
Terms of Reference

Software Developer's Resource pool

1. Introduction

Hulhumale' Development Corporation (HDC) is the primary developer of *Hulhumale'* and governing body of all municipal services for the city. As a major initiative, HDC has expressed interests in empowering individuals, free lancers and small companies with local talent.

Extending this initiative, HDC would like to develop a pool of local developers that can outsource software development projects.

Parties that show full technical and general compliance to the TOR shall be given preference when forming the developer's resource pool.

Establishing the developer's pool is influenced directly by HDC's "Go Beyond" initiative, which focuses in expanding HDC's corporate interests to other locations. Under this initiative, HDC has identified outsourcing multiple software projects has the potential to reduce recurrent software development costs, and enable effective utilization of internal development team for more complex projects.

2. Process overview

This section will describe the process involved in forming & establishing the developer resource pool.

First, the requirement for establishing the developer's resource pool will be announced by HDC. When interested parties submit their proposals along with other required documents, the submission period will be closed.

HDC will move on to the reviewing the received proposals. After review, a group of qualified developers are selected, and will be shortlisted. The shortlisted developers will be given the offer letter.

From here, HDC will announce outsourced software projects within the developer's pool. Any development team who is interested can apply for the project. HDC will review the documents from interested party and a suitable team shall be selected within the developer's pool.

3. Team composition

The development team's composition and work location will carry weight during developer's pool formation process since this process originates from a specific initiative.

Developer team's location: If the team's location is within the remote atolls outside of capital city of Maldives, the team will be given a high priority under HDC's "Go Beyond" policy.

Nationality: The developer and development team must be a local establishment and all team members should be Maldivians, since the initiative is to empower, develop and bring value to local talent.

Consultancy and SME: Although the entire development team is Maldivian, there can be other expatriate members such as consultants and SMEs (Subject Matter Experts).

4. Scope of work

Since the scope of work will vary with each individual outsourced project, the scope will be shared when HDC announces the project within the software developer's pool.

5. Experience and skill

This section will attempt to specify the various technologies the developer should be well versed in. These technologies will be utilized in the new systems that shall be developed.

i. DBMS (Database Management System)

System shall use Microsoft SQL database engine technologies. The developer should be well versed with the azure platform for hosting databases as well as local instances of Microsoft SQL databases.

ii. Web platform & compliance

The system should utilize Microsoft .NET platform and the technologies associated with the platform.

iii. User interface frameworks

The applications should utilize modern web based User interfaces such as Vue.js, Google material design, etc. with rich interface controls and components.

iv. Azure cloud services

Application should be hosted on Microsoft Azure cloud and should be compatible with the hosting environment available on internal and external networks

v. Web compliance & user experience

In case the announced project is based on web platform the system should work with all the popular web browsers available on all the platforms without any issues.

The application also should offer modern, world class interface and user experience and should follow intuitive design philosophy such as Google Material Design which is focused on optimized user experiences.

vi. Source code management

All source code for the project is required to be maintained GIT repositories such as GitHub or Azure Repos. All code commits and pull requests must be well documented during project development.

When the requirement for establishing the developer's resource pool is announced, all interested parties must correspond with the required information. This shall include company profile, past experiences, implementations, portfolio, GitHub repo links, links for existing implementations, etc. Copies of credentials, certifications, reference, and recommendation letters should also be included in the submission.

6. Qualification criteria

The developer or developer's team should satisfy these requirements to maximize chances in the selection process. The requirements are listed below:

- Software development or software consultancy services is a core sector/specialization of business for the developer, with minimum 3 years of experience.
- The developer should have an adequate team, technical expertise/capacity, know-how and experience to satisfy the scope/magnitude of project. When the developer submits supporting documents for credibility, the documents will be verified by HDC.
- The team members should have distinct job roles as a standard software development team with clear distinction on individual member's area of expertise. This will also be verified by HDC with the submitted CV for each team member.

Below is the recommended developer's team. Members with "mandatory" specified is the minimum composition for the team.

- **Project Manager (mandatory)**

Should have extensive knowledge on software or IT project management

- **System Analyst (optional)**

Should have in-depth experience with working with complex system architecture, system design and DBMS

- **Full Stack Developer (mandatory)**

Should have extensive knowledge on all technologies related to UI/UX/DBMS/Server-side programming

- **UI/UX Developer (optional)**

Should be well versed in UI story boarding, intuitive UI design, front end UI frameworks, JavaScript, etc.

7. Governance

HDC will set up a formal communication group on a relevant collaboration channel to work with the project manager on the developer's team.

On the development team, the project manager will be held responsible to conduct a thorough study of the project and establish/document a proper governance. The governance should be mutually acceptable for HDC and the development team.

Additional Information:

- Software developer's resource pool initially will be hired for one year (extendable).
- Application deadline: 14th June 2021.
- Documents to be submitted:
 1. For Sole Proprietors or Individuals
 - a) Copy of National Identification Card for Individuals.
 - b) Copy of Business Registration Certificate for Sole Proprietors.
 - c) Tax Clearance Report
 - d) CV of all Team members

- e) Additional documents stated in the “Experience and Skill” & “Qualification criteria” of this TOR.
2. For Companies and Partnerships
- a) Company Registration Certificate
 - b) GST Registration certificates (If applicable)
 - c) Tax Clearance Report
 - d) Company profile information Sheet issued by Ministry of Economic Development with sign and seal (Companies and Partnerships).
 - e) CV of all Team members
 - f) Additional documents stated in the “Experience and Skill” & “Qualification criteria” of this TOR