

**TERMS OF REFERENCE**  
**Software Development Consultant**

**(IUL. No: 123-A/IUL/2018/23)**

**1. Background**

Anti-Corruption Commission (ACC) has decided to develop and enhance ACC's Information Management System' (AIMS). The project includes developing new modules and enhancing the current modules in the AIMS. The purpose of the project is to innovate and improve the existing portal to provide a more trouble-free and efficient service to the public and stakeholders.

**2. Objectives**

The main objective of procuring a Software Development Consultant is to develop the following modules and to improve existing modules in the 'ACC Information Management System'.

(a) New modules to be developed:

1. Human Resource Management Module
2. "Criminal Record" Module
3. SAP and Budget Implementation Module
4. Fixed Asset Management Module
5. Stock Management Module
6. Library Management Module

(b) Existing modules to be improved:

1. Case Management Module
2. Case Archive Module
3. Mail Management Module

### **3. Scope of Work**

Consultant shall carry out the following tasks during this consultancy period. Nevertheless, any additional task deemed necessary to achieve the objective would also be considered part of this consultancy.

- (a) To trouble-shoot any issues which may arise in the ACC Information Management System and other modules developed by ACC.
- (b) To make necessary changes to the Information Management System and other modules, with relevant feedback or requests from respective sections/units.
- (c) To prepare a list of requirements to develop the new modules.
- (d) To prepare a realistic timeline to develop the new modules.
- (e) To develop, test, enhance (if required) and introduce the new modules within the timeline, as approved by the Secretary General.
- (f) To prepare user manuals and training materials for all the modules in the Information Management System.
- (g) To conduct the required train-the-trainer trainings and orientation trainings for the applicable ACC staff.

### **4. Required Expertise and Qualifications**

The consultant shall satisfy the following criteria:

- (a) At least, Hold a Bachelor's Degree in Software Development.
- (b) At least 04 years of experience in the field of Software Development.

### **5. Duration of the contract**

This is a 01 (one) year contract (Anti-Corruption Commission may extend the duration of the contract if required).

## **6. Consultant's Fee**

Consultation fee is MVR 28,000.00 per month.

## **7. Required working hours**

The consultant should work daily 07 hours, from 8:00 to 15:00 and 45 minutes' lunch break can be entertained.

(a) Leaves would be considered according to Maldives Employment Act.

## **8. Selection Criteria**

Candidate will be evaluated as per the following criteria:

(a) Work experience in the relevant field (25 points).

(Points will be given on Pro-rata basis to the applicant based on number of years of work experience in software development. Proof of documents need to be submitted to prove the experience).

(b) Technical Interview (50Points)

(Only eligible applicants called up for the technical interview.)

(c) Practical Evaluation (25 Points)

(Only eligible applicants called up for the practical.)

## **9. Required Documents**

The following documents must be submitted with the requested letter:

(a) A Letter of Request from the applicant.

(b) Applicants are required to submit a portfolio of similar software development work done.

(c) A detailed Curriculum Vitae of the applicant

(d) A copy of the National Identification Card of the applicant

(e) Accredited and attested copies of Academic Certificates with the transcript of the applicant

- (f) Copies of reference letters of previous projects/ Employers

## **10. Deadline**

The submission for this application expires on 12<sup>th</sup> July 2018 at 1330hrs local time.

Proposals will be open on 12<sup>th</sup> July 2018 at 13:45hrs local time

## **11. Further Information**

(a) All incomplete applications will not be considered for the technical Interview

(b) For further details regarding this ToR, please contact: 3015214 or e-mail to:  
hr@acc.gov.mv