Capital Market Development Authority

Republic of Maldives

Developing CMDA's Website and a Market Disclosure Platform

A. Background

CMDA is an independent institution established under the Maldives Securities Act 2/2006 for developing and regulating the capital market in the Maldives. The CMDA has statutory powers to license securities market intermediaries including brokers, dealers, investment advisers, asset managers, custodians, credit rating agencies as well as stock exchanges and central depositories. The CMDA also has the mandate for supervision of the Maldives Pension Retirement Scheme (MRPS) under the Maldives Pension Act 8/2009.

CMDA's website is the mainstream medium to pass information material to market intermediaries and stakeholders. As part of its strategic development effort, CMDA is planning to revamp its current website with enhanced versatility and user experience.

B. Objectives

The aim for this new website and disclosure platform as proposed in this TOR is to enhance user experience and interaction compared to the current website. CMDA is inviting proposals from qualified companies with a track record of success in designing and producing digital solutions that can aid in developing a new website at www.cmda.gov.mv. The new solutions should provide a fluid and responsive website, further enhancing the functionalities compared to the current website to make it more organized, attractive and user-friendly.

C. Duration

● The duration of the project is 3 months.

#	Area	Requirements
1	CMS functionality & design	❏ Following the CMDA branding guidelines, propose a new look and feel for the CMDA site using a wireframe that caters to the functionalities outlined in this TOR. This also includes developing a graphic concept and the visual language of the new templates. ❏ Develop the website as per the design and functionalities proposed using the wireframe and approved by CMDA. ❏ Should support Dhivehi language site including left-to-right switching (have a dedicated button for viewers) ❏ Must use the latest version ❏ Ability to add/ edit/ customize homepage/ web pages content via CMS (HTML, CSS, JavaScript)
2	Design	❏ Maintain a consistent visual language throughout the new site by introducing fixed styles in templates ensuring consistency in fonts, formatting, icons, images, layout techniques. ❏ Responsive menu bar ❏ Must be fluid and fully responsive (Able to respond to different screen sizes) ❏ To create responsive CSS and graphic design elements and to integrate CSS/ graphic design ❏ CMDA's social media should be integrated the website ▪ Able to add styles to the tables and make them responsive ▪ Accordion, lists, tables and dropdowns should be able to support additional styles

3	Additional features	❏ Easily manage current/ previous staff information & display on relevant pages/ generate organizational chart & staff directory
		❏ Comprehensive 'contact us' page & form with validation
		❏ Manage CMDA training calendar
		❏ Website administrators should be able to view website statistics like page views and document downloads.
4	Optimize for search engines/ Search functionality and analytics	❏ Conduct website performance tests for page speed, loading and compatibility
		❏ Search engine optimization
		❏ Able to search web pages, documents and gallery by categories, date or enhanced functionalities.
		❏ Integrate Google analytics to enable tracking of website traffic.
5	Footer and sidebar	❏ Able to edit all information from CMS with improved design
6	Support of images, other media & fonts	❏ Able to support images, videos, relevant fonts & Dhivehi font
		❏ Should be able to edit the information content of images and media via CMS (example: add hyperlink)
		❏ Support display of GIFS
7	Slider	❏ Able to upload images to the website sliders with caption and hyperlink to pages, gallery, etc.
8	Gallery	❏ Enhanced and attractive gallery
		❏ Able to upload pictures as single entry or batch entry using CMS into albums

#	Area	Requirements
9	Security and vulnerability	❏ Function to check and fix all the vulnerabilities and faults in the website
10	Login	❏ Manage CMS users, assign roles ❏ Assign page edit access to different roles/ users with centralized approval (role)
11	Integrate with disclosure platform & support other APIs	❏ Develop and Integrate disclosure platform to effectively and efficiently facilitate disclosures to market intermediaries ❏ Displaying data from APIs
12	Short training	❏ Train 2 staffs with the new website functionality
13	User Manual	❏ Develop User Manual for the new website
14	Support and maintenance	❏ Must provide support and maintenance for 6 months after going live
15	Source code handover	❏ Full ownership of source code including all developed libraries and any other materials developed under the project shall be handed over to CMDA

Deliverables (Disclosure Platform)

#	Area	Requirements

1	Functionality & design	❏ Following the CMDA branding guidelines, design the disclosure platform with a modern and interactive look and feel that caters to the different functionalities outlined in this TOR. This should complement a compelling graphic concept and visual language for the templates. ❏ Should support Dhivehi language site including left-to-right switching (have a dedicated button for viewers) ❏ Must use the latest version of frameworks/ CMS and/ or languages ❏ Ability to add/ edit/ customize homepage/ web page content via CMS (HTML, CSS, JavaScript)
2	Design	❏ Maintain a consistent visual language throughout the new site by introducing fixed styles in templates ensuring consistency in fonts, formatting, icons, images, layout techniques. ❏ Attractive homepage design with most recent disclosures featured ❏ Responsive menu bar ❏ Must be fluid and fully responsive (Able to respond to different screen sizes) ❏ To create responsive CSS and graphic design elements and to integrate CSS/ graphic design
3	Additional features	❏ User profiles for Regulator/ Issuers with their respective disclosures ❏ Manage Disclosure Calendar ❏ Website administrators should be able to view website statistics like page views and document downloads (Analytics).

4	Optimize for search engines/ Search functionality	❑ Conduct website performance tests for page speed, loading and compatibility, ❑ Search engine optimization ❑ Able to search/ filter disclosures/ documents by categories, date, user or enhanced functionalities. ❑ Integrate Google analytics to enable tracking of website traffic.
5	Footer and sidebar	❑ Able to edit all links and optimize internal links
6	Document viewing and managing documents	❑ Document viewer (without downloading) with enhanced functionality such as search, download, responsive display ❑ Role based permissions to manage documents in the platform
7	Security and vulnerability	❑ Function to check and fix all the vulnerabilities and faults in the platform
8	Login	❑ Create user accounts and assign roles ❑ Role based permissions
9	Integrate with CMDA's website and provide API	❑ Display relevant disclosures on CMDA's website ❑ Should provide API (with rate limiting/ authentication) for all public information provided through the platform ❑ Provide API analytics
10	Short training	❑ Train 6 staffs with the platform
11	User Manual	❑ Develop User Manual for the platform for each role

12	Support and maintenance	❏ Must provide support and maintenance for 6 months after going live
13	Source code handover	❏ Full ownership of source code including all developed libraries and any other materials developed under the project shall be handed over to CMDA

- The successful company will participate in a debriefing session with the CMDA team to understand the overall project expectations.
- Based on the debriefing session and this TOR, the company/entity will develop a design concept using a wireframe for the new look and feel and share at least three proposals. Additionally, the company/ entity will propose at least two hosting options with automated backup and present their cost and features.
- The company will adjust the chosen concept based on feedback and comments from the CMDA team.
- The vendor will develop the site, adapting it to the different components outlined in the section "deliverables" and adjusting it based on feedback and comments from the CMDA team.
- To create new/integrate and or adapt existing responsive CSS and graphic design elements.
- Development of web sections and content upload.
- All code should be commented and should follow programming best practices.
- Integration and final approval by CMDA.
- Test site before going live.

E. EVALUATION AND SELECTION PROCESS - Total 100 points

Submissions will be evaluated first by **Technical Offer** after which if qualified will then proceed to evaluation of **Financial Offer.**

F. **Evaluation of Technical Offer (Phase One and Phase Two)– Total 70 points**

1. **Phase 1 – Evaluation of Firm**

- The work presented in the firm's portfolio will be evaluated to assess the quality of the company's work [20 points];

Points should be allocated for each portfolio item as given below:

Criteria	Points
Technical functionality (0.5 Points each) (Search, Photo gallery, Media Library, forms, Event Calendar, Social Sharing Tool, location map, news)	4
Database Complexity (1 point per each) (Submit Database, Structure Diagrams)	2
Overall Appearance, (1 point per each) User interface of site, aesthetics and use of graphics and other visual elements	4
Use of security and safety measures) (1 point per each) (CMS Latest Version, SSL, Access Control Privileges	3
Mobile friendliness (1.5 per each) (Responsiveness, Visuals Design,)	3
Functionality of CMS (1 point per each) (Role based page editing, edit history management, User Friendliness, CMS Updating options) (1 point per each)	4

- References received by the company evaluated based on number & quality of work [10 points];

Points should be allocated for each reference as given below:

Criteria	Points
Related references received by the interested company (5 Points)	1 point for each reference **Note:** - Maximum 5 points for this criterion (Cannot exceed this limit) - No points for references by individuals

Quality of work given under references (5 Points)	Points should be allocated for each work item/project listed under references:
	<table><tr><th>Criteria</th><th>Points</th></tr><tr><td>Task size, scope & Complexity (Integration, Functionality</td><td>3</td></tr><tr><td>Relevance (similar institutions)</td><td>2</td></tr></table>

Formula to get total points for phase one:

Total points received for phase one = (Sum of all points for each individual portfolio item divided by total number of portfolio items) + Points received for number of References + (Sum of all points for each individual work item or Project listed under references divided by total number of items)

2. **Phase 2 – Evaluation of Individual Team Members: (Total 40 points for this phase)**
● Experience and qualifications of the team proposed to deliver the work by the company. This part of the evaluation will be based on the CVs of the individuals comprising the team that need to be shared by the firm in their proposal [40 points];

Points should be allocated by number of Team members:

Criteria	Points
Number of Team members (3 points**)**	3 Members: 1 4 Members: 2 5 Members or more: 3

Points should be allocated for each member as given below:

Criteria	Points
Educational qualifications (3 points)	MNQF Level 4: 1 MNQF Level 5 to 6: 2

	MNQF Level 7 or higher: 3
Experience in related fields (3 Points) (Web development, Graphics design, programming)	2 years: 1 3 years: 2 4 years or higher: 3
Specialized Skills. (5 Points) (Exposure to relevant software, Coding, Design, HTML/CSS skills, Database skills, Responsive design skills, JavaScript skills, Testing / debugging skills, Back-end basics, Search engine optimization	1 point for each special skill (Must have supporting documents) Note: - Maximum 5 points for this criterion (Cannot exceed this limit)
References (6 points) (Minimum 2 Reference letters)	Points should be allocated for each work item/project listed under references: Average Of All reference **Criteria** / **Points** table below Note: - No points for references from individuals

Table inside References cell:

Criteria	Points
Task size, scope & Complexity (Integration, Functionality	3
Relevance (similar institutions)	3

Individual portfolio of work (20 points)	Points should be allocated for each portfolio item of each member as given below:	
	Criteria	Points
	Technical functionality (search, Photo gallery, Media Library, forms, Event Calendar, Social Sharing Tool, location map, News) 0.5 points per each	4
	Database Complexity (Submit Structure diagram)	2
	Overall Appearance, User interface of site, aesthetics and use of graphics and other visual elements (1 point per each)	4
	Use of security and safety measures (CMS Latest Version, SSL, Access Control Privileges)	3
	Mobile friendliness (Responsiveness, Visuals Design) 1.5 point per each	3
	Functionality of CMS (Role based page editing, edit history management, User Friendliness, CMS Updating options) (1 point per each)	4

Formula to get total points for phase Two:

Total points received for phase Two = (((Sum of all points for each individual work portfolio item for each member divided by total number of portfolio items in that particular portfolio) + (Sum of all points for each individual work item or Project listed under references divided by total number of items) + Total Points received for other individual member criterion) divided by total number of team members) + Points received for number of Team members

G. **Qualification for Evaluation of Financial Offer**

In order to qualify for further consideration, the company must accomplish a minimum score of 50 points in the technical offer (Sum of Phase one & Phase two).

Formula to get Technical Offer Points:

Total Points for Technical offer = (Sum of points received for Phase One and Phase Two)

H. **Evaluation of Financial Offer (Phase 3) – Total 30 Points**

The financial offer will account for a maximum of 30 points.

Criteria	Points
Evaluated based on lowest price	30

- **Bid will be awarded to the company that scores highest points from all Three Phases.**

I. **DOCUMENTS TO BE INCLUDED**

If you have the required qualifications and are interested in this contract, please submit:

- A proposal describing the previous work done in this area including;
  - A portfolio of previous work of websites with similar functionalities developed including references received by the company; (CD(s) with functional websites or Live URLs should be provided, including documents detailing the frameworks/ CMS/ languages used in development and supporting documents for the evaluation criteria of Phase 1)
  - CVs of the lead developer and other team members (such as junior developers, graphical integrators, graphic designers) for the project to be included in the proposal; – (Minimum 2 Team members mandatory - Include Individual references and portfolio of work)

- Tax Clearance Report, Shareholders' information and a copy of Company Registration certificate must be submitted to the following address in a sealed envelope.

- A separate financial proposal to address the work. The lump-sum fee which is proposed for the project should indicate the breakdown of all costs as per sample table given below. This fee should be inclusive of ALL considerations.

#	Deliverable	Price
1		
2		
3		
4		
5		
...		
Total:		

Submission Deadline: Before 10:00hrs, 02 September 2021. For more information, contact us on 3336619. 3014124

For more information:

Capital Market Development Authority

3rd floor, H. Orchid,

Ameer Ahmed Magu, Male,

20095

Republic of Maldives

Note:

- Write on the top left corner of the envelope "Proposal for Upgrading CMDA's Website 2021"

- Each of the submissions should be made in two separate envelopes for technical offer and financial offer (indicating; DO NOT OPEN IN ADVANCE). Offers that are not submitted separately or which fail to provide any of the required documents will be deemed as disqualified and will not be assessed further.

- Financial offers should have a 'breakdown' table of deliverables (Refer table above) with price for each deliverable and total sum for the project. (If any deliverable is not completed on time or in accordance with CMDA standards then the Authority reserves the right to withhold / reduce payment for the deliverable as per price given in the table.)

- Company and Individual Portfolio work including References should not contain duplicates.

18th August 2021

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