TERMS OF REFERENCE
eContract Phase 2

A. BACKGROUND

Yayasan Konservasi Alam Nusantara (YKAN) is a non-profit organization that has a significant contribution to protecting Indonesia's nature and has a business plan that is very dynamic in its development, currently requiring improvement to be able to support operations and carry out its work plans. YKAN requires eContract application to help and speed up the contract process and making reporting. This includes the process of creating new modules, and a new database structure.

By considering the various needs above, this is an important step in increasing efficiency, accuracy and staff satisfaction in implementing eContract optimally at YKAN. So it is necessary to new development eContract Application Features with the scope below.

B. PURPOSE

The objective is to create eContract Phase 2 includes the process of creating new modules and a new database structure.

C. SCOPE

The scope of work is:

1. Autogenerate contract number with contract categories : services, grant & lease.
2. Contract Status Request every status : Draft, Approval, Amendment & Closed will be created automatically.
3. Amendment process will be saved and recorded every change in data in the database, except content in the attachment
4. Integrated with epayment. Contract Admin & Contract PIC can directly make payments based on contract number.
5. Implementation of Numbering for Vendors or required to obtain a Vendor code from YKAN.
6. Supporting Document Management. Documents related to the contract will be categorized and store into a folder structure : Solicitation, Proposal, TOR, Approval, Due Diligence/Bridger/FRA, Draft Agreement/Amendment, Signed Agreement/Amendment, Invoice, Reporting/Deliverables, Close Out, Other.
7. Contract Reporting :
    a. Outstanding Contract Report.
    b. Active Contract Report, Amendment Contract Report.
    c. Termination Contract Report.
    d. Closed out Contract Report.
    e. Budget Center Burn Rate Contract Report.
    f. Vendor/Consultant Performance Report.
    g. SLA Contract Admin Performance Report.
8. Dashboard & Chart :
    a. Must be paid based on their respective distributions in certain periods.
    b. Based on Draft, Signed, Active, Amendment & Closed in certain periods.
    c. Have exceeded the due date in certain periods.
    d. Service level agreement/SLA.
9. Notification :
    a. Contract remaining reminder for due date, not paid yet & overdue send to PIC and Contract Admin.
    b. Contract remaining reminder for Contract Status Request send to PIC and Contract Admin.
10. Any changes in econtract data have a record and history. User activity log, records each user's activities such as adding, changing, deleting data in the application, every transaction or master data. User activity management, provides facilities for admins to search for user activity records within a certain period, certain applications and certain users.
11. All standard document templates related to contract can be upload, accessed & studied by staff
12. Any changes in econtract data have a record and history. User activity log, records each user's activities such as adding, changing, deleting data in the application, every transaction or master data. User activity management, provides facilities for admins to search for user activity records within a certain period, certain applications and certain users.

D. WORK PERIOD

3 months, Software Development Life Cycle (SDLC)
Start date on July 2024 – End date on September 2024

E. COST

Budgeted costs are Maximum $ 10000 (include VAT) P100053 INDO YTNC G&A OPS 111616