

## **Term of Reference**

### **Development of AAIPI Website**

#### **1. Background**

Asosiasi Auditor Intern Pemerintah Indonesia (AAIPI) is a professional organization consists of individuals and work units of the Aparat Pengawasan Intern Pemerintah (APIP) that established since November 30, 2012.

Currently AAIPI already has a website (aaipi.or.id) as an online media that contain information regarding the organization. But over time, the website has not been able to meet some of the organization's needs.

#### **2. Purpose**

- To publish news, information and activities of AAIPI online.
- To make it easy for the AAIPI members to access and share information internally.
- To renew the design interface of AAIPI website.
- To maintain the sustainability of the website with up-to-date content.

#### **3. Project Methodology**

The scope of work to be done will be described in detail by the Service Provider. In principle, the Service Provider is responsible for using the implementation methods that follows these development stages:

1. Application Development:
  - a. Analyzing requirement & design each application according to the applicable rules in the organization.
  - b. Preparing the development environment.
  - c. Implementing the customization according to Analysis and Design / Functional Specification Document.
  - d. Performing test which includes Performance Test, UAT (User Acceptance Test), and Security Test.
  - e. Preparing the production environment.
  - f. Performing application deployment in the production environment.
2. Providing socialization and training to all related employees.
3. Conducting support and maintenance after Go-Live for at least 12 months.

#### **4. Output**

A dynamic website that will be used as a site which contains information regarding AAIPI.

#### **5. Scope of Work**

The AAIPI Website will provide user with easier and faster access to information they need. The content of the website can be of any kind, such as

text, photos, flash images, videos, etc. User with admin privilege can easily upload the content into the website. In addition, the website will also be integrated with e-learning applications.

## 6. Specification

The functionality of the AAIPI Website will at least includes the following but not limited to:

NO	FEATURE	DESCRIPTION
1	Attractive Interface Design	The system will have a modern, attractive, and responsive interface design.
2	Portal Interface (Web/Mobile)	The system will have the interface for user and admin to manage data and configuration settings that can be accessed via web or mobile.
3	Content Management	The system will have the feature to manage content, whether text, flash images, photos, videos, and other types of content.
4	Content Search	The system will have the feature to search either through title, content, or keywords.
5	Link to Internal/External Application	The system will have the feature to manage a list of important links for users to access a variety of important sources, both in the form of applications and others.
6	Multi Language	The system will be displayed in two languages. Admin as content manager can add content in Bahasa Indonesia and English.
7	e-Learning Integration	The system will be integrated in single sign-on to the e-Learning system.
8	Audit Trail	The system will have the ability to provide an audit trail of in-app activity, such as creation date and modification date.

## 7. Technical Qualification

The Service Provider Company shall possess the following technical qualifications:

1. Have experience in handling project in the scope of local and multinational companies either in private or government / state-owned enterprises in Indonesia.
2. Have a consultant who can give inputs about global best practice on an international scale with similar work experience.
3. Have a management standard regulatory requirements related to the product or service provided.
4. Have its financial statements auditted annually of at least 2016.
5. Having an office in Indonesia and local staff of Indonesian citizenship. This work needs to be addressed by the majority of local staff so that issues related to local culture and conditions / situations can be handled well.

## 8. Expertise Qualification

The Service Provider Company shall possess the following expertise qualifications:

NO	EXPERT	QUALIFICATION
1	Project Manager (1 Person)	Minimum Master Degree (S2) with a work experience of at least 5 years.
2	Business Analyst (1 Person)	Minimum Bachelor Degree (S1) of Information Systems or Information Technology with a work experience of at least 3 years. The experience of developing similar applications becomes an added value.
3	Software Developer (1 Person)	Minimum Bachelor Degree (S1) of Information Systems, Information Technology or Computer Technology with a work experience of at least 3 years and has certification of experts in Web Application. The experience of developing similar applications becomes an added value.
4	Web Designer (1 Person)	Minimum Bachelor Degree (S1) of Information Systems or Information Technology with a work experience of at least 3 years in the field of design.
5	Technical Writer (1 Person)	Minimum Diploma (D3) or Bachelor Degree (S1) with a work experience of at least 1 year in documenting application development project.

## 9. Project Timeline

Activity	Aug	Sep	Oct	Nov	Dec
Design and Analysis	•				
Development		•	•		
Deployment				•	
User Acceptance				•	
Training				•	
Go-Live					•

## 10. Cost estimate (in US\$):

Consultant fee

19,800