

TERMS OF REFERENCE (ANNEX 1)

1. Introduction

The aim of the system is to provide an efficient method to evaluate housing scheme applications. The system will ensure that the information submitted by applicants are verified from relevant authorities. Evaluation and scoring will be calculated with the set criteria, which will ensure transparency in awarding of housing units.

2. Scope of Work

With the overall guidance and direction from NCIT and focal points assigned from the relevant Authorities the contractor is required to develop an online web-based portal for citizens and business entities to apply, receive and manage profiles on the Housing Request Management System (VEHI) detailed in ANNEX 2 of the TOR.

In developing the existing system, the contractor should recommend design methods to improve user-friendliness and versatility of the systems developed.

In developing the system, the contractor shall give due consideration to the following aspects.

- A. Draw business or individual information from existing master databases managed by the Government wherever possible (e.g. DNR database for individual information, MPAO database for employment records)
- B. Ensure that the enhanced functionalities developed under this contract are compatible with other systems that will be integrated under the project.
- C. Ensure that new functionalities developed are structured in such a way that it is easier to manage.
- D. In developing the system, factor in the recommendations and inputs from consultancy of both internal and external users, senior officials of NCIT, and other relevant authorities to ensure systems developments are made in line with policy and legal parameters and taking into consideration the view of users.
- E. Design and develop the system in a manner that will enhance system efficiency across all agencies identified for operation of the system and facilitate optimization of end-users experience.
- F. Adhere to the following technical requirements for system development.
 - 1) The application should be developed using PHP/Laravel and MySQL.

- 2) The portal should be responsive.
- 3) The database should be developed on MySQL Server and should be compatible with existing database structure and other systems that will be integrated under the project.
- 4) The system should use the NCIT Efaas system to authenticate users (both Official and Public users).
- 5) Test scripts/mechanisms must be provided that tests all system functions, procedures and any other code that is used in the development of modules.
- 6) 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.
- 7) All design documentations of the module including class diagrams and sequence diagrams should be provided.
- 8) The owner of all the source codes will be NCIT on behalf of the Government of Maldives. The fully documented source code shall be shared with NCIT as the contracting party by the contractor at all times. The source code includes related database schemas and SQL scripts.

3. Aftersales and Maintenance

The contractor shall assist NCIT for a minimum period of 3 months to troubleshoot, fix bugs and provide minor alterations (field additions) as and when needed. Thereafter, NCIT will undertake the responsibility of making any changes to the system and can choose to enter into a maintenance contract with the vendor or a third party.

4. Outputs

In consultation with NCIT, the successful bidder is expected to deliver the scope of work and outputs outlined in the terms of reference included in ANNEX 2 of the Bidder Information Sheet.

5. Project Delivery Duration

At the end of the consultancy period, the following outputs shall be delivered Bid validity and pricing.

- 1) A web based online system to ease the functionality
- 2) Online interfaces developed for all the services listed in ANNEX 2
- 3) All newly developed interfaces fully tested and made available for end-users
- 4) Systems Requirement Specifications (SRS) for all services modules listed in ANNEX 2

fully documented and made available to NCIT at the end of the reporting period. The SRS document shall factor in the recommendation provided during the course of the project.

- 5) System source codes developed shall be shared with and handed over to NCIT at the end of the consultancy period.

6. Timeframe

The work has to be carried out within a duration of 4 months from the date of contracting. The contractor shall submit a proposed work plan and schedule to deliver the tasks and outputs. It is expected that the first minimum viable product to be published within the first month.

7. Reporting arrangements

With the overall guidance from NCIT, the selected contractor shall work closely with the technical team and the system working group. The work shall be carried out as a joint collaboration between NCIT and related government agencies and the selected contractor.

The selected contractor shall report on a regular basis to designated officials from NCIT. The selected contractor shall appoint a team leader to manage the development work and will be responsible for regular reporting.

Every fortnight, the team leader on behalf of the selected contractor shall report the progress to the designated focal point in NCIT and Relevant Authorities.

The reporting arrangements for the first two weeks will be more frequent and as requested by NCIT.

8. General Qualifications

The selected contractor should have minimum 2 team members with the following minimum qualifications:

- 1) Should have a diploma or degree in software development with experience of minimum 3 -5 years and must be in practicing developer from 2010 to date. (Pre Qualification criteria requires **one member** with **more than 5 years** of **experience**. If this criteria is not met, the application will be **disqualified**).
- 2) Demonstrate fluency in using PHP/Laravel, MSSQL and MySQL, Javascript, HTML5 and CSS.
- 3) Experience in database development
- 4) Good documentation skills
- 5) Good communication skills and ability to collaborate with a government teams.

27th April 2021