

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



## MINISTRY OF ENVIRONMENT

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MALE' REPUBLIC OF MALDIVES

**Announcement Reference No: (IUL)438-CCD/438/2019/204**

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***Consultancy Service to Develop a Web Portal***

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## ***Consultancy Service to Develop a Web Portal*** **TERMS OF REFERENCE**

Reference Announcement No: (IUL)438-CCD/438/2019/204

Date: Monday, 1 August 2019

### **1. BACKGROUND**

The Ministry of Environment (ME), Maldives is the National Designated Authority (NDA) of the Government of the Republic of Maldives to the Green Climate Fund (GCF). While ME is the NDA, there is much demand in country for in-depth knowledge of the GCF and its operations and procedures. In order to disseminate key operational procedures of the fund, including its environmental and social safeguards, gender policy and no-objection procedures to all the interested actors and stakeholders, the NDA office is undertaking efforts to strengthen its capacity and to enhance facilitation and institutionalization of stakeholder dialogues and consultation processes. These efforts are being implemented with support from the GCF Secretariat and UN Environment:

The NDA serves as the core interface and/or point of communication between the country and the GCF. Its mandate and responsibilities cover a range of functions such as:

1. Recommendation of funding proposals in the context of national climate change strategies and plans, including through consultation processes;
2. Facilitate nominations of entities to the Fund;
3. Seek to ensure consistency of funding proposals from national, sub-national, regional and international intermediaries and implementing entities with national plans and strategies;
4. Implement the no-objection procedure;
5. Act as the focal point for communication with the Green Climate Fund

### **2. OBJECTIVES OF THE ASSIGNMENT**

The web portal and its management are essential for communication between the Green Climate Fund Nationally Designated Authority and its stakeholders in implementing the NDA functions as well as in keeping updated on the status of GCF funded activities in the Maldives. This web portal will enhance the connections between stakeholders including government agencies, accredited entities, project proponents and non-government organizations, amongst others. It will also help to enhance access to information of national priorities, project application procedures and other relevant guidance.



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### 3. SCOPE OF WORKS

The consultant is expected to perform the following tasks:

1. Design and create a web portal using an appropriate web development framework, following modern web design standards;
2. Ensure that selected users can easily upload new content or edit content that is online;
3. Develop a tool for uploading documents (html, PDF, Microsoft Word, etc.) pictures, and videos to the web portal;
4. Implement a document and text search facility;
5. 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 levels of users; Administrator should be able to grant access to a particular user for different areas or aspects of the website if needed;
6. Host the web portal (hosting will be provided by ME);
7. Train ME staff on how to use the web portal;

The web portal should:

- i. be responsive and compatible with all mobile devices
- ii. be appealing, user friendly and clean
- iii. perform well on slow connections
- iv. be compatible with the latest versions of popular web browsers
- v. be searchable in all aspects and areas
- vi. contain provision/module to create application forms for different purposes of different types of data fields, and ability to submit them online securely
- vii. contain a provision to publish material (meeting documents, programme, updates, etc.) regarding seminars/workshops
- viii. contain, or be linked, but is not limited to;
  - i. User friendly navigation bar
  - ii. Contact information and related
  - iii. Upcoming events
  - iv. Calendar
  - v. Statistics
  - vi. Recent documents

### 4. DELIVERABLES

- i. The developer shall produce a detailed Requirement Analysis for the web portal in discussion with ME and present within 10 days from award of contract.
- ii. The developer shall produce a Design Template for the web portal within 10 days from approval of the Requirement Analysis by ME.
- iii. The developer shall propose a content management system with multiple levels of authorization.
- iv. Development shall start immediately upon approval of Design Template.
- v. User testing shall be carried out in collaboration with ME after development.



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- vi. At the time of web portal handover, the developer shall hand over to ME;
  - a. A clear commented source code
  - b. A technical documentation with diagrams
  - c. A User Guide with screenshots
- vii. The developer shall conduct an information session for users.
- viii. The developer shall provide bug fixing support for period of one year from the time the web portal is handed over to ME.

## 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.
  - 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 HTML.
- 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 professional Microsoft Word, Excel and Power Point skills.
  - Have a working knowledge of HTML.

## 6. REPORTING

The consultant is expected to work closely with ME's ICT Unit, and the consultant will report directly to the Senior Computer Programmer (SCP).

The consultant shall conduct weekly progress presentations for SCP after commencement of web portal development.

## 7. CONTRACT DURATION

The contract duration will be a maximum of **three months** from the commencement of the assignment.

## 8. TERMS OF PAYMENT

1. Payment shall be made to the consultant in accordance with the terms below based on the financial proposal submitted or as agreed by both parties in writing.
  - a) Five per cent upon signing of the contract and submission and acceptance by ME of the design template;



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- b) Fifty per cent upon submission and acceptance by ME of a working web portal application installed on ME server;
- c) Forty-five per cent upon finalization and submission of all outputs and its acceptance by ME.

## 9. EVALUATION CRITERIA

All applications received will be assessed using the following criteria:

Category	Points
Education and Training	10
- Undergraduate Degree : 5 points (Team leader)	
- Diploma : 5 points (Developer)	
Experience	30
- 3 year's experience: 20 points	
- 2 points for each additional years of experience, up to 5 years	
Experience of the firm (please provide reference letter given by the client)	10
- 5 points for one similar project undertaken	
- 1 point each for additional project experience, up to 5 additional projects	
Financial Proposal	50
<b>Total</b>	<b>100</b>

## 10.APPLICATIONS

Interested consultants may submit their expressions of interest as per the format in Annex I of this document. Incomplete applications will not be considered.

## 11.SERVICES PROVIDED BY THE CLIENT

- i. ME shall, at the time of approval of Requirement Analysis, provide the developer with editable content required.
- ii. ME 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. ME 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.



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The web portal developed shall remain sole property of the Ministry of Environment.

### 13. CLARIFICATIONS

For any queries please visit to Ministry of Environment, Green Building, Handhuvaree Hingun, Maafannu at 11:00 hrs. on 6 August 2019 or email to the following address before 23:59 hrs. on 06 August 2019. Answers will be provided to all queries received before the deadline and will be made available via ME's website ([www.environment.gov.mv](http://www.environment.gov.mv)) by close of business on 7 August 2019.

Mr. Mohamed Samir,  
Senior Computer Programmer,  
Information Communication Technology Section,  
Ministry of Environment.  
Email: [mohamed.samir@environment.gov.mv](mailto:mohamed.samir@environment.gov.mv) with copy to [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv) and [climate@environment.gov.mv](mailto:climate@environment.gov.mv)  
Phone: +(960) 3018 333, +(960) 7944 212

### 14. SUBMISSION OF PROPOSAL

Proposals must be delivered in sealed envelopes titled *'Do not Open Before 20 August 11:00 hrs. – Consultancy Service to Develop a Web Portal'* together with the submitting party's name and address, to the address below, on or before 1100hrs on 20 August 2019 local time. Electronic submission is not permitted. Late proposals will be rejected. Proposals will be opened in the presence of the proponents' representatives who choose to be present at the address below at the time of proposal opening.

Procurement Section  
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## ANNEX I

### Format for submission of Expression of Interest

1. Name and address of interested Party:
2. Full contact details:
3. Education and experience of key individuals

	Educational Qualification (include attested copies of certificates)	No. of years of experience (submit proof, including reference letters)	CV attached
Team Leader			<input type="checkbox"/>
Developer			<input type="checkbox"/>

4. Experience of the Firm

Year	Assignment undertaken (please provide reference letters from client). <i>You may add as many rows as required.</i>

5. Additional requirements

Check if included	Document
<input type="checkbox"/>	Signed commitment letters from key individuals
<input type="checkbox"/>	Copy of company registration certificate
<input type="checkbox"/>	GST/BPT registration certificate
<input type="checkbox"/>	Company profile
<input type="checkbox"/>	Proposed work plan and methodology
<input type="checkbox"/>	Total cost of the assignment with cost breakdowns for all assignments as indicated in the deliverables



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