



AGRO NATIONAL CORPORATION

MALE' REPUBLIC OF MALDIVES

TERMS OF REFERENCE

*Consultancy Service to Develop an Application
(7th June 2021)*

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1. BACKGROUND

In 2019, President Ibrahim Mohamed Solih launched the School breakfast programme for the State-owned Schools across the Maldives providing all students with a healthy breakfast. As of June 2019, the government managed to provide breakfast to 57,816 students in 203 schools across the country.

The Agro National Corporation (AgroNat), is a designated authority responsible to provide services and support for the Government School Breakfast Programme (GSBP), led by Ministry of Education. AgroNat, is sanctioned to provide various services to Schools located at the regional Atolls of the Republic of Maldives under the GSBP. In order to conduct the key operational and logistics procedures of the GSBP, AgroNat will carry out all necessary activities to fulfill its daily objective of ensuring Schools with Breakfast on time. This includes reporting to all the interested parties and stakeholders of the necessary information on a timely manner. AgroNat is undertaking efforts to strengthen its capacity and operation to enhance fulfillment and facilitation of the processes and activities allocated by the Ministry of Education in relation to GSBP. These activities are being implemented with support from the Ministry of Education and Ministry of Economic Development.

The AgroNat serves as a partner of the GSBP. Its mandated responsibilities cover a wide range of functions such as:

1. Allocate necessary resources to fulfill the GSBP component assigned by the Ministry of Education.
2. Facilitate end to end logistics to fulfill GSBP on a daily basis.
3. Liaison with designated Service Providers, who serve breakfast to Schools hired by Ministry of Education.
4. Seek to ensure consistency in maintaining and running its operation while achieving GSBP success towards national plans and strategies.
5. Implement operational procedures for an efficient mechanism to deliver GSBP objectives.
6. Act to achieve a successful GSBP for the 196 Schools located at Atolls of the Republic of Maldives, comprising of around 34,392 students.

2. OBJECTIVES OF THE ASSIGNMENT

The Application and its management are essential for carrying out the operational activities conducted by AgroNat in related to the Government School Breakfast Program (GSBP). Communication between the stakeholders of GSBP in implementing operational functions as well as in keeping updated on the status of GSBP activities throughout Government Schools within the regional Atolls of the Maldives. This Application will enhance the connections between stakeholders including government agencies, accredited entities, project proponents, various private sector service provider(s) and non-government organizations, amongst others. It will also help to enhance access to information, deliver a smooth operation, provide real-time operational task status, update necessary status of key important facts, measure staff performance, receive real-time updates and alerts to users, and a reporting mechanism to portray data analytics.

3. SCOPE OF WORKS

The consultant is expected to perform the following tasks:

1. Design and create an Application using an appropriate web development / mobile development framework, following modern design standards.
2. A Web application and a Mobile application (iOS and Android).
3. Ensure that selected users can easily use the system online through internet.
4. Develop all the necessary features, transactions, and reports of the Application.
5. Develop dashboards to portray reports and key performance indicators (KPI).
6. Implement a proper system to achieve the required purpose.
7. Create a user management facility that features a log-in facility and allows users to be granted different rights within the Application for various levels of users.
8. Host the Application (hosting space will be provided by AgroNat).
9. Train AgroNat staff on how to use the Application.
10. Submit a proposed work plan and schedule to deliver the tasks and outputs.

The Application should:

1. Be responsive and compatible with all mobile devices.
2. Be appealing, user friendly and clean.
3. Perform well on slow internet connections.
4. Be compatible with the latest versions of popular web browsers.
5. Be searchable in all aspects and areas.
6. Contain a proper database set of different types of data fields, tables, and ability to fulfil future data requirements.
7. Contain a provision to retrieve reports and dashboard for each user with assigned reports from a pool of reports.
8. Able to use mobile devices to upload images.
9. Include mobile applications compatible with iOS and Android.
10. The developer shall propose a system admin module with multiple levels of authorization.
11. Development shall start immediately upon approval of Design.
12. The developer shall provide bug fixing support for period of three (3) months from the time the Application is handed over to AgroNat.
13. At the time of Application handover, the developer shall hand over to AgroNat,
 - a) A clear source code with comments
 - b) A technical documentation including diagrams
 - c) A User Guide with screenshots.
14. Application should contain, or be linked, but is not limited to,
 - a) User friendly navigation bars
 - b) Ability to customize user screens
 - c) In-application alerts
 - d) Send alerts using SMS
 - e) In-application email feature
 - f) Transaction & Reports printing feature
 - g) Multi factor Authentication for user access
 - h) Able to change password by user (using OTP).

4. DELIVERABLES

1. The developer shall produce a detailed Requirement Analysis of the Application in discussion with AgroNat and present within 10 days from the date of award of contract.
2. The developer shall produce a Design for the Application within 10 days from approval of the Requirement Analysis by AgroNat.
3. Web Application and Mobile application for both IOS and Android platform.
4. User acceptance testing of the Application.
5. Information or training session for all users.
6. Complete project documentation and code transfer.

5. DESIRED CANDIDATES' QUALIFICATIONS AND EXPERIENCE

Applications are expected from suitably qualified team of consultants with the following composition:

1. Team leader
 - The team leader should be a holder of a minimum Undergraduate Degree in Information Technology, Information Systems, Software Development, or any other related Degree
 - Minimum three years relevant experience in similar work
 - Ability to design and develop technically sound databases and data models
 - Professional writing and graphic design skills would be an added advantage
 - Have professional Microsoft Word, Excel, and Power Point skills
 - Have a working knowledge of web and application development standards or frameworks
 - Able to apply and use an accepted project management technique and reporting mechanism throughout the project.
2. Developer
 - A holder of a minimum diploma in Information Technology, Information Systems, Software Development, or any other related field
 - Minimum three years relevant experience in similar work
 - Professional writing and graphic design skills would be an added advantage
 - Have a working knowledge of web and application development standards or frameworks
 - Able to apply and use an accepted project management technique and reporting mechanism throughout the project.
3. UI/UX Designer
 - Undergraduate degrees in graphic design, web design or user Interface design
 - Professional writing and graphic design skills would be an added advantage
 - Have a working knowledge of web and application development standards or frameworks
 - Must have professional work experience of at least five (05) years with minimum three (03) years' experience in designing websites, webapps and mobile apps
 - Previous experience working on similar projects will be an added advantage.

6. REPORTING

The consultant is expected to work closely with AgroNat ICT Unit, and the consultant will report directly to the Information Technology Manager (ITM).

The consultant shall conduct weekly progress update or presentations for ITM after commencement of Application development.

7. CONTRACT DURATION

The contract duration will be a maximum of ***three (3) months*** from the commencement of the assignment. It is expected that the first minimum viable product to be provided within ***60 days***.

8. TERMS OF PAYMENT

Payment shall be made in accordance with the completion of Deliverables.

Based on the progress of the tasks, payments will be released as per the following schedule.

Deliverable	Payment
Completion of deliverable 1 - Requirement Analysis	15% of the total
Completion of deliverable 2 - Design	10% of the total
Completion of deliverables; 3 and 4 – Applications & UAT	45% of the total
Completion of deliverables; 5, 6 (Training, Code transfer and Documentation handover) and all pending tasks	30% of the total

9. EVALUATION CRITERIA

All applications received will be assessed using the following criteria:

Specific experience of the Consultant (as a firm) relevant to the Assignment:

- The experience of the firm in developing websites, mobile apps, databases, or similar projects (Each point = 10 Marks) – 100 Marks
 - One similar project undertaken (with reference document(s) as a proof) – *5 Points*
 - 1 point for each additional project experience, up to 5 (with reference document(s) as a proof) additional projects – *5 Points*

The firm or team should consist of the following key personnel:

Team Leader – 40 Marks

- Masters in Information Technology, Computer Application, or other relevant field with knowledge of software development – *10 Marks*

- Over 10 year’s professional experience in Software Development or Information Technology – 10 Marks
- Task specific experience in MIS Application/ Software including mobile app development – 5 Marks
- Professional certification in Database Administration such as MySQL or Oracle DBA certification – 5 Marks
- Professional certification in Application development such as Microsoft Certified Solutions Developer – 5 Marks
- Priority will be given to candidates with professional certification and experience with similar application development projects – 5 Marks

Co Team Leader – 30 Marks

- Undergraduate degrees in computer science with software development – 15 Marks
- Must have professional work experience of at least five (05) years with minimum three (03) years’ experience in creating and managing websites, webapps and mobile apps – 10 Marks
- Previous experience working on similar projects will be an added advantage – 5 Marks

UI/UX Designer – 30 Marks

- Undergraduate degrees in graphic design, web design or user Interface design – 15 Marks
- Must have professional work experience of at least five (05) years with minimum three (03) years’ experience in designing websites, webapps and mobile apps – 10 Marks
- Previous experience working on similar projects will be an added advantage – 5 Marks

Technical criteria for evaluation.

Criteria	Marks allocation
Company profile / experience	25 %
Team proposed for the project	55 %
Price	20 %

Minimum 50 marks is needed from, ‘company profile/experience’ and ‘team proposed for the project’ criteria.

Providing valid attested or stamped documents will be looked for during the evaluation process as a proof to represent an experience or a qualification.

10. APPLICATIONS / REQUIRED DOCUMENTS

Interested consultants may submit the expressions of interest indicating the following required information documents.

Any bids submitted without the required documents will be automatically disqualified.

1. CVs of the consultant or team of consultants
2. Valid reference letters from the clients for the relevant assignments carried out in the past is required
3. Attested copies of educational qualifications
4. Copy of company registration certificate

5. Business profile sheet issued by the Ministry of Economic Development with business owner/ shareholders /partners information
6. GST/BPT registration certificate
7. Company profile
8. Proposed work plan, timeline, and methodology
9. Total cost of the assignment (cost breakdowns for all assignments as indicated in the deliverables is highly preferred).

11. SERVICES PROVIDED BY THE CLIENT

AgroNat shall at the time of Requirement Analysis, provide the developer with required information and assistance.

AgroNat 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. AgroNat 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 Application developed shall remain sole property of the AgroNat.

13. CLARIFICATIONS

For any queries, please email to the following address before *1600hrs* on *12th June 2021*. Answers will be provided to all queries received before the deadline and will be made available through email to all parties registered for the information session.

Agro National Corporation
Email: info@agronational.mv
Phone: +(960) 3030 400

14. SUBMISSION OF PROPOSAL

Proposals must be emailed with password protected Zip or Pdf files, to info@agronational.mv, on *14th June 2021* at *1300hrs.*, Maldivian time.

Physical submission is not preferred.

Late proposals will be rejected.

Proposals will be opened in the presence of the proponents' representatives who choose to be present at the Zoom meeting at the time of proposal opening. Zoom meeting link will be shared to parties who email bid

documents. Only one person from each bidding party will be allowed to join the bid collection meeting. During the meeting password shall be asked in real-time to open the document(s).