بسم الله الرحمن الرحيم

REQUEST FOR PROPOSALS ON IT CONSULTANCY SERVICE

With reference to the announcement no (IUL)202-A/1/2021/72 published on 16th August 2021 was canceled due to no proposals have been received.

Maldives Transport Authority is seeking a well-qualified and experienced ICT Consultant to work closely and assist the in-house IT section of the Maldives Transport Authority.

The primary responsibility will be in the development cycle of new online service applications, web-based services, and enhancements to an existing information system upgrading works.

The detailed Terms of Reference for the consultancy has been attached to this advertisement.

Parties interested in providing this service shall submit the proposals by emailing to hr.mta@transport.gov.mv before 14:00 hours, 05th September 2021.

Maldives Transport Authority

Republic of Maldives

بسم الله الرحمن الرحيم

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REQUEST FOR PROPOSALS ON

IT Consultancy Service to support IT operations of the Maldives Transport Authority.

SECTION 1

1. HIRING OFFICE

Maldives Transport Authority (MTA)

2. PURPOSE OF CONSULTANCY

Maldives Transport Authority is seeking a well-qualified and experienced ICT Consultant to work closely and assist the in-house IT section of the Maldives Transport Authority.

The primary responsibility will be in the development cycle of new online service applications, web-based services, and enhancements to an existing information system upgrading works.

To design, implement, and test solutions that result in compelling, easy to use applications and web-based services to improve the quality of service delivery to the citizens and the quality of work of the Maldives Transport Authority to meet the aspirations of the general public in real-time basis and to streamline the work with middleman free environment.

3. SCOPE OF WORK (Description of services, activities, or outputs)

3.1. Scope and diversity of assignment:

- Gather system requirements for the unsolved problems and existing information systems to better automate and standardize business functions by conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle.

- Investigate, analyze and make recommendations to management regarding technology improvements, upgrades, and modifications.

- Determine operational feasibility while evaluating analysis, problem definition, requirements, solution development, and proposed solutions.

- Development of software application systems as per the management requirements.

- Work with end-users and internal staff to provide proactive support to resolve issues effectively and efficiently.

- Write, revise and maintain software program documentation, operations documentation, and user guides in accordance with standards.

- Develop a mobile application for the online services to ease the user experience for its users. Improve operations by conducting systems analysis; recommending changes in policies and procedures.

- Provide information by collecting, analyzing, and summarizing development and service issues.

4. TIME FRAME

One year (Renewable contract based on performance).

5. WORK HOURS

Working hours in Maldives Transport Authority in Male' shall be 08:00 to 14:00 from Sunday to Thursday excluding the Government holidays.

6. PLACES WHERE SERVICES ARE TO BE DELIVERED

The consultant shall be working at the Maldives Transport Authority (MTA).

7. DELIVERY DATES AND HOW WORK WILL BE DELIVERED

Milestones, outputs, and deliverable target dates will be assigned upon recruitment. Consultant will deliver the work in a monthly basis based on the assigned targets by monthly.

8. MONITORING AND PROGRESS CONTROL, INCLUDING REPORTING REQUIREMENTS, PERIODICITY FORMAT AND DEADLINE

The Consultant will be supervised by MTA and is expected to work closely with the Ministry.

The Consultant will be responsible for the quality and timeliness of the outputs but will receive support from MTA.

9. REQUIRED EXPERTISE, QUALIFICATIONS AND COMPETENCIES, INCLUDING LANGUAGE REQUIREMENTS

The bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described in this RFP. The Bid must be complete in all respects and should cover the entire scope of work as stipulated in this document. Parties who do not meet the Eligibility Criteria will not be considered for further evaluation.

9.1 Competency and Required Experience:

1. Relevant IT qualification with a minimum of 5 years' experience.

2. Knowledge of handling databases and extracting data from databases developed on MS SQL Server.

3. Knowledge and expertise in data migration work

4. Demonstrate fluency in using PHP Laravel programming language and MySQL/MariaDB and other related software.

9.2 Additional Competencies: (evaluated in the interview)

1. Strong programming background with knowledge in modular based programming and use of emerging trends.

2. Good graphics skills and knowledge in UI design to improve usability.

3. Mobile Application Development skills for both IOS and Android.

4. Knowledge in full software development cycle including project formulating, version control and maintenance after deployment.

5. Project Management Skills – Good planning, scheduling, and analytic skills.

6. Good writing skills in Dhivehi and English.

7. Preferences would be given to individuals with demonstrated skills in implementing unit testing and integration testing.

8. Data security knowledge and experience

9. Good documentation skills.

10. Ability to work in a team.

10. INPUTS / SERVICES TO BE PROVIDED BY IMPLEMENTING PARTNER (E.G. SUPPORT SERVICES, OFFICE SPACE, EQUIPMENT), IF APPLICABLE

10.1 Consultant:

- Fulfil the terms stipulated in the contract and the ToR through review of

data, documents, email communications, Teams calls and meetings.
- Maintain close contact with MTA.
- Communicate any complications regarding the assignment as soon as possible.
- Provide contact details that allow MTA to get in contact with the Consultant at any time during the consultancy.

10.2 Maldives Transport Authority:

- Assign a focal point to work with the Consultant.
- Provide the relevant documents.
    - Referral document stating
        - the appointment of consultant
        - nature of consultancy
        - duration of the project
        - request for compliance to the Consultants requests for data, information, reports, policy/procedures/guideline documents required
    - MTA's internal policies, procedures, and guidelines, including updates therein, to adhere to while executing the responsibilities of this TOR.
- Facilitate communications to gather data as required for the report
- Monitor and facilitate the progress of the assignment
- Review and provide comments to the deliverables in a timely manner
- Facilitate necessary contacts
- *Make payments upon completion of assigned deliverables.*

11.   OTHER RELEVANT INFORMATION OR SPECIAL CONDITIONS, IF ANY

The other conditions that may apply in the undertaking of the assignment include:

11.1 Basis of payment:

Payments based on acceptance of the deliverables following submission of monthly invoices.

11.2 Language   of   reports/publications and   other   documentation   and   working language in country of assignment:

English and Dhivehi

11.3 Ownership of output:

Maldives Transport Authority

12. EVALUATION CRITERIA

The candidate shall be evaluated in the following categories.

a) Educational Qualification: 15%.
   (relevant Degree and above = 15 points, Diploma=8 points).

b) Competency and Required Experience: 35%.
   Work experience will be evaluated based on number and relevancy of references submitted. Bids with the most number of relevant references will be awarded 100% for this section with other respective bids receiving marks in proportion

c) Practical Exam: 20%

d) Interview: 30%

13. PAYMENT

Monthly payment shall be between MVR30,000 to MVR35,000 which will be based on qualification and experience. Price shall remain fixed during the contract period. There shall be no increase in price for any reason whatsoever. Therefore, no request for any escalation of the price shall be entertained.

Payment will be subject to completion and acceptance of the work by MTA.

14. ADDRESS FOR COMMUNICATION:

Maldives Transport Authority
M.Chambeylee Villa (2nd floor)
Majeedhee Magu
Male' 20337
Republic of Maldives

15. SUBMITTAL:

Proposals shall be submitted latest on 5th September 2021, at 14:00 hours, by emailing to
hr.mta@transport.gov.mv

SECTION 2

Form 1 – Checklist

#	List of Documents to be Submitted	☐ ☐	Page No.
1.	Bid Submission Form 2		
2.	ID card copy		
3.	Profile of applicant		
4.	If there is a relative working in the Ministry of any Departments of the Ministry, please submit a letter stating the name and relation of the said employee.		
5.	Work Experience documents in the relevant field. Showing duration of relevant experience.		

Form 2 – Bid Submission Form

1.	Bidders Information			
1.1.	Name			
1.4.	Address			
1.5.	Phone		1.6. Email	
2.	Bid Information			
2.2.	Announcement Number		(IUL)202-A/1/2021/84	
4.	Bidders Declaration			
4.1.	I submit the bid to provide the proposed service /scope work at above mentioned.			
4.2.	I agree to commence and complete the service/proposed work according to the ToR.			
4.3.	I agree to sign and enforce the agreement accordingly within the validity period of 60 (Sixty) days after bid submission date.			
4.4.	I agree that the aims, objectives, outputs, deliverables specified in this ToR will be met. I accept that MTA reserves the right to reject this proposal should this requirement be found unfulfilled.			

Name		
Designation		
Signature		
Date		

Previous Relevant Work Experience

Detail of Relevant Work Experience				
#	Project Name/ Designation	Client Detail	Year	Duration

Note:

ToR experience to counted for eligibility and evaluation, letters/certificates which shows the duration and other details like programing language, type of database used etc. must be included for every project in this table.