

**Terms of Reference (TOR)  
for  
Developing 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
- Procurement Management
- Investment Promotion Management
- HR-Payroll
- Accounting
- Training Management
- Modernize the existing website
- Provide with user manual and train the PPPA staffs to get familiarized with the ERP system and it's modules.

**PPP Program/Project Management:**

Main-Modules	Sub-Modules	Details
Project Create	Project Plan	<ul style="list-style-type: none"><li>• Event Registration</li><li>• Event Payment Processing</li><li>• Budget management</li><li>• Mobile –Friendly Registrations</li><li>• On-Site Functionality</li><li>• Event Reporting</li><li>• Create project</li><li>• Project type</li><li>• Project budget</li><li>• Project time</li><li>• Project participants</li><li>• Project beneficiary</li><li>• Task Management</li></ul>
Team Assign		<ul style="list-style-type: none"><li>• Team Assign</li><li>• Team Evaluation</li><li>• Team Target</li><li>• Team Follow-up</li></ul>
Project Execution		<ol style="list-style-type: none"><li>1. Initiate project</li><li>2. Project Stages</li><li>3. Project Process Flow</li></ol>

		<p>4. Project stakeholders</p> <p>5. Project final cost</p>
Deliverables		<ul style="list-style-type: none"> <li>• Collaborate from anywhere with desktop and mobile apps</li> <li>• Communicate and share documents all in one place</li> <li>• Self-organize diverse, virtual teams</li> <li>• Plan and execute projects on time</li> <li>• Online project approval process</li> <li>• Online tendering process</li> <li>• Gain visibility for workload management</li> <li>• Monitor project status across the portfolio</li> <li>• Track real-time progress with visual dashboards</li> <li>• Gantt charts and Kanban boards</li> <li>• Conversation tools</li> <li>• Secure file sharing and version control capabilities</li> <li>• Synced calendars and notifications</li> <li>• Online meetings</li> <li>• Visual dashboards, various types of reports, and portfolio overview</li> <li>• Customizable templates and other project management and collaboration tools</li> </ul>

**Procurement Management:**

Main Module	Sub-Module	
Item	Item Entry	<ul style="list-style-type: none"> <li>• Main Category</li> <li>• Sub-Category</li> <li>• Item Category</li> <li>• Item Masters</li> <li>• Unit</li> <li>• Limit Item Quantity</li> </ul>
Requisition		<ul style="list-style-type: none"> <li>• Entry</li> <li>• Approve</li> <li>• Requisition Status</li> </ul>

Tender/Purchase Process		<ul style="list-style-type: none"> <li>• Quotation Process</li> <li>• CS Approve List</li> </ul>
Purchase order		<ul style="list-style-type: none"> <li>• Purchase order list</li> <li>• PO Approve</li> <li>• Process LOA</li> <li>• PO Dismiss</li> </ul>
Invoice Management		<ul style="list-style-type: none"> <li>• IOU Approve list</li> <li>• Payment Milestone Management</li> <li>• Payment IOU</li> <li>• IOU Adjustment</li> <li>• IOU Process</li> </ul>
Reports		<ul style="list-style-type: none"> <li>• Operational report</li> <li>• MIS report</li> </ul>

### **Investment Promotion Management:**

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

### **HR-Payroll Module Features in Details:**

Main Module	Sub-Module	Description
HR Module	Employee Personnel Information module	<ul style="list-style-type: none"> <li>• Employee general information including photo, Address, Educational Information (More than one), Experience Information (More than one), blood group etc.</li> </ul>
	Recruitment module	Employee recruitment panel

	Leave module	<ul style="list-style-type: none"> <li>• Create/edit/delete leave types relevant to the organization (like Casual Leave, Earn Leave, Sick Leave, Maternity etc)</li> <li>• Allow employees to apply for leave application. Admin may approve or reject leave application.</li> <li>• Daily attendance reports all department, any department and single employee</li> <li>• Absent, present, late and leave report all department, any department and single employee</li> </ul>
	Attendance module	<ul style="list-style-type: none"> <li>• Manage Employee Attendance through Attendance Device.</li> <li>• Manually Entry (Manage Special Attendance).</li> <li>• Prepare Daily Attendance Report (Organization, Department &amp; Section wise).</li> <li>• Prepare Daily Late Report (Organization, Department &amp; Section wise).</li> <li>• Prepare Daily Movement Report (Organization, Department &amp; Section wise).</li> <li>• Prepare Monthly Job Card (Individual Employee).</li> <li>• Prepare Monthly Attendance Report (Organization, Department &amp; Section wise).</li> <li>• Prepare Monthly Absent Report (Organization, Department &amp; Section wise).</li> <li>• Prepare Monthly Late Report (Organization, Department &amp; Section wise).</li> </ul>
	Increment Module	<ul style="list-style-type: none"> <li>• Manage Increment.</li> <li>• Increment Due Date</li> <li>• Create Report.</li> </ul>
	Promotion Module	<ul style="list-style-type: none"> <li>• Criteria for promotion.</li> <li>• Manage Promotion.</li> <li>• Create various types of Report about Promotion</li> <li>• Promotion Due Date</li> </ul>
	Evaluation Module	<ul style="list-style-type: none"> <li>• Multiple Personal Target Achievement</li> <li>• Years of Experience</li> <li>• Training</li> <li>• Academic (Educational Details)</li> <li>• Extra Academic/Educational Achievements/Performance</li> <li>• Extra Financial Achievements/Performance</li> <li>• Participation/Attendance In Office</li> <li>• Qualitative Service Record (Honesty/Integrity)</li> </ul>

	Retirement module	<ul style="list-style-type: none"> <li>• Pre-Condition for Retirement</li> <li>• Manage Retirement.</li> <li>• Create various types of Report about Retirement</li> </ul>
	Employee Resign module	<ul style="list-style-type: none"> <li>• Causes for Resignation</li> <li>• Manage Resignation</li> <li>• Create various types of Report about Resignation</li> </ul>
	Termination Module	<ul style="list-style-type: none"> <li>• Maintain Terminated Employee Info</li> <li>• Report of Terminated Employee</li> </ul>
	User Module	<ul style="list-style-type: none"> <li>• Create User.</li> <li>• Change Password.</li> <li>• User privatization</li> </ul>
	Setting/Configuration module	<ul style="list-style-type: none"> <li>• Add Organization Name.</li> <li>• Add Department.</li> <li>• Add Section.</li> <li>• Employee Type.</li> <li>• Designation.</li> <li>• Add Weekend.</li> <li>• Add Holiday.</li> <li>• Create Bank Info.</li> </ul>
	Reporting	<ul style="list-style-type: none"> <li>• HR Report</li> <li>• Performance Report</li> <li>• leaves report,</li> <li>• Weekend &amp; holyday report,</li> <li>• Attendance Report with present, absent, in time, out time,</li> <li>• late Coming, Early Going report.</li> <li>• And many more</li> </ul>
Payroll Module	Payroll/Salary Process module	<ul style="list-style-type: none"> <li>• Advance Salary Entry</li> <li>• Salary Increment</li> <li>• Monthly Salary Generate</li> <li>• Monthly Salary Sheet</li> <li>• Employee Festival Salary</li> <li>• Salary Summary</li> </ul>
	Bonus module	<ul style="list-style-type: none"> <li>• Setup Festival Bonus</li> <li>• Setup Others Bonus</li> </ul>
	Provident Fund	<ul style="list-style-type: none"> <li>• Provident fund balance</li> <li>• PF deposit/withdrawal/loan</li> <li>• PF Report</li> <li>• Provident Fund calculation</li> </ul>
	Tax Calculation module	<ul style="list-style-type: none"> <li>• Title</li> <li>• Reference</li> </ul>

		<ul style="list-style-type: none"> <li>• Rate</li> <li>• Base application</li> <li>• Tax model lines</li> </ul>
	Reporting	<ul style="list-style-type: none"> <li>• Salary Process,</li> <li>• Allowance sheet,</li> <li>• Deduction sheet,</li> <li>• Pay Slip, Bank sheet,</li> <li>• Salary Summary,</li> <li>• Salary Compare,</li> <li>• Advance Salary,</li> <li>• Salary Increment,</li> <li>• Festival bonus.</li> <li>• And many more</li> </ul>

### Accounting Module & Features:

Main Module	Sub-Module	Description
General Accounting	General Ledger	<ul style="list-style-type: none"> <li>• Keep all Employee details information.</li> <li>• Payment voucher</li> <li>• Receipt voucher</li> <li>• Journal voucher</li> <li>• Contra</li> </ul>
	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	Cash deposit, withdrawal and usage

	Chart of Accounts	<ul style="list-style-type: none"> <li>• It is in a hierarchical structure with flexible coding configurations to allow for reporting of individual as well as aggregate revenues, expenditure etc.</li> <li>• Distinguishes revenue, assets, expenditures and liability accounts.</li> <li>• Unlimited number of levels, and accounts.</li> <li>• Flexible coding schema (alphanumeric 30 char).</li> <li>• Cost centres related.</li> </ul>
<b>Reports</b>		<p>Different type of customized reporting portal</p> <ul style="list-style-type: none"> <li>• Daybook</li> <li>• Single voucher-Payment, Receipt, Journal, Contra</li> <li>• Trial Balance</li> <li>• Ledger book with sub ledger report</li> <li>• Sub ledger report (party wise)</li> <li>• Income statement</li> <li>• Profit &amp; loss Statement</li> <li>• Balance sheet</li> <li>• Party wise outstanding report</li> </ul>
<b>Admin</b>		
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
<b>Tools</b>		
System Settings		<ul style="list-style-type: none"> <li>• System user can change the menu color</li> <li>• System user can change the logo</li> <li>• System user can change the banner</li> </ul>

### Training Management:

Main Module	Sub Module	Description



		<ul style="list-style-type: none"> <li>• Training Categories</li> <li>• User Registration</li> <li>• Learning Resources</li> <li>• E-library</li> <li>• User tracking and trainee management</li> <li>• Trainer survey</li> <li>• E-certification</li> </ul> <p><b><u>Reporting:</u></b></p> <ol style="list-style-type: none"> <li>1. Trainee Tracking (agency and ministry wise)</li> <li>2. Report on Volume of training and trainee</li> <li>3. Report on different types of training organized and attended</li> </ol>
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**Modernize the existing website:**

Core Modules	Details
Website	<ul style="list-style-type: none"> <li>• Re-furbish the existing website and give it a dynamic look</li> <li>• Mobile Responsive System for mobile users</li> <li>• Ensure appropriate security levels</li> </ul>