



Maldives Pension Administration Office  
Republic of Maldives

Pension and Social Protection Administration Project  
IDA Credit No.: 4611-MV  
Date: 01 June 2014

**Design and Development of the CMDA Website**

**A. Background**

The Capital Market Development Authority ('CMDA' or 'the Authority') is mandated by law with regulating the capital market of the Maldives, whereby it regulates issuers of securities, the stock exchange and other licensed entities. In addition, it also has the complementary mandate of developing the capital market, by encouraging companies to issue securities, and educating investors to invest in the Maldives capital market. The Authority also carries out supervisory activities with respect to the Maldives Retirement Pension Scheme under the Maldives Pension Act (8/2009). These mandates require the Authority to disseminate information to, and gather information from various stakeholders in a timely, effective and efficient manner. For this purpose, CMDA aims to make its website an effective communication tool.

The current website is in need of re-designing in order to make it more functional and user-friendly, especially for its two main stakeholders – issuers and investors (both current and potential). It also requires integration with social media to increase outreach. Furthermore, as the capital market development is in its nascent stages and CMDA being a continuously evolving institution, the website needs to have a flexible structure and easy to use content management system.

**B. Objective**

Develop a user-friendly website that consists of information uploaded by staff via an easy-to-use Content Management System (CMS).

**C. Scope of services**

The tasks of the developer shall include (and is not limited to) the following:

- A) The web developer must deliver to the CMDA a new fully functional website consistent with the following requirements:
- A visually appealing and unified consistent design for the entire website that reflects the makeup and vision of CMDA
  - Responsive Website Design (RWD) whereby website must display in all major internet browsers including those for mobile and tablet.

- Content information architecture must support easy navigation to information and services.
  - The website should be multilingual (Dhivehi and English) and integrated with social media where user should be able to like and share products or profiles using a, Facebook, twitter, or Google + account.
  - Use industry security measures to prevent website from attack
  - Major functionalities:
    - Mailing list functionality to allow visitors to subscribe for newsletters, reports, updates etc.
    - Auto-archiving of information
    - Search capabilities within the website
    - Search engine optimizations according to current Google guidelines.
    - Tracking and logging system that provides statistics of visitors to pages.
    - Support Flash (CMS must enable embedding Flash videos and animations).
- B) The web developer must provide a comprehensive CMS with a WYSIWYG content editor that enables template creation, versioning, content scheduling and the creation of multiple access levels and groups within CMDA with respective authentications.
- C) All content and documents from the existing website need to be migrated to the new CMS-based website/templates.
- D) Standard security measures must be considered when designing the site. Authentications must adapt to a good encryption method.
- E) The web developer must provide the following support services:
- Compile a user manual and train a minimum of two employees responsible for updating webpages.
  - CMS and website maintenance support for six months from the date the new website goes live. This involves 8pm to 4pm support via phone, and a minimum of 30 hours of remote and onsite support in regards to creating new CMS templates, webpages, fixing of bugs and defects in the design and coding.

#### **D. Schedule of Completion of Tasks**

- Reports and forms required for monitoring of tasks conducted by the consultant shall be completed within the period allocated and submitted on a timely basis.
- The project must be completed within 60 days from signing the contract. The following table consists of a tentative schedule of tasks.

<b>#</b>	<b>Task</b>	<b>Duration</b>
1	Public site design (layout / color themes)	1 week
2	Work with CMDA to finalize the designs of the CMS, DMS	2 weeks
3	Working of CMS and website (Dhivehi and English)	30 Days
4	Content migration	3 Days
5	Uploading to the host and testing	3 Days
	<b>Maximum duration allocated for the project</b>	<b>60 days</b>

- Changes can be proposed to the schedule in a manner that would aid better delivery of the project deliverables and achievement of the project milestones within the specified timeframe.
- To carry out these tasks, consultant is required for the period from May 2014 through July 2014. Work may be conducted onsite, stationed at the premises specified by the CMDA or from home office as and when necessary.

**E. Services and facilities to be provided by the client**

- CMDA ensures that office space, office facilities, local calls, internet connection, general stationery, support staff and all other relevant information for the completion of the task is made available to the selected Consultant in a timely manner.

**F. Deliverables**

CMDA website, Content Management System and User Manual for CMS as detailed in the “Scope of Services”

**G. Procedure for Review of Outputs and Reporting Arrangements**

The contractor will work closely with staff of CMDA assigned for the project on all issues related to the development of the website.

The design and content will be approved by the Senior Executive Committee of CMDA. All elements of the website should be in working order prior to handover.

All sources, related to the content, design and other materials posted on the website represent the property of CMDA.

**H. Required Expertise and Qualifications**

Individuals/teams applying will be assessed for the following requirements:

- Experience in the design and development of websites (marks will be awarded based on the portfolio and complexity of developed websites).
- Experience and advanced knowledge in web programming and web designing.
- Experience and advanced knowledge in CMS and DMS.
- Technical knowledge on emerging internet technology and trends.
- Experience and knowledge in security technologies.
- Good communication skills.
- Creativity and innovation abilities to deliver quality results based on the agreed deadline.

**J. Description of approach methodology, work plan and expertise in responding to the Terms of Reference**

1. Proposed methodology and detailed work plan;
2. Detailed profile of expertise and experience; technical and screenshot of web design;
3. A section explaining competence and experience in handling similar assignments.

4. Background information about the individual, other development projects handled and CV.
5. Content Migration Methodology.

## WEB DEVELOPER'S ASSESSMENT FORM

The following questionnaire will help us estimate the skills required to design and develop a website. It is important that you answer all applicable questions thoroughly. For team applications, a separate form should be completed by each person. Please provide supporting documents as evidence for all the answers provided in this form.

### Part I - Personal Information

#### 1. CONTACT INFORMATION

Name:	
Address:	
Company Name:	
Position:	
Email:	
Contact Number:	

### Part II - Essential Skills

Please check the skills that you have mastered.

#### 1. WEB DESIGNING (Complete this section if you are a web-designer)

1. HTML (XHTML, HTML4, HTML5)	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> None
2. CSS (CSS 2.1)	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> None
3. Java Script	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> None
4. JQuery	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> None
5. AJAX	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> None
6. CMS (Content Management System)	<input type="checkbox"/> Word Press <input type="checkbox"/> Joomla <input type="checkbox"/> Drupal <input type="checkbox"/> Others Specify _____ _____
7. Image Editing Tools	<input type="checkbox"/> Photoshop <input type="checkbox"/> Dreamweaver <input type="checkbox"/> Fireworks <input type="checkbox"/> Photoshop for the Web <input type="checkbox"/> Dreamweaver for the Web <input type="checkbox"/> Others Specify _____ _____
8. Designer Skills	<input type="checkbox"/> Understand Common Coding Techniques <input type="checkbox"/> Understand design and usability principles of building websites <input type="checkbox"/> Others Specify _____ _____
9. Cross Platform/ Browser Development	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> None
10. SEO (Search Engine Optimization)	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> None
11. Other Advancements	<input type="checkbox"/> CSS3 <input type="checkbox"/> Integrating a Flash Component <input type="checkbox"/> Animation <input type="checkbox"/> Multimedia Integration

2. WEB PROGRAMMER (complete this section if you are a web-programmer)	
1. HTML (XHTML, HTML4, HTML5, XML)	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> None
2. CSS (CSS 2.1/ XML)	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> None
3. Java Script	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> None
4. JQuery	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> None
5. AJAX	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> None
6. CMS (Content Mangement System)	<input type="checkbox"/> Word Press <input type="checkbox"/> Joomla <input type="checkbox"/> Drupal <input type="checkbox"/> Others Specify _____
7. Object Oriented Programming	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> None
8. PHP	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> None
9. PHP Skills	<input type="checkbox"/> Build Contact Form <input type="checkbox"/> CMS Editing <input type="checkbox"/> Access Database <input type="checkbox"/> Send Email <input type="checkbox"/> PHP Security <input type="checkbox"/> Manage Web Session <input type="checkbox"/> Form Validation with PHP and Javascript <input type="checkbox"/> Others Specify _____
10. Back End Programming Languages	<input type="checkbox"/> PHP <input type="checkbox"/> JSP <input type="checkbox"/> ASP/ ASP.NET
11. User Management	<input type="checkbox"/> Visitors can create accounts <input type="checkbox"/> Give access rights based on user levels <input type="checkbox"/> User Authentication <input type="checkbox"/> User features reserved for registered users <input type="checkbox"/> Others Specify _____
12. Understaing Key server-side web development	<input type="checkbox"/> Integrating data or user accounts between multiple systems <input type="checkbox"/> Integrate multiple database and/or databases types into one system <input type="checkbox"/> Migrating Data, scripting migration of data <input type="checkbox"/> Using a backup system and disaster recovery <input type="checkbox"/> Securing data or access to applications with multiple levels <input type="checkbox"/> Creating Multilingual websites
13. Other Advancements	<input type="checkbox"/> CSS3 <input type="checkbox"/> HTML 5 <input type="checkbox"/> Event Handling

## Part III - EXPERIENCES

### 1.EXPERIENCE

1. How many websites have you designed? <input type="text"/>	2. How many websites have you developed? <input type="text"/>
3. How many website are you currently working? <input type="text"/>	4. How many website concepts have you designed? <input type="text"/>
5. Have you ever been a team leader for such a project? <input type="checkbox"/> Yes <input type="checkbox"/> No	6. Were you able to deliver the website (referred to in q5) ontime? <input type="checkbox"/> Yes <input type="checkbox"/> No
7. How many years you have been working in website designing or website programming? <input type="text"/>	8. How would you consider yourself as a website designer/ developer? <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
9. Do you have a diploma or any certificates relating to website development? (Please attach copies) <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Part IV - Previous Website (Please fill this part for three websites that you have developed.)

1. DEVELOPED WEBSITES	
1. Website URL: _____	2. Client Name: _____
3. Agreed Project Schedule (days). <input type="text"/>	4. Were you able to deliver the website on time? <input type="checkbox"/> Yes <input type="checkbox"/> No
5. If answer for (4) is "No", for how many days it were delayed? <input type="text"/>	6. Specify the Nature of the Business ? _____
7. Is the website cross-browser compatible? <input type="checkbox"/> Yes <input type="checkbox"/> No	8. Is the website properly optimized for search engines? <input type="checkbox"/> Yes <input type="checkbox"/> No
9. What web development technologies and programming tools were used to develop the site? <input type="checkbox"/> PHP <input type="checkbox"/> MYSQL <input type="checkbox"/> CSS <input type="checkbox"/> ASP <input type="checkbox"/> ASP.NET <input type="checkbox"/> AJAX <input type="checkbox"/> HTML <input type="checkbox"/> SEO <input type="checkbox"/> CG/Perl <input type="checkbox"/> PostgreSQL <input type="checkbox"/> DOM <input type="checkbox"/> SSL/Secure Server <input type="checkbox"/> Javascript and DHML <input type="checkbox"/> PayPal <input type="checkbox"/> Linux/Apache <input type="checkbox"/> Macromedia Flash <input type="checkbox"/> XML/ XSL	
10. Does the pages use CSS or JavaScripty Style sheets? <input type="checkbox"/> Yes <input type="checkbox"/> No	11. Is it viewable without style sheets or with stylesheets turned off or not supported by the browser? <input type="checkbox"/> Yes <input type="checkbox"/> No
12. Were there any electronic forms to be filled? <input type="checkbox"/> Yes <input type="checkbox"/> No	13. What is the name of CMS used and Version? <input type="checkbox"/> Yes <input type="checkbox"/> No
14. Did you give training of CMS to the client? <input type="checkbox"/> Yes <input type="checkbox"/> No	15. What were there any Script used? If Yes please mention it <input type="checkbox"/> Yes <input type="checkbox"/> No
16. Is the CMS installed customized? <input type="checkbox"/> Yes <input type="checkbox"/> No	16. Is there a Site Map Available for the website? <input type="checkbox"/> Yes <input type="checkbox"/> No
17. Does the website support multi-language (eg. Dhivehi)? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. DEVELOPED WEBSITES	
1. Website URL: _____	2. Client Name: _____

3. Agreed Project Schedule (days). <input type="text"/>	4. Were you able to deliver the website on time? <input type="checkbox"/> Yes <input type="checkbox"/> No
5. If answer for (4) is "No", for how many days it were delayed? <input type="text"/>	6. Specify the Nature of the Business ? <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Is the website cross-browser compatible? <input type="checkbox"/> Yes <input type="checkbox"/> No	8. Is the website properly optimized for search engines? <input type="checkbox"/> Yes <input type="checkbox"/> No
9. What web development technologies and programming tools were used to develop the site? <input type="checkbox"/> PHP <input type="checkbox"/> MYSQL <input type="checkbox"/> CSS <input type="checkbox"/> ASP <input type="checkbox"/> ASP.NET <input type="checkbox"/> AJAX <input type="checkbox"/> HTML <input type="checkbox"/> SEO <input type="checkbox"/> CG/Perl <input type="checkbox"/> XML/ XSL <input type="checkbox"/> DOM <input type="checkbox"/> SSL/Secure Server <input type="checkbox"/> Javascript and DHML <input type="checkbox"/> PayPal <input type="checkbox"/> Linux/Apache <input type="checkbox"/> Macromedia Flash <input type="checkbox"/> PostgreSQL	
10. Does the pages use CSS or JavaScripty Style sheets? <input type="checkbox"/> Yes <input type="checkbox"/> No	11. Is it viewable without style sheets or with stylesheets turned off or not supported by the browser? <input type="checkbox"/> Yes <input type="checkbox"/> No
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16. Is the CMS installed customized? <input type="checkbox"/> Yes <input type="checkbox"/> No	16. Is there a Site Map Available for the website? <input type="checkbox"/> Yes <input type="checkbox"/> No
17. Does the website support multi-language (eg. Dhivehi)? <input type="checkbox"/> Yes <input type="checkbox"/> No	

3. DEVELOPED WEBSITES	
1. Website URL: _____	2. Client Name: _____
3. Agreed Project Schedule (days). <input type="text"/>	4. Were you able to deliver the website on time? <input type="checkbox"/> Yes <input type="checkbox"/> No
5. If answer for (4) is "No", for how many days it were delayed? <input type="text"/>	6. Specify the Nature of the Business ? _____
7. Is the website cross-browser compatible? <input type="checkbox"/> Yes <input type="checkbox"/> No	8. Is the website properly optimized for search engines? <input type="checkbox"/> Yes <input type="checkbox"/> No
9. What web development technologies and programming tools were used to develop the site? <input type="checkbox"/> PHP <input type="checkbox"/> MYSQL <input type="checkbox"/> CSS <input type="checkbox"/> ASP <input type="checkbox"/> ASP.NET <input type="checkbox"/> AJAX <input type="checkbox"/> HTML <input type="checkbox"/> SEO <input type="checkbox"/> CG/Perl <input type="checkbox"/> XML/ XSL <input type="checkbox"/> DOM <input type="checkbox"/> SSL/Secure Server <input type="checkbox"/> Javascript and DHML <input type="checkbox"/> PayPal <input type="checkbox"/> Linux/Apache <input type="checkbox"/> Macromedia Flash <input type="checkbox"/> PostgreSQL	
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12. Were there any electronic forms to be filled? <input type="checkbox"/> Yes <input type="checkbox"/> No	13. What is the name of CMS used and Version? <input type="checkbox"/> Yes <input type="checkbox"/> No
14. Did you give training of CMS to the client? <input type="checkbox"/> Yes <input type="checkbox"/> No	15. What were there any Script used? If Yes please mention it <input type="checkbox"/> Yes <input type="checkbox"/> No
16. Is the CMS installed customized? <input type="checkbox"/> Yes <input type="checkbox"/> No	16. Is there a Site Map Available for the website? <input type="checkbox"/> Yes <input type="checkbox"/> No

17. Does the website support multi-language (eg. Dhivehi)?

Yes  No

**Part V - OTHERS (Please provide more information if needed)**

**Name:**

**Signature**

**Date:**