

Terms of Reference (TOR)
for
“Advisory Service to develop an ERP Solution
towards enhancement of capability of PPP Authority”

Background:

Public-Private Partnership (PPP) is an innovative collaboration between the public and private sector, aimed at the delivery of infrastructure and provision of services by the private sector partner which has traditionally been provided by the public sector. This cooperation is based on the assumption that each party accepts the risks that it is best able to manage. Adopting such a methodology means that significant risks are transferred from the public sector to the private sector. In this way, the parties complement each other, with the private sector and the public sector taking on responsibility for the delivery of the tasks that they perform best. The division of tasks, responsibilities and risks under PPP enable the delivery of infrastructure assets and public service through the most cost-effective method at the appropriate quality standards.

PPPs can deliver a solution that provides services to citizens, enables the government to meet its responsibility of provision of services while providing sufficient financial returns to the private sector. Hence well-structured PPP projects are widely acknowledged to deliver a ‘win-win-win solution’ that benefits all stakeholders.

Development of a clear understanding of PPPs, its delivery structure, the processes and procedures amongst all parties to a PPP arrangement are critical to ensure the successful and timely delivery of projects. To enhance the capacities of the line ministries and other individuals or groups related to the development endeavours, an Enterprise Resource Planning (ERP) is highly essential. PPP Authority recognizes that a central database is essential to track down the project management, tendering process, investment promotion management, human resources, supply chain management. For instance, without proper project management, budget estimates and project delivery timelines can be over-ambitious or lacking in analogous estimating insight from similar projects. Ultimately this means without good project management, projects get delivered late, and over budget and the confidence of investors gets down.

Objective:

PPPA is seeking proposals from qualified IT Firms to assess ERP System (further Software/Database Applications) needs and provide recommendations for suitable software. Interested applicants should provide an estimate of all costs associated with the service. PPPA will evaluate the proposals to determine which Applicant's solution meets the organization's requirements.

Scope of Work in ERP System

- PPP Program/Project Management
- Supply Chain Management (Including Tendering Process)
- Investment Promotion Management
- HR-Payroll
- Accounting
- Inventory Management
- Modernize the existing website

PPP Program/Project Management:

Main-Modules	Sub-Modules	Details
Project Create	Project Plan	<ul style="list-style-type: none">• Event Registration• Event Payment Processing• Budget management• Mobile –Friendly Registrations• On-Site Functionality• Event Reporting• Create project• Project type• Project budget• Project time• Project participants• Project beneficiary• Task Management
Team Assign		<ul style="list-style-type: none">• Team Assign• Team Evaluation• Team Target• Team Follow-up
Project Execution		<ol style="list-style-type: none">1. Initiate project2. Project attendee3. Project final cost

Supply Chain Management:

Main Module	Sub-Module	
Item	Item Entry	<ul style="list-style-type: none"> • Main Category • Sub-Category • Item Category • Item Masters • Unit • Limit Item Quantity
Requisition		<ul style="list-style-type: none"> • Entry • Approve • Requisition Status
Purchase Process		<ul style="list-style-type: none"> • Quotation Process • CS Approve List
	Purchase order	<ul style="list-style-type: none"> • Purchase order list • PO Approve • Process LOA • PO Dismiss
IOU		<ul style="list-style-type: none"> • IOU Approve list • Payment IOU • IOU Adjustment • IOU Process
Reports		<ul style="list-style-type: none"> • Operational report • MIS report

Investment Promotion Management:

Main Module	Sub-Module	Details
IPM		<ol style="list-style-type: none"> 1. Lead Create 2. Clients 3. Activities 4. Contacts Manager 5. FI Information 6. Team Management 7. Accounts Manager 8. Recovery Desk 9. Product Manager 10. Budget Manager 11. Reports 12. Operation 13. Verification Manager 14. Surveillance Manager 15. Change Owner

HR-Payroll Module Features in Details:

Main Module	Sub-Module	Description
HR Module	Employee Personnel Information module	<ul style="list-style-type: none"> Employee general information including photo, Address, Educational Information (More than one), Experience Information (More than one), blood group etc.
	Recruitment module	Employee recruitment panel
	Leave module	<ul style="list-style-type: none"> Create/edit/delete leave types relevant to your organization like Casual Leave, Earn Leave, Sick Leave, Maternity etc Allow employees to apply for leave application. Admin may approve or reject leave application. Daily attendance reports all department, any department and single employee Absent, present, late and leave report all department, any department and single employee
	Attendance module	<ul style="list-style-type: none"> Manage Employee Attendance through Attendance Device. Manually Entry (Manage Special Attendance). Prepare Daily Attendance Report (Company, Department & Section wise). Prepare Daily Late Report (Company, Department & Section wise). Prepare Daily Movement Report (Company, Department & Section wise). Prepare Monthly Job Card (Individual Employee). Prepare Monthly Attendance Report (Company, Department & Section wise). Prepare Monthly Absent Report (Company, Department & Section wise). Prepare Monthly Late Report (Company, Department & Section wise).
	Increment Module	<ul style="list-style-type: none"> Manage Increment. Increment Due Date Create Report.
	Promotion Module	<ul style="list-style-type: none"> Criteria for promotion. Manage Promotion. Create various types of Report about Promotion

		<ul style="list-style-type: none"> • Promotion Due Date
	Evaluation Module	<ul style="list-style-type: none"> • Multiple Personal Target Achievement • Years of Experience • Training • Academic (Educational Details) • Extra Academic/Educational Achievements/Performance • Extra Financial Achievements/Performance • Participation/Attendance In Office • Qualitative Service Record (Honesty/Integrity)
	Retirement module	<ul style="list-style-type: none"> • Pre-Condition for Retirement • Manage Retirement. • Create various types of Report about Retirement
	Employee Resign module	<ul style="list-style-type: none"> • Causes for Resignation • Manage Resignation • Create various types of Report about Resignation
	Termination Module	<ul style="list-style-type: none"> • Maintain Terminated Employee Info • Report of Terminated Employee
	User Module	<ul style="list-style-type: none"> • Create User. • Change Password. • User privatization
	Setting/Configuration module	<ul style="list-style-type: none"> • Add Company Name. • Add Department. • Add Section. • Employee Type. • Designation. • Add Weekend. • Add Holiday. • Create Bank Info.
	Reporting	<ul style="list-style-type: none"> • HR Report • Performance Report • leaves report, • Weekend & holyday report, • Attendance Report with present, absent, in time, out time, • late Coming, Early Going report. • And many more
Payroll Module	Payroll/Salary Process module	<ul style="list-style-type: none"> • Advance Salary Entry • Salary Increment • Monthly Salary Generate • Monthly Salary Sheet

		<ul style="list-style-type: none"> • Employee Festival Salary • Salary Manage • 2 Month Salary Compare • Salary Summary
	Loan module	<ul style="list-style-type: none"> • A Panel to store Loan Request from employee. • Loan Entry • Manage Loan request. • Create various type of Report about Loan. • Loan Accounts Record
	Bonus module	<ul style="list-style-type: none"> • Setup Festival Bonus • Setup Others Bonus
	Provident Fund	<ul style="list-style-type: none"> • provident fund check balance, • withdrawals, • checks statement, • PF deposit & PF loan. • PF Report • Provident Fund calculation
	Tax Calculation module	<ul style="list-style-type: none"> • Title • Reference • Rate • Base application • Tax model lines
	Reporting	<ul style="list-style-type: none"> • Salary Process, • Allowance sheet, • Deduction sheet, • Pay Slip, Bank sheet, • Salary Summary, • Salary Compare, • Advance Salary, • Salary Increment, • Festival bonus. • And many more

Accounting Module & Features:

Main Module	Sub-Module	Description
General Accounting	General Ledger	<ul style="list-style-type: none"> • Keep all Employee details information. • Payment voucher • Receipt voucher • Journal voucher • Contra

	Accounts Payable	The role of the Accounts Payable involves providing financial, administrative and clerical support to the organization. Their role is to complete payments and control expenses by receiving payments, plus processing, verifying and reconciling invoices.
	Cash Management & Tracking	The Cash Tracking System claims to be the “most powerful cash-generating system on the internet” & you’re told that by joining the site you will be taking a major step towards achieving financial freedom.
	Chart of Accounts	<ul style="list-style-type: none"> • It is in a hierarchical structure with flexible coding configurations to allow for reporting of individual as well as aggregate revenues, expenditure etc. • Distinguishes revenue, assets, expenditures and liability accounts. • Unlimited number of levels, and accounts. • Flexible coding schema (alphanumeric 30 char). • Cost centres related.
	Cost Centers:	<ul style="list-style-type: none"> • The cost centre or profit centre is the entity upon which cost / profit analysis is performed (e.g. department in a company). Cost centres are divided into sub cost centres that allow a finer level of analysis. As an example, the cost centre could be a section in a department. • After cost centres are defined they can be combined with accounts, along with transactions to form chart of accounts and journal transactions.

	Journal entries:	<ul style="list-style-type: none"> • Journal can be created for prior and future periods (date) and in multi-currency. • It allows on-line and batch entries with unlimited numbers of accounts (entries) in each voucher and on-line balancing edit. • It provides multiple lines of description per journal entry and voucher. In addition to multiple lines of special pre-defined description (remarks) per voucher. • Allows Cost centre entry. • It may include VAT.
Reports		<p>Different type of customized reporting portal</p> <ul style="list-style-type: none"> • Daybook • Single voucher-Payment, Receipt, Journal, Contra • Trial Balance • Ledger book with sub ledger report • Sub ledger report (party wise) • Income statement • Profit & loss Statement • Balance sheet • Party wise outstanding report
Admin		
User Register		User can create from this module
Assign page access		This is a page access module
Create User type		User type create in this window
News Feed		Upload news from this window
Tools		
System Settings		<ul style="list-style-type: none"> • System user can change the menu color • System user can change the logo • System user can change the banner

Inventory Management:

Main Module	Sub Module	Description
Inventory & Warehouse Management		<ul style="list-style-type: none"> • Product receive Item • Product Stock Balance status • Main category, Sub Category, item category, item master of product, • Physical count and Audit Trial for Inventory Adjustments • Stock transfer from one location to another with ease • Product Wise Loan ledger • Party wise Loan ledger • Item wise ledger • Sample Issue party wise ledger • Sale Product with Barcode reader • Item Wise Issue receive • Item wise inventory • Item wise product's Price setting • Loan product convert to Sales • Sales Product convert to Loan • Sample product convert to Sales • Serial Number Tracking • Unit of Measurement Configuration

Mordernize the existing Website:

Core Modules	Details
Website	<ul style="list-style-type: none"> . website All Pages <ul style="list-style-type: none"> A. English Website B. Mobile Responsive System for mobile user • Users Accounts. • 3 levels management system

Deliverables of Project Management Solution:

The Deliverables of the system shall include the following:

- Collaborate from anywhere with desktop and mobile apps
- Communicate and share documents all in one place
- Self-organize diverse, virtual teams
- Plan and execute projects on time
- Online project approval process
- Online tendering process
- Gain visibility for workload management
- Monitor project status across the portfolio
- Track real-time progress with visual dashboards
- Gantt charts and Kanban boards
- Conversation tools
- Secure file sharing and version control capabilities
- Synced calendars and notifications
- Online meetings
- Visual dashboards, reports, and portfolio overview
- Customizable project templates and other project management and collaboration tools

Team Composition and Man-Months:

Experts	No of Experts	Man-Month/Expert	Total Man-month
Key Experts:			
Project Manager	1	12	12
Business Analyst	1	3	3
Senior Software Developer	3	6	18
Database and Document Expert	4	7	28
Infrastructure Engineer	2	2	4
QA Engineer	2	8	16
Non-Key Experts			
System Analyst	2	6	12
Software Developer	3	3	9
Implementation Engineer	3	1	3
Trainer	2	1	2
UI Designer	2	3	6
Deployment Expert	2	6	12
Security Engineer	2	3	6
Maintenance Expert	3	1	3
Technical Assistant	5	1	5
Total	37	63	139

Qualification of Key-Experts:

Designation	Qualification
Project Manager	M.Sc. in Computer Science and Engineering from Public University and IEB Membership with at least 10 years of working experience in similar field.
Business Analyst	At least 05 years' experience as Business Analyst. He/She must have minimum B.Sc. degree in CSE, CS, IT, ECE.
Senior Software Developer	B.sc in Computer Science and Engineering with 05 years of working experience in software development.
Database and Document Expert	At least 05 years' experience as Database and Document Expert. The person must have minimum B.Sc. degree in CSE, CS, IT, ECE.
Infrastructure Engineer	B.sc in Computer Science and Engineering with 5 years of working experience as Infrastructure Engineer.
QA Engineer	At least 02 years' experience as android developer. The persons must have minimum B.Sc. degree in CSE, CS, IT, ECE.