Clubs/Associations Management System

Terms of Reference

Introduction

Ministry of Youth, Sports and Community Empowerment (MoYSCE) has the mandate to register and keep records of all sports, as well as civil society organisations, associations, and clubs functioning in the Maldives. It is the responsibility of the relevant departments of the Ministry to make the process of applying to register clubs/associations easy and transparent to the users. As such, it is imperative that the Ministry provides options for users to submit applications from anywhere in the Maldives.

In order to make it easy for users to submit registration applications and make payments related to registration and other fees, also to check the status of their applications, the Ministry is working towards making an online portal where users can apply for registration of clubs/associations, and also for relevant staff of the Ministry to manage, update and keep records of the registrations and registered clubs/associations in a more efficient way.

The purpose of the project is to develop an application to manage the function of registration of clubs/associations under the Ministry of Youth, Sports and Community Empowerment. The project will include development of an application to enable public users to submit for registration of both sports and civil society clubs/associations online, and the enable staff of the Ministry to manage the applications received. It would enable the users informed and updated progress and status of their applications.

Scope

With guidance from Ministry of Youth, Sports and Community Empowerment, the consultant is required to develop and online web-based system to automate the service related to registration of clubs/associations. Key Service identified to be developed for this system are listed in Annex 1 of this TOR.

In developing the application, the consultant should recommend methods to improve user friendliness, system performance and the scalability of the system. The consultant should give consideration to the following.

1. Use existing applications where possible to integrate with this application, so as to minimise duplication of data. For example, integration with DNR system where necessary for individuals information, BOLI system for registered businesses.
2. Ensure the integration with eFaas system which is being used as the single sign-on service for all government organizations services
3. The application should be compatible with other systems already existing within the Ministry of Youth, Sports and Community Empowerment
4. Ensure that database developed are structures in such a way that it is easy to manage and optimise system performance

5. Should adhere to the technical specification in Annex 2 of this TOR
6. The applications should be **Multilingual**; the front-end of this project will be in both English and Dhivehi.

After Sale Service and Maintenance

The consultant should be available to assist the MoYSCE for a period of 12 months after the delivery of application, to fix bugs and minor alterations as and when needed. Thereafter the MoYSCE will take the responsibility of making any changes to the systems or can choose to enter into maintenance contract with the consultant or a third party.

Output

At the end of the consultancy period, the following outputs shall be delivered,

- A web-based online application to apply, manage and issue registrations of clubs/associations
- Online interfaces developed for the online functions mentioned in annex 1
- Management interfaces for all Admin functions mentioned in annex 1
- All features after full test, in acceptable condition, should be made available at the end of the consultancy period
- Systems Requirements Documents for all functions mentioned in Annex 1
- User manuals for all functions mentioned in Annex 1
- System source code should be handed over to MoYSCE at the end of the consultancy period
- Training of all staff must be conducted within the testing phase of the project and trainings support shall be provided post deployment of the system
- Support tasks related to system hosting. System will be hosted in NCIT

Time Frame

- All works of the project has to be carried out within a duration of 3 (three) months from the date of contract (signing)

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- The consultant should provide a proposed work plan on how the tasks and output will be delivered at the beginning of the contract

Reporting Arrangement

- The consultant should work closely with MoYSCE, specifically the technical team at the ministry.
- The consultant should report on a regular basis to designated officials from MoYSCE. Both parties will designate a focal point for the project and consultant should be responsible for regular reporting
- The consultant shall meet with the MoYSCE at least once a month to provide update on the progress

General Qualifications

The consulting party should have members with the following qualifications

- At least a diploma in Software engineering or related area and minimum 3 years of experience
- Demonstrate fluency in the chosen language of development
- Experience in database development
- Good documentation skills
- Ability to work in a team

Annex 1: Key Functions

Portal	Function	Details
Public View	Club Information	• Club / Association Name availability check • Profile • Events • Achievements • Board member • Club / Association rules and regulation
Online portal	User Management	• The system should user Governments Single Sign on Service, eFaas to login to the system
Online portal	Clubs/Associations registration	• Registration of name, • Registration of logo, stamp, flag (similarity check) • Registration of board (Hin'gaa Committee) • Print certificates (e-certificates) • Resubmit incomplete applications
Online portal	Suspension/Termination of Clubs/Associations	• Apply online for suspension/termination
Online portal	Edit Clubs/Associations information	• Apply for information change with necessary attachments • May include name, address, board and other information
Online portal	Quarterly Reports (only Sports Associations)	• In case of associations only o Either upload or enter information needed for quarterly report
Online portal	Quarterly Budget Reports (only Sports Associations)	• In case of associations only o Either upload or enter budget details report
Online Portal	National teams (only Sports Associations)	• In case of associations only o Enter specified details of national teams for each association (e.g.: Names, clubs, salary, etc.)
Online portal	Additional functions for Clubs/Associations	• Search and View registered clubs • Link and unlink clubs to registered associations
Online portal	Achievements	• Add Achievements
Online portal	Associations release (only Sports Associations)	• Release for national teams and activities
Online portal	Submit Annual Report	• Apply annual reports as required by the ministry
Online portal	Activities Calendar	• Add and maintain and activities calendar on the system
Online portal	Notifications	• Receive notifications on online portal at every stage of application processing

Online portal	Registration for activities	• Registered Clubs/Associations should be able to
		  o Fill and submit information needed for events
		  o Upload required documents

Admin portal	Roles Management	• Functions to give roles for management portal (relevant staff of MoYSCE) • Functions to remove roles when needed

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Admin portal	Registration Applications management	• Verification of online applications and documents received with applications • Approve applications (name registration, logo registration, etc.) • Mark applications incomplete (name registration, logo registration, etc.) • Reject applications (name registration, logo registration, etc.) (registrar for COS and CSO with not be same)
Admin portal	Issue registration certificate	• Issuance of certificate of club, logo, flag, etc. registrations (registrar for COS and CSO with not be same)
Admin portal	Achievements	• Verified achievements
Admin portal	Create activities for Clubs/Associations	• Create and publish events for Clubs/Associations to register online • Specific fixed information related to each event will be required. This will include specifying required attachments • View all received registrations • Export information on registrations of each activity separately
Admin portal	Sending Notifications	• System should send notifications at every stage of application processing • Management user should be able to send bulk SMS or emails to all or selected registered clubs when needed
Admin portal	Activities calendar	View all activities calendars for clubs View global calendar
Admin portal	Dash board and Reporting	• A dashboard with important information needed for senior management of MoYSCE should be available • Reports to track the processing of applications • If any payment is taken from the system report should be included to take the revenue generated at daily or monthly intervals • Any other reports specified by Ministry

Annex 2: Technical Specifications

This project should be developed in PHP

The database should be developed in MySQL and should be compatible with other systems that will be integrated with this application

The database should be created via SQL scripts. These include SQL used to generate the database, schema, data types, tables, views, functions, stored procedures and any other SQL script used

The system should use the Governments Single Sign-on Service, eFaas to authenticate users (both management and online users)

Documentation of all functions and stored procedures; description of the parameters, return type(s), pre-conditions, assumptions, errors that could be thrown and the explanation of what the function or stored procedure actually does, must be provided. Further, all externally called stored procedures should be indicated and this will form the Application Programming Interface (API) for the database

The owner of all the database source code will be solely Ministry. The fully documented source code shall be shared with Ministry by the consultant at all times. The source code includes all database SQL scripts and passwords.