**Terms of Reference for the Development and Implementation of the System for the Management of Political Parties Membership and Books of Accounts.**

**Background**

The Constitution of the Kingdom of Bhutan and the Electoral Laws of the country envisage Political Parties to play a crucial role in the democratic process as entities formed on a core set of beliefs, interests, concerns and goals and seeking, through election to Parliament, to formulate and implement the policy agenda in the country.

As such, there are very clear legal provisions governing the sources of income of Political Parties and requiring stringent accounting and reporting as well as mandatory audit of the regular accounts.

The Election Commission of Bhutan (ECB) is not only authorized vide section 10 of the Public Election Fund Act of the Kingdom of Bhutan 2008 to scrutinize and disburse funds for the election campaign expenses for the Parliamentary Elections but also monitor all election campaign expenses in relation to both Parliamentary and Local Government Elections. The ECB is also mandated to monitor the accounts of the registered Political Parties as provided in this Act.

**Objectives of the System**

The objective of this system will be to efficiently manage the memberships of the registered Political Parties and also automate the process of maintaining the books of accounts by the respective Political Parties for easy monitoring by the Election Commission of Bhutan.

The Election Commission of Bhutan is also wishing to improve the user friendliness of the system of disbursement of Public Election Campaign Funds and collation of the expenditure reports.

**Scope of the Assignment**

The scope of this assignment shall extend to the following major milestones of the Project;

1. Draw a detailed Software Requirement Specification as per the requirement analysis conducted by the firm in consultation with the ICT Division and Public Election Fund Division.
2. Design a prototype system and present it to the Commission for endorsement.
3. Coding and development of a complete solution for the requirements as specified in the SRS Document and the prototype system endorsed by the Commission.
4. Conduct comprehensive system testing and end user acceptance testing for at-least a month prior to the implementation of the system.
5. In coordination with the ICT Division carry out the Implementation of the system and training of the end-users.
6. Provide necessary technical support in the management of the system, which may also include the addition as few functionalities that may have been missed out in the SRS Document, to the ICT Division for a minimum of two years after the completion of the project.
7. The application shall have tutorial documentation, for the purpose of educating new users as well as acting as a reference.

**Work Schedule**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Schedule** | **May 2019** | | | | **June 2019** | | | | **July 2019** | | | | **Aug 2019** | | | | **Sept 2019** | | | | **Oct 2019** | | | | **Nov 2019** | | | |
| Tendering Process |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Evaluation and Awarding of Tender |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Signing of Contract Agreement |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Requirement Gathering and Analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Completion of the SRS Document |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Adoption of the SRS Document |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Completion of prototyping and Drawing Board |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Completion of coding |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| System Testing and Acceptance/Stabilization |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| UAT (User Acceptance Testing) & End User Training |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Overall System Requirements**

The participating firms are requested to kindly take note of the following overall system requirements while preparing your quotes;

1. Web-based Application built using open source development tools with Maria DB as Database(Normalized).
2. OTP based two step authentication system for log-in for specific users.
3. Mobile App based interface for usage by the Contesting Candidates and National Observers for submitting expenditure reports.
4. Financial transaction through Electronic Fund Transfer and Clearing System (EFTCS) API

**Proposed Modules of the System**

The proposed system shall consist of the following major modules over and above any new ideas that may be conceived during the consultation meetings with the stakeholders;

1. System Administration & User Module
2. Political Parties Module
3. Political Parties Membership Module
4. Membership Fees and Voluntary Contribution Module
5. Public Finance Disbursement and Reporting
6. Reporting Module

**Payment Terms**

The Election Commission of Bhutan shall release the payment for this assignment in phases, upon completion of the major milestones as indicated below;

|  |  |  |  |
| --- | --- | --- | --- |
| Sl No. | Milestone | Payment % | Deliverables |
| 1 | Completion of Requirement Analysis | 10% | SRS Document |
| 2 | Completion of Prototyping | 10% | Prototype System |
| 3 | Completion of Coding/Development | 30% | Fully Functional System |
| 4 | Completion User Acceptance Testing | 20% | Acceptance Test Certificate |
| 5 | Completion of End User Training | 20% | User Manual |
| 6 | End of Warranty Period | 10% |  |

**Post Implementation Requirements**

The System shall be put through live testing phase during the up-coming LG Elections 2021 and finalized and accepted upon completion of the next Parliamentary Elections in 2023. Until then the ECB shall not release the final 10% of the total amount quoted.

**General Terms & Conditions**