) Proven ability to deliver high quality websites according to specified technical requirements and under tight schedules with reference letters.

7. Interested candidates should submit the following:

- a) Portfolio / profile of firm, showcasing previous work.
- b) Proof of ability to undertake this consultancy, in the form of reference letters (of relevant work)
- c) CV's of team / individuals
- d) A proposal on how the applicant will undertake this consultancy, with methodology, timeline and initial mockup.

- e) Proposed fee (in MVR, inclusive of GST). The proposed fee should be inclusive of stock photos for the design of website.

8. Evaluation Criteria

Criteria	Score
Financial proposal	20
<ul style="list-style-type: none"> • Clear financial proposal of proposed fee in MVR including GST 	
Experience with web development projects	40
<ul style="list-style-type: none"> • Portfolio showcasing previous work of similar assignments with minimum 3 reference letters. 	20
<ul style="list-style-type: none"> • CVs of team/individuals supported by letters or individual portfolio showcasing personal work experience. 	20
Design Methodology	40
<ul style="list-style-type: none"> • Brief methodology on how the work will be approached and conducted, including frameworks and platforms to be utilized. • Proposed delivery timeline for the website. 	
Total	100

9. Duration of services and terms of payment

The payment of the consultancy would not be made as a lump sum figure; it will be based on the deliverables. Accordingly, payments would be made upon completion of the outputs as stated below:

Output 1: Upon approval of design template by MED-15% of the contract value.

Output 2: Upon submission of fully tested website- 80% of the contract value, with configuration documentation and guidelines; and handover of full admin rights.

Output 3: Upon completion of service contract for bug fixing and approval by MED- 05% of the contract value.

10. Intellectual property

The Consultant 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. MED will not bear any responsibility for the Consultant's illegal or inappropriate use of copyrighted material and the Consultant agrees to bear full responsibility for any consequences for such actions.

The website and all related material shall remain the sole property of the Ministry of Economic Development.
