TERMS OF REFERENCE

YKAN eLibrary

A. BACKGROUND

Yayasan Konservasi Alam Nusantara (YKAN) committed to maintaining a balance between production, conservation, and social responsibility that impacts the community's welfare in the concession area, through multi-business practices and responsible forest management to support nature protection. YKAN is a 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 YKAN Operational and carry out its work plans. YKAN requires to change request platform application with new business process, to assist and expedite operational process in YKAN. This includes process creating cloud infrastructure, database and application.
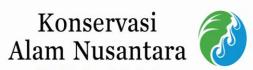
B. PURPOSE

The objective is to create YKAN eLibrary.

C. SCOPE

The scope of work is:

eLibrary with the following specifications:

1. Web page view for electronic library
2. Supported file type to store : images, videos, documents, voice, etc
3. Unlimited file size to upload.
4. Repository will be part of YKAN super application, but installed in different server.
5. Utilizing S3 to store files.
6. Shareable access to files to YKAN all employee, YKAN Specific employee or YKAN specific department. The file will include data such as ; project name, location, photo, video, raw, article, release, publication, design, consent & release form.
7. File sharing permission will be denied on employee resignation. Inactive employee will be unable to access shared files nor login to system.
8. A tag (ie : important, project, proposal, legal) or more can be applied to File or Folder (apply a tag label to folder is applying tag label to all files inside folder).
9. Tags list is manageable, and editable.
10. File transcription ready (need external file transcription services)
11. Search function (based on tags, file transcript, file name, upload date, file owner, file type, file size).

12. File and folder statistics : numbers of download, file version, saved duration, amount of sharing permission, log history of which user downloaded the file).

13. Compress and password-encrypted store files.

14. User dashboard : total file stored, recent view, file and folder structure, upload file, delete file, download file.

15. View files (for pdf and images type files).

16. Download folder (and it's sub folders and files). For download a folder, it will be zipped into a zip file.

17. Equipped with QR code for the shareable file links.

18. Staff dashboard , total file size, size per user.

19. Admin dashboard , total file size, size per user.

D. WORK PERIOD

3 months, Software Development Life Cycle (SDLC)

Start date on 25 March 2025 – End date on 25 June 2025

E. COST

Budgeted costs are Maximum $ 5000 (exclude VAT) using P100053 activity 111616