

Terms of Reference & Scope of Services

HIRING OF INDIVIDUAL CONSULTANT FOR DEVELOPING SOFTWARE FOR ENHANCEMENT & STABILIZATION OF ELECTRONIC DAILY ALLOWANCE & TRAVEL SYSTEM OF DEPARTMENT OF PUBLIC ACCOUNTS, MINISTRY OF FINANCE.

Background

The Department of Public Accounts (DPA) has embarked on enhancing the recently implemented Electronic Daily Allowance & Travel System (eDATS) to accommodate the feedbacks received from the users and to stabilize the system to bring fiscal transparency, effectiveness and efficiency in the disbursement of public servants' travelling allowances in close collaboration with primary stakeholders. eDATS has been developed on PHP framework and Laravel platform for reporting purpose. eDATS has been in use since July, 2021 with more than 38000+ users, spread across the Country.

The main business goals of the eDATS interface are to:

- a) Replace manual TA/DA forms to reduce paper usage in the government
- b) Improve timeliness and convenience in processing individual claims
- c) To bring uniformity in the application of the TA/DA rules in Budgetary Bodies
- d) Improve government reporting
- e) Prevent double claims/payments
- f) Pave way to cashless modality and;
- g) Minimise the risk of corruption

An eDATS team has been instituted in DPA to develop and implement the proposed system that will be linked with the ePEMS system for the automation of electronic payments. The team has been vigorously engaged for the past one year to meet the project deadline of 30th June 2022.

eDATS has been developed in-house by DPA in order to improve efficiency & effectiveness in service delivery. eDATS enhancements includes the following but are not limited to:

A. Internal enhancements

1. AU (Administrative Unit) level flexibility to cater Cluster Finance Services
2. Separate module for National Forestry Inventory Survey
3. Provision to attach travel order at the user screen to be viewable at the approving & verifying screen.
4. Remarks column in travel claim stage at the approving screen to be viewable at the verifying screen (for communication between the two authorities).
5. Reports
6. Armed Personnel & Dratsang (Monastic Body) entitlements when invited in the government meetings & training.

7. Audit Management – to give access to information for the purpose of auditing in the agencies.
8. Provision for rectification of the wrongly submitted, approved and processed entries or delete button for such entries.
9. Segregation of Public Servants (Public Servants using Government Payroll System & Public Servants not using Government Payroll System) & Non-public servants' database for periodic easy updating of Government Payroll System information.
10. Travel Authorization & Claims form modification/replacement with table form.
11. SMS & Alert Management
12. Half DSA for training & workshop to be rectified.
13. Mode of Travel by bus must be included for the farmers & student trainees.
14. Incorporation of ex-country travel
15. Travel Register to have access to approving only the employees approved by him/her and to the verifying all the employees whose travel claims are verified by him/her.
16. Print count or any other option to be incorporated for the Travel Allowance Claim and Tour Advance Reports used for processing in e-PEMS.
17. Office order No. viewable on both authorization and claim forms at approving & verifying screen.
18. Realignment of Vendor Form process.
19. Any other necessary checks & controls as per the travel rules provisions.

B. External Enhancements

1. Integration between e-PEMS and eDATS - for Payment processing and recording
2. Integration between Government Payroll System (e-PEMS) and eDATS – to update database of the public servants.

Extensive testing of the enhancements is required to be carried out in order to ensure smooth implementation of the integrated system along with the User Acceptance Testing. Each process or enhancements has been documented for reference.

Objective

The main task of the software developer (the Consultant) is to ensure effective implementation of the integrated system by working as a lead developer in the software development team and to ensure the system operates without any complications and glitches.

General responsibilities

The Consultant will be primarily responsible for leading the development and providing assistance to the IT Team.

Specific Tasks

The Consultant will perform the following tasks, but not limited to;

- Attend meetings & discussions with the stakeholders for understanding the functional and system requirements.
- Design, develop and modify the source codes of the eDATS in consultation with the IT Team.
- Discuss with IT Team to develop controls, new functions/modules and fix the bugs in the eDATS
- Lead the testing process such as unit testing, UAT and bug fixes.
- Provide technical assistance to the team in formalizing processes, procedures and quality control.
- Mentor and coach the IT team in order to strengthen the capability of the team to manage the expanding IT responsibilities.
- Anticipate problems and difficult situations and suggest measures to resolve them.
- Provide input on direction of and assist with ongoing development as required.

Duration

The estimated time for this activity is four (4) months which is subject to renewal based on the performance of the selected consultant. The applicant will work full time at the DPA office in Thimphu, Bhutan.

Deliverables

The Consultant shall submit the following deliverables after contract signature/start of work:

D1: An Inception Report including a detailed work plan covering all activities in scope of this assignment (within 1 week).

D2: A bi-directional data exchange interface established between the e-PEMS and eDATS using the web services/Application Program Interface (API) to avoid manual interventions (within 8 weeks).

D3: Draft final report including items listed below (10 weeks):

- a. Detailed functional and technical description of the eDATS interface.
- b. Source code of the eDATS module/interface.
- c. Recommendations for the sustainability of eDATS and strengthening the software development skills of the MoF ICT Unit.

D4: Final report after draft report being reviewed by the Ministry of Finance (12 weeks)

Qualifications and experience requirements

The Applicant for this position is expected to meet the following minimum qualification requirements:

- Master Degree in Information Technology, Computer Application or equivalent with a minimum of 7 years work experience in system administration and software development; Or a Bachelor Degree in Information Technology, Computer Science or equivalent with a minimum of 10 years of work experience in system administration and software development.
- At least five (5) years of software development experiences .NET, MSSQL, API, PHP framework, MySQL & Web Services.
- Experience in working on similar projects on electronic travel system, accounting, budgeting & planning would be an added advantage.
- Demonstrated strong communication and leadership skills with the ability to promote Collaborative team environments and work well with cross-functional groups.
- Fluency in English is mandatory (oral and written).

Evaluation Criteria

Criteria	Score
Masters in Information Technology, Computer Application or equivalent OR Bachelor Degree in Information Technology, Computer Science or equivalent	(Maximum score 25) 20 points for Bachelor's degree qualification and 25 points for Master's degree qualification
At least of 10 years' experience in the system administration & software development	(Maximum score 30) 10 points for 10 years' experience. Two points for each additional year of experience beyond 10 years. 30 points flat for above 20 Years
Should have experience of at least one demonstrated PFM system development (mandatory) based on a recognized diagnostic framework as team leader/project manager in the last five years.	(Maximum score 35) 25 points for experience of one PFM related software development and 35 points for more than one PFM related software development
Fluency in English is mandatory (oral and written); fluency in Dzongkha is a plus.	(Maximum score 10) 5 points for English and 5 points for Dzongkha

Reporting

The Software Developer will report to the Team Leader of the Project, Mr. Sonam Tobgay, Chief Finance Officer, Department of Public Accounts, MoF and submit monthly reports as requested.

Payment Terms

It is a task based with timeline contract and the consultant shall be paid as per the work progress as detailed below.

The rates quoted by the interested consultant shall be on lump sum basis covering all the aforementioned tasks and deliverables and include all associated expenses related to the delivery of the services.

Fee Claim: The consultant will work on lump sum cost basis and payment shall be made as per the following installments:-

10% of contract price on acceptance of inception report D1

25% of contract price on acceptance of final D2

25% of contract price on acceptance of final D3

40% of contract price on acceptance of final D4

For each of the deliverables, the consultant is expected to make a presentation to the RGoB officials.