

Terms of Reference
Software Engineer
Enhanced Integrated Framework Program

Introduction

The Ministry of Economic Development (MED) is the lead ministry in the government overseeing the implementation of the Enhanced Integrated Framework (EIF) program for the Least Developed Countries in the Maldives. EIF is a global program that assists LDCs countries in mainstreaming trade into their development agenda, building capacity in trade related areas and coordinating trade related technical assistance. As a recently graduated LDC country in January 2011, Maldives continues to be a beneficiary of the program until the end of 2015.

The EIF program is supporting the Government's efforts to strengthen trade facilitation in the country, improve market access environment for Maldivian businesses to carry cross border trading activities, improve economic and trade co-operation with key trading partners and support work on investment promotion.

The ministry would like to utilize funding proceeds from the EIF Tier 1 project on "Building Institutional Capacity of MED and National Implementing Agencies to implement national trade agenda, including the EIF" to engage services of a qualified local software developer to work in-house in the ministry to automate some of the fiduciary and administrative functions to optimize internal service delivery in the ministry.

Scope of work

With the overall guidance of the Permanent Secretary and designated Ministry focal point, under the consultancy service, the successful candidate is required to assist the Ministry of Economic Development to carry out the scope of work outlined in Annex A and following responsibilities and duties during the contract period.

Responsibilities and Duties:

The specific responsibilities and duties during the contract period include;

- In coordination with the existing ICT development team in the Ministry, deploy a software solution to cater for the scope of work outlined in Annex A.
- Contribute, assist and support other automation and ICT development work carried out by the Ministry.
- Support the IT unit of the Ministry.
- Any other IT related and internal organizational service delivery work assigned by the Ministry.

Experience/ Skills/Qualification Requirements:

Applicants should possess the following qualifications:

- A degree in Software Engineering and minimum 3 years' experience
- Demonstrate fluency in using Microsoft ASP.Net C# and MS SQL and other related software

- Experience in database development and development of similar software solutions
- Good documentation skills
- Ability to work in a team.

Immediate Supervisor and reporting:

On a day-to-day basis the successful candidate will report to the designated official of Ministry of Economic Development and shall report to other relevant officials in the Ministry of Economic Development as instructed by the Permanent Secretary.

Contract Duration:

Up until 31 July 2018 from the date of contract signing (March – July 2018).

Monthly Remuneration package inclusive of all benefits: MVR 35,000.00

Working Hours – 8:00am - 4:00pm weekdays with 1 hour lunch break. The successful candidate shall be available to work in the Ministry premises during Government official working hours.

Work station: Ministry of Economic Development

Application deadline – 20th February 2018 before 13:00hrs. Send all applications in a sealed envelope addressed to Human Resource Unit of Ministry of Economic Development with CVs, copy of National ID card, copies of certificate and reference letters of any previous jobs. In the envelope, clearly label as “Job Application for EIF Tier 1 – Software Engineer”. For further information or queries write to hr@trade.gov.mv or contact 3333116/ 3333174 during weekdays from 8am-2pm.

Note: Only shortlisted candidates will be contacted for an interview. The shortlisted candidates will be subjected to a face to face interview and practical test.

Annex A

Scope of work for software development.

1. Procurement Module

- Full request workflow process with multiple approval levels; process includes but is not limited to requesting by staff/department from various sections/units in the Ministry to Responsible Section/Unit (Finance or Admin Unit), getting quotations, bid evaluation, purchase order generation, receiving of items with goods received/service complete note generation, stock entry (for applicable items), payment voucher generation, payment status tracking, closing of the initial request as well as reversal/backtracking of processes when necessary (such as purchase order).
- Manage all bids/tender (upload function for TOR, public announcement, bids received, attendance sheet, notification of bid awards, tender evaluation committee and award committee minutes/reports; service completion report) including tracking of bid status and send notifications to committees and relevant sections/units.
- Workflow process should be flexible to bypass some steps with justification/approval. Should also support starting with an Invoice or payment request.
- Status of all requests should be visible to all stakeholders throughout the workflow process.
- Support for payments for operational costs such as electricity.
- Should be able to attach relevant documents, fulfil checklists and have proper validation for each step in the process.
- Should cater for services, recurrent and capital expenditure items.
- Should cater for credit/cash purchases.
- Management of vendors list, including approved cash recipients from staff.
- Procurement processes should be linked to Inventory and Budget Modules where necessary. This includes checking available budget for the requested code and adding items to stock and inventory as well as deducting from the related budget code.
- Align module outputs with SAP formats/templates.

2. Stock & Inventory Module

- Manage stock and inventory items list with reorder levels, buffer levels with notification when items fall below the set levels.
- Track item quantity changes for recurrent items.
- Track quantity and movements for capital expenditure items with barcoding to identify each individual item.
- Item request workflow by staff.
- Stock/physical document entry, release, write-off and disposal.
- Stock/physical document auditing/count and quantity adjustments.
- Align module outputs with SAP formats/templates

3. **Budget Module**

- Budget planning process and submission for approval.
 - Manage multiple funds (Government budget, trust funds, donor funds, sponsor funds etc.. For Government and donor funds, within each fund, setting approved limits for each budget code.
 - Allocation of budget amounts to different sections and view rights for different sections to view allocated budget limits.
 - Request additional funds from Govt. budget and track, update funds received.
 - Income and expenditure tracking including deposit receipts of MMA.
 - Tracking and fund transfers across budget codes.
 - Should be able to integrate with other applications such as Boli to retrieve daily income/expenditure items and include them in reports.
 - Manual fund level adjustment options with approval to cater for cases such as foreign currency rate changes after PV generation.
 - Reports
 - Daily income report.
 - Expense report with budget balance for each budget code.
 - Receive Counter cash report (Teller wise ...)
 - Generate reports for MIRA and MMA.
- Align module outputs with SAP formats/templates

4. **Travel Approval and Allowances**

- Foreign Travel Approval process with link to Procurement module for ticket purchases and other related payments.
- Flexible management of different travel allowances per City/Country for multiple grades, with option to separate payment components such as food and accommodation.
- Travel allowance calculation for local travel for accommodation and meals.
- Generation of cash handover forms.
- Travel reports management for training related travels.

Training Module

- Manage all training invitations
 - Function to manage training providers both external and local
 - invitations received
 - nomination and approvals
 - notification to candidate and confirm availability from applicant and supervisor
 - complete and upload all application/nomination forms
 - notification to training provider
 - Link the training module with the travel module
 - Upload travel itinerary, visa details and confirmation letters received from training providers as needed for external and local trainings
 - Request for airfare, travel allowances (DSA, pocket money, incidental, stop over, visa fee, medical, insurance, official passport etc.)

- Manage and upload travel reports for trainings, seminars, workshops. If not submitted send notifications to trainee.
- Function to withhold allowance payments if the most recent travel reports are not submitted.
- Link training with staff bond period management
- Staff bond management function and link with loan/outstanding function under HR function.
- Report generation function; year, staff wise and training provider

Appraisal module

- Target setting by supervisor based on Job Description and in consultation with relevant staff
- Notify targets to staff
- Monthly monitoring and review
- Performance review meeting and revise targets in consultation with staff
- Log all recommendations of supervisor and notification to staff
- Complete performance appraisal

5.

6. Safe Module

- Tracking of cash/check movements in multiple currencies.
- Tracking deposits to MMA.
- Cash receive process for receiving payments directly (e.g. balance of travel allowance).
- Petty cash management including report generation.
- Safe related transaction report generation.

7. General Requirements

- Multiple currency support with rate change tracking for income and expenditure transactions.
- All workflow processes should have flexible and configurable approval levels.
- Flexible configuration of system roles and role groups for users with roles handover for staff on leave.
- Should have an audit trail for all system processes which can track who did what when.
- Support for multiple business areas within the Ministry (e.g. SEZ) with ability to track own budget and stock for each business area.
