



TERMS OF REFERENCE

Consultancy Services to Develop a Website for the Maldives Energy Authority

Announcement No: (IUL)151-TRS/1/2016/18

Date: 10 November 2016

A. BACKGROUND

As the national energy sector regulatory agency, Maldives Energy Authority (MEA)'s website acts as a source of information about the various laws and regulations related to energy sector, MEAs activities, information and is used as a dissemination tool providing access to MEA activities and information to a wide range of target audiences, including but not limited to government agencies, organizations, energy service providers, international and local media, donor community, NGOs, general public and other concerned stakeholders. As such, MEA is seeking a qualified and experienced national consultant to re-design and re-develop the MEA's website.

B. OBJECTIVES

The objectives of the assignment are to design, develop and implement a clearly structured, responsive, professional looking website as per MEA's needs.

C. SCOPE

1. All pages of the website should be in both Dhivehi and English language.
2. Fonts should render automatically and should not require installation on visitor's devices.
3. In general, the website shall;
 - a) Be responsive and compatible with all mobile devices;
 - b) Have a clean, appealing look;
 - c) Be user friendly;
 - d) Perform well on slow internet connections;
 - e) Be compatible with the latest version of popular web browsers;
 - f) Provide contact information for MEA with its geographical location;
 - g) Display MEA's organizational information;
 - h) Shall fulfil the Information Commissioner's requirements for a government website;
 - i) Shall have an analytics feature.
4. All aspects and content of the website shall be managed through a Content Management System (CMS), preferably done in WordPress, without code manipulation.
5. The following features are required in the website;
 - a) Should allow multiple levels of users. An Administrator shall have the authority to grant access to a particular user to a particular aspect of the website (news, announcements, photos, etc.) when needed without the same user having access to other aspects;
 - b) Date stamp should be available for all postings;
 - c) Home page should have an attractive banner;
 - d) Display a list and contact information of licensed power engineers and registered power systems;
 - e) Display a list of approved electrical items (wiring cable, etc.);



- f) Shall contain a database to disseminate status of applications submitted to MEA for approvals and permits
 - g) Logo display for special events with URL;
 - h) Multiple countdown timers should be available and displayed only when required;
 - i) News posts (related gallery, event main photo, video, documents and other related items should appear with the related post);
 - j) Photo gallery (preferably hosted on same hosting) and video gallery (preferably with a video service such as YouTube);
 - k) Photos should be automatically optimized for relevant purposes. High resolution photos should be downloadable;
 - l) Announcements, job vacancies, publications, newsletters, Circulars, Minister's messages, Annual Reports should be uploadable in various formats (html, PDF, Microsoft Word, etc.). Where relevant, such uploads should be indicated as "New", "Expired", etc. item or post until a specific period;
 - m) All aspects and areas of the website should be searchable;
 - n) Should contain links to MEA's social media accounts. RSS feed required;
 - o) Visitors should be able to share posts from the website on social media;
 - p) Should have a polling option.
 - q) Should be able to publish statistical data and information related to MEA's mandate;
 - r) Should contain provision/module to create application forms for different aspects of MEA's function, with different types of data fields, and ability to submit them online. Should have provision to submit attachments. Submitted application form data are required to be exportable to Microsoft Excel if required;
 - s) Should contain profile pages for Governing Board, executives, committees, and prominent posts;
 - t) Should contain provision to publish bid related information and awards;
 - u) Should contain a page/pages where all laws and regulations related to MEA could be browsed.
6. Home page shall contain, be linked, but is not limited to;
- a) User friendly navigation bar
 - b) Contacts for MEA and related information
 - c) Attractive banner
 - d) Recent news items
 - e) Statistics
 - f) Countdown timer
 - g) Recent announcements, job vacancies, publications, Circulars, Minister's Speeches, Annual Report, etc.
 - h) Laws and regulations
 - i) Photo and video gallery
 - j) Tariff calculator

D. DELIVERABLES

1. The Consultant is expected to provide a Work Plan for the website development within 3 days from Contract signing.
2. The Consultant is expected to provide a Design Template for the website within 10 days from the signing of contract, and obtain approval from MEA before proceeding.
3. On approval of Design Template by MEA, development shall commence immediately;



4. Weekly progress meetings shall be conducted with the focal point appointed by MEA after commencement of development.
5. User testing shall be carried out in collaboration with the focal point appointed by MEA after development.
6. At the time of website handover, the Consultant shall submit to MEA;
 - a. A clear and commented source code;
 - b. Full detailed technical documentation with diagrams;
 - c. A User Guide with screenshots.
7. The Consultant shall conduct a training session for users.
8. The Consultant shall provide bug fixing support for a period of six (6) months from the time the website is handed over to MEA.

E. CLIENT'S RESPONSIBILITIES

1. MEA shall provide the Consultant with editable content in both Dhivehi and English language at the time the Design Template is approved.
2. MEA shall provide access to the hosting space to the Consultant at the time the Design Template is approved.

F. ELIGIBILITY

The following are considered to be as eligibility criteria with documented proof for this consultancy;

1. Minimum academic qualification of Level 5 standard approved by Maldives Qualifications Authority in the field of Information Technology, Software Engineering, web development or relevant field;
2. Minimum four (4) years of experience in the field of web development;
3. Experience and advanced knowledge in web design, programming languages, database technologies, content management systems such as Java script, JQuery, HTML, XHTML, WordPress, Laravel, CSS, XML, MySQL, SQL Server, .Net frameworks, PHP;
4. Technical knowledge on emerging internet technology and trends;
5. Working knowledge of security technologies;
6. Excellent writing and communication skills in Dhivehi and English language;
7. Creativity and innovative abilities to deliver quality results based on agreed deadlines.

G. BIDDER REGISTRATION

All eligible bidders intending to submit a proposal for this consultancy shall register themselves with the completed Bidder Registration Form at the end of this Terms of Reference. Last date and time for Bidder Registration is **17 November 2016 at 12:00**.

H. APPLICATION

Eligible bidders are invited to submit a proposal with the following, but not limited to;

- a) Portfolio and curriculum vitae;
- b) Documented proof of identity if an individual, company and GST registration if a company or partnership;
- c) Documented attested proof of educational qualification, training, expertise and experience, technical and work experience;
- d) Proposed price and duration. Bidders registered for GST shall have GST included and clearly indicated in their proposal;



e) Proposals must be valid for a minimum period of 45 days from the date of submission.

I. SELECTION

Proposals will be evaluated based on the above criteria. Shortlisted bidders may be called for an interview and/or capacity assessment. Selection will depend on all of the above with points awarded as follows;

- a) Academic qualification: 10%
- b) Experience with web development projects and capacity: 45%
- c) Technical knowledge, productivity, innovation, capability: 15%
- d) Price: 15%
- e) Duration: 15%

J. INTELLECTUAL PROPERTY

The Consultant 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. MEA will not bear any responsibility for the Consultant's illegal or inappropriate use of copyrighted material and the Consultant agrees to bear full responsibility for any consequences for such actions.

The website and all related material shall remain the sole property of the Maldives Energy Authority.

K. CLARIFICATIONS

Any clarifications regarding this Terms of Reference shall be addressed in writing via email to;

Mr. Yaiesh Musthafa,
Technician,
Maldives Energy Authority.
Email: procurement@energy.gov.mv
Phone: +(960) 3019 107

Last date and time for submission of clarifications is: **20 November 2016 at 12:00**. Verbal clarifications will not be entertained. All bidders registered with intent to submit a proposal for this consultancy shall receive via email, responses to all clarifications received from all parties

L. SUBMISSION

Proposals shall be addressed as below, with the title, date and time of submission, in a sealed envelope to the Maldives Energy Authority;

Procurement Unit
Maldives Energy Authority,
Handhuvaree Hingun, Maafannu, Male', 20392,
Republic of Maldives.

Last date and time for proposal submission is: **22 November 2016 at 12:00**. All proposals shall be opened in front of bidders or bidder's representative present at the above specified date, time and venue. Maldives Energy Authority reserves the right to reject incomplete proposals. Late proposals will not be entertained.