

Term of Reference

Membership Database Development

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 doesn't have an application to store and manage the membership database yet.

2. Purpose

- To store information regarding AAIPI member's personal data information.
- To make it easy for the AAIPI members to access and share personal data information internally.
- To centralize the data securely in a single database.

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 Association.
 - 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 web-based application that will be used to manage the membership database.

5. Scope of Work

Membership Database Management System will focus on storing member's personal data information, such as: personal profile, education history, certificates, training, and awards. This system is expected to help the association to become more flexible and productive by providing accurate and

reliable membership information. This system will be integrated with the e-learning application and web-based so that it can be easily accessed from anywhere as long as connected to the network.

6. Specification

The functionality of the Membership Database Management System 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	Login	The system will have the ability to verify the already registered employee to login to the system. Login is used so that internal users of the association can upload content / data according to their authority.
4	Member's Personal Data	The system will have the ability to store member's personal data information, such as personal profiles, education history, certificates, training and awards.
5	Mass Upload using Excel	The system will have the ability to upload data directly from excel, in accordance with the specified template.
6	Ticket Reporting	The system will have the features for users to create report tickets for problems they encounter related to the application.
7	Report / Dashboard	The system will have the ability to generate reports related to the membership database.
8	e-Learning Integration	The system will be integrated in single sign-on to the e-Learning system.
9	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. The Service Provider Company has 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 (2 Person)	Consists of 1 lead developer and 1 web / front-end developer. 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	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

31,000