

13th March 2025

TERMS OF REFERENCE (ToR) FOR THE DEVELOPMENT OF CA MALDIVES JOB PORTAL

Deadline for Submission of Proposal: 18th March 2025, 1100hrs

1. INTRODUCTION

The Institute of Chartered Accountants of the Maldives ('the Institute') is the statutory body formed to discharge the functions assigned under the Maldives Chartered Accountants Act (13/2020) which has been ratified by the President on 8th September 2020. The Institute is mandated with the regulation and development of the accounting profession of the Maldives. The Institute is also mandated with registering and licensing parties for audit and assurance services, as well as registering financial professionals as its members.

2. PURPOSE

The Institute is inviting interested parties to submit proposals for the development of a Job Portal tailored to the needs of accounting professionals, firms and the Institute's job applicants. The contracted party ('Contractor') will be responsible for designing, developing, and maintaining a fully functional Job Portal that will:

- Facilitate seamless job searches, applications, and recruitment processes,
- Serve as a centralized hub for employment opportunities within the accounting industry.
- Streamline the job application process for both job seekers and employers.
- Allow applicants to track their application status in real-time.
- Facilitate employers in managing job listings and applications efficiently.
- Include a dedicated section for the Institute's job openings, enabling interested candidates to view and apply directly for positions within the Institute.

3. SCOPE OF WORK

- Establish a centralized platform for firms to post job openings targeted at accounting professionals.

- Allow accountants to explore job opportunities and showcase their availability through job-seeking posts.
- Integrate a smart tagging system to enhance job matching accuracy for both firms and accountants.
- Enable real-time notifications for job seekers and firms based on relevant tags and preferences.
- Design a seamless and intuitive user experience to enhance accessibility and engagement.
- Enforce strong security protocols to safeguard user data and ensure compliance with industry standards.
- Dedicated page for the Institute's job vacancies, where candidates can:
 - View job openings at the Institute separately from other postings.
 - Apply directly to the Institute's vacancies.
 - Track their application status through the portal.

4. KEY FEATURES & FUNCTIONALITIES

- Features for Accountants
 - Comprehensive profile creation with professional details, certifications, and work experience.
 - Advanced job search with filtering options and direct application functionality.
 - Ability to post 'Looking for Job' advertisements to attract potential employers.
 - Real-time updates and notifications on job application status.
 - Smart tagging system to highlight specializations, skills, and career preferences.
 - Real-time notifications for relevant job postings and employer interactions.
- Features for Accounting Firms
 - Company profile creation.
 - Seamless job posting with a rich text editor for creating detailed job descriptions and requirements.
 - Advanced search and filtering of accountant profiles based on skills and experience.
 - Customizable tagging system to specify preferred skills, qualifications, and experience levels.

- Automated notifications for matching candidate profiles to job postings.
- Integrated messaging system for direct communication and interview scheduling.
- Features for the Institute
 - Dedicated job section exclusively for the Institute's job openings.
 - The Institute's applicants can view and apply for job opportunities directly within the Institute.
 - Real-time updates on the Institute's job postings.
 - Application tracking system for applicants to monitor their application status.
 - Secure admin-controlled job postings to ensure only authorized Institute's vacancies are listed.
 - Automated notifications for candidates regarding new Institute's job openings.
- Admin & Management Features
 - Comprehensive admin dashboard for managing users, job postings, and advertisements.
 - In-depth analytics and reporting tools to track platform performance and user engagement.
 - Secure approval workflow for job postings to maintain platform integrity.
 - Continuous security monitoring and compliance enforcement to protect user data.

5. TECHNICAL REQUIREMENTS

The Job Portal must meet the following technical specifications:

- Developed using a modern, scalable, and secure technology stack.
- Optimized for both web and mobile devices.
- Integration with email and SMS services for job alerts and notifications.
- Cloud-based hosting with automatic backups for data protection.
- Strong security measures to safeguard user data and prevent unauthorized access.

6. DELIVERABLES

The Contractor shall provide the following deliverables:

- A fully functional Job Portal meeting all specified requirements.
- User manuals and training sessions for Institute staff.
- Source code and complete system documentation.
- Ongoing support and maintenance for an agreed-upon period.

7. ELIGIBILITY CRITERIA

Any party who meets the following criteria are eligible to submit their proposal to the Institute.

The party should have:

- Proven experience in developing similar web-based job portals or recruitment systems.
- Strong UI/UX design expertise.
- Ability to provide ongoing technical support and maintenance.
- Proven track record in data security and system scalability.

The following documents shall be submitted to the Institute in the following order:

- a) Proposal Letter
- b) Company Profile and Portfolio
- c) Cost Breakdown for Development, Hosting, and Maintenance
- d) Proposed Technology Stack and Security Measures
- e) List of Similar Projects Completed
- f) References from Past Clients

8. CONFLICT OF INTEREST

The Contractor shall hold matters including its contents or materials obtained in the course of services to the Institute as strictly confidential and shall not disclose the same to anyone without prior written consent, unless obliged by law, in which case, the Contractor must inform of such disclosure in a timely manner.

The Contractor shall avoid all matters that could raise a potential conflict of interest, and advise the Institute beforehand on any potential or apparent conflict of interest.

9. DURATION OF CONTRACT

The Contractor shall complete the development of the Job Portal within 120 days from the date of contract signing.

A 90-day free post-deployment support period shall be provided.

Any requests for new features or enhancements during the support period will be subject to additional charges or handled under a separate agreement or Service Level Agreement (SLA).

After the free support period, an SLA-based support plan can be established, detailing response times, ongoing maintenance, and additional support services.

10. PROPOSAL STRUCTURE AND SCORING CRITERIA

Interested parties are invited to submit a Technical Offer and a Financial Offer. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected party.

The Technical Offer shall include the interested party's profile and experiences (reference letters).

The Financial Offer shall include the fee (inclusive of GST).

| Details | Percentage |
|---------------------|------------|
| Technical Expertise | 50% |
| Price | 50% |

11. TERMS AND CONDITIONS

The Institute reserves the right to reject any or all proposals or to accept any proposal that it may consider to be in the best interest of the Institute.

The Institute reserves the right to negotiate the terms of the proposal upon review.

The Institute shall not be held liable for any errors or omissions in any part of this ToR. The information contained in the ToR is supplied solely as a guideline. The information is not guaranteed or warranted to be accurate by the Institute, nor is it necessarily comprehensive or exhaustive.

The Institute assumes no responsibility or liability for the adequacy, accuracy or completeness of any information provided in this ToR.

12. ENQUIRIES

Interested parties may direct any queries regarding this ToR to info@camaldives.org. All enquiries must be submitted via email, and responses will be provided in a timely manner.

13. SUBMISSION DEADLINE

All proposals must be submitted via email to info@camaldives.org before 18th March 2025, 1100hrs.