

Term of Reference
Development of AAIPI Website and Membership Database

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 (aapi.or.id) that need to be enhanced to meet some of the organization's needs.

AAIPI also need application to store and manage its members information (database). The membership information expected to be linked with and can be accessed through the website.

2. Objective

Consultant will be hired to develop a system that consist of:

- Updated AAIPI website which intend to share and publish AAIPI news, information and activities to all stakeholders.
- AAIPI membership database management which expect to store information regarding member's personal data information.

Integration with AAIPI e-learning application.

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 members.
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, manage the membership data/ information and integrated with AAIPi e-learning application

5. Scope of Work

The AAIPi Website will provide user with easier and faster access to information they need.

Membership Database Management will focus on storing member's secured, verified and reliable personal data information, such as: personal profile, education history, certificates, training, and awards.

The content of the website and database membership management 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.

This website and database membership management 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 AAIPi Website will at least includes the following but not limited to:

NO	FEATURE	DESCRIPTION
1	General	<ol style="list-style-type: none">1. The system should be easy to use.2. The system should be easy to maintain.3. There should be a way to enhance and/or modify the system in the future.4. The system should be secured from any means of threats from tempering database, content, and the web itself.5. The system should be hosted in cloud based with sufficient space and speed for at least a period of 1 year.
2	Attractive Interface Design	The system will have a modern, attractive, and responsive interface design.
3	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.
4	Content Management	The system will have the feature to manage content, whether text, flash images, photos, videos, and other types of content.
5	Content Search	The system will have the feature to search either through title, content, or keywords.

6	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.
7	Multi Language	The system will be displayed in two languages. Admin as content manager can add content in Bahasa Indonesia and English.
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.

Specifically for the database membership, the specification will include the following but not limited to:

NO	FEATURE	DESCRIPTION
1	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.
2	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.
3	Mass Upload using Excel	The system will have the ability to upload data directly from excel, in accordance with the specified template.
4	Ticket Reporting	The system will have the features for users to create report tickets for problems they encounter related to the application.
5	Report / Dashboard	The system will have the ability to generate reports related to the membership database.

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.
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	Minimum Master Degree (S2) with a work experience of at least 10 years.
2	Business Analyst	Minimum Bachelor Degree (S1) of Information Systems or Information Technology with a work experience of at least 5 years. The experience of developing similar applications becomes an added value.
3	Software 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 Lead	Minimum Bachelor Degree (S1) of Information Systems or Information Technology with a work experience of at least 10 years. The experience of developing similar applications becomes an added value.
5	Web Designer	Minimum Bachelor Degree (S1) of Information Systems or Information Technology with a work experience of at least 5 years in the field of design.
6	Quality Tester	Minimum Diploma (D3) or Bachelor Degree (S1) with a work experience of at least 3 year in testing application.
5	Technical Writer	Minimum Diploma (D3) or Bachelor Degree (S1) with a work experience of at least 3 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

47,034