



MINISTRY OF NATIONAL PLANNING HOUSING AND INFRASTRUCTURE
MALE', REPUBLIC OF MALDIVES

TERMS OF REFERENCE
TENANCY PORTAL & DATABASE SYSTEM DEVELOPMENT

1. GENERAL INFORMATION AND BACKGROUND

The Ministry of National Planning, Housing and Infrastructure (MNPHI) has completed and submitted the Residential Tenancy Bill to the parliament and now the bill has been passed. The bill has been ratified on 18 November 2021.

2. OBJECTIVE

To ease the work and procedures that are required to be done by the councils and as it is stated in the law to develop a portal & database where the residential permit issued properties can be viewed for the public we are seeking for developers to deliver this task.

3. SCOPE OF WORK

Developer shall perform the following tasks and responsibilities coordinating with the MNPHI team.

1. The application consists mainly following component
 - a. API
 - b. Web Components
 - c. Databases
2. Develop API s that integrated to application use by local Authorities or Integrated APIs of local Authorities into system
3. Design and create a web portal with a database using an appropriate web development framework, following modern web design standards.
4. Web portal and database should be designed in a way that MNPHI can later develop a mobile application.
5. Regularly report to the MNPHI Team on the process of the software development.
6. Create a user management facility that features a log-in facility and allows users to be granted different rights on the web portal for three level users;
7. Providing technical assessment, feedback and recommendations related to the progress of work done.
8. Performing initial application testing/debugging, in particular unit testing and integration tests procedures in addition to regression testing whenever required.
9. Performing the database design/modifications and implementation of the various database objects and functionalities that are to support the application development effort and requirements.
10. Preparing and submitting the required technical deliverable, in particular the detailed design reports, the application source codes, the test result log, and other documents and artifacts as detailed in the deliverable section below.
11. Being ready to work on a testing host server to put the developed version and any new software changes daily.
12. Training staff designated by MNPHI for the use of the final version.

13. Perform any other tasks requested by MNPHI related to the development of the software.
14. Performing all fixes/new components required by the MNPHI during the agreed duration.
15. **Portal** - A user friendly, web-accessible interface
16. **User Registration** - MNPHI admin login/ Council logins / user creation for all councils, where the councils can enter the required data to the database, councils can manage their respect islands permitted properties lists only. Ministry should be given access to the database containing all permitted properties lists in Maldives
 - Council users should be able to add residential tenancy for their jurisdiction.
 - Council users can update owner information of residential tenancies.
 - Council users can update information of the residential tenancies.
 - Publish residency tenancy permitted addresses with geo locations.
 - Online users should be able to view all the registered residential tenancies.
 - Online users should be able to search all the registered residential tenancies.
 - MNPHI users should be able to generate statistics on residential tenancy permitted properties
17. **Data Entry and Data Displayed for Public** - The councils will be entering data in on residential tenancy permit issued properties (Name, location; street name, island) and permit issued person's name, also should be able to identify vacant and occupied properties these should be viewable to public.
18. **Data Entry and Data that are not displayed for public** - In addition some other data like (permitted duration, rented amount etc.) must also be entered by the councils but these data are not to be displayed to public only used for database for further analytics when generating annual reports
19. **Database** - A secure database with data analysis functions.
20. **Search Function** - The online portal should be easily navigable, permitted properties should be viewable island wise and include a search function using keywords strings and search engines.
21. **Representation** – Extractable charts, graphs and visual interaction for reporting.
22. **Compatibility** - The web portal should be designed to compatible with major web browsers and phone browsers
23. **Accessibility** - Ensure that the enhanced functionality developed portal / database compatible with other systems that will be integrated. (API Accessible)

4. **TIME FRAME**

The bidder should propose detail time frame for completing the project including milestones of this project and shall be completed by 18 May 2022, starting from the commencement of the project.

5. FEE PROPOSAL AND PAYMENTS

The Bidder is expected to include the lump sum fee to carry out the tasks specified on the TOR on their proposal. The price proposed must be stated in both writing and in figure, and any proposal which has unclear statements, may be rejected. The payments are made upon satisfactory completion and acceptance by MNPHI for the deliverables.

The details as following:

No.	Phase (Deliverables / Conditions)	Fee (%)	Sum Up (%)
1.	Advance Payment	15%	15%
2.	Approval of Interface	15%	30%
3.	Completion and Submission of application for beta testing	20%	50%
4.	Approval of beta testing	30%	80%
5.	Final Installation and handing over	20%	100%

6. REPORTING ARRANGEMENTS

The bidder will work under the overall guidance and direct supervision of the MNPHI Team. As the project will be time constrained, the bidder shall provide weekly update on the progress during the project.

7. TECHNICAL QUALIFICATIONS

1. The team should consist of the following of Lead Developer at the minimum; this does not restrict other employees from working on the project but only lead developers experience and academic qualifications will be considered in evaluation process. The lead developer is required to be Maldivian.

ROLE	EXPERIENCE REQUIREMENT	ACADEMIC QUALIFICATION
Lead Developer	At least 5 years of experience directing the development team in design, development, coding, testing, and debugging.	Minimum undergraduate degree in information technology, information systems, software development or any other related degree.

8. EXPECTED DELIVERABLES

Progress towards achieving each task during the contract will be monitored on a regular basis and with reference to a clear set of deliverables, including, where needed/applicable:

1. The Documentation about database procedures.
2. The Comments fields for all database tables
3. Application detailed design report
4. Issues Logs.
5. Weekly Progress Reports.

6. Finalized Coding Standards and Conventions Document.
7. Application test plans.
8. Feedback / Change Documentations
9. Source codes of the application.
10. End-of-mission report that concludes the mission and assesses it.
11. The Database: including the mdf and the ldf file, filled with the latest version of data.
12. Return All Data source after project.
13. Return all related electronic materials after the project.
14. The Technical documentation includes the installation documentation and the detailed application specifications document.
15. The Help program: user and administrator manual documentation and any other software training materials related to the developer and the user.
16. All user profiles and access credentials: including the administrator profile and any related password to the database or source code related to the software.
17. Procedure of backup and the disaster recovery plan.
18. Any other information related to the software.
19. Quality Assurance and test results.
20. Developers' manuals.
21. Proposed admin portal and website structure and design
22. Initial functional website based on accepted website structure and design.
23. Fully functional website with identified issues resolved and ready to host by the contractor.
24. Manual of protocols, source code and user guides for the website including required training.

9. EVALUATION OF THE PROPOSALS

Technical evaluation will be done based on the following criteria:

Category	Marks Allocated %	Evaluation Criteria
a) Team Academic and Professional Qualification	20 %	Lead Developer: Academic qualification (40 marks), Experience (60 marks). Total marks: 100 Notes: - Reference letters must include details of work / projects completed.
b) Price	30 %	Formula below to be used to; $\text{Lowest price} / \text{price on proposal} \times \text{percentage} = \text{Total \% in price}$
c) Duration	50 %	Marks will be allocated based on the delivery period. $\text{Lowest duration} / \text{duration on proposal} \times \text{percentage} = \text{Total \% in duration}$
Total	100%	

10. **CONTENTS OF PROPOSAL**

1. Cover letter
2. Price proposal as per the ANNEXTURE 2
3. Details of Lead developer as per ANNEXURE 1 (Additional details to be attached as Annexure, including CV, work experience letters in relevant field, and academic qualification details)
4. Tentative work plan (clearly defining the commencement and completion date)
5. Detailed methodology (including initial system analysis design report)
6. Letter of completion/Reference letters or similar assignments performed in past years.

Additional Information required.

7. Corporate profile (including project portfolios)
8. Company/Partnership Registration certificate
9. Company profile document issued from Ministry of Economic Development
10. Income Tax Registration and Goods and Services Tax Registration Certificates
11. Tax Clearance from Maldives Inland Revenue Authority (MIRA) obtained recently (Not exceeding 2 months from date of announcement)

11. **CLARIFICATIONS**

For further information, please attend the information session held at the Ministry of National Planning, Housing, and Infrastructure (MNPHI), on 12:00 hrs of 13th April 2022 or email to the following address before 14th April 2022 before 13:00hrs.

Ministry of National Planning, Housing and Infrastructure
Email: bid.secretariats@planning.gov.mv

12. **SUBMISSION OF PROPOSAL**

Proposals must be delivered in sealed envelopes titled “**TENANCY PORTAL & DATABASE SYSTEM DEVELOPMENT**” together with the submitting party’s name and address to the address below, on 11.00hrs of 18th April 2022 local time. Electronic submission is not permitted. Late proposals will be rejected. Proposals will be opened in the presence of proponents’ representatives who choose to be present at the address below at the time of proposal opening.

Procurement Department,
Ministry of National Planning, Housing and Infrastructure
Ameenee Magu,
Maafannu, Male’ 20392, Maldives
Email: bid.secretariats@planning.gov.mv

ANNEXURE 1

Details of proposed team (This forms a part of proposal)

Role	Name	Academic and Professional Qualification (Certificate are required to be presented)	Work Experience (Certificates/Reference Letter are required to be presented)
Lead Developer			

ANNEXTURE 2

Price and Delivery Duration

Bidder Name:

Price:

	<i>Amount (MVR)</i>	<i>GST (MVR)</i>	<i>Total (MVR)</i>
Price for Service
Price for Service in words.

Delivery Duration (in Calendar Days):