



TERMS OF REFERENCE (TOR) FOR WAREHOUSE MANAGEMENT SYSTEM SOFTWARE DEVELOPMENT

DCA is soliciting for a reputable company/ service provider which is registered in South Sudan in developing warehouse management software to propose for the development of an integrated web-based and offline inventory management system to enable stakeholders manage receiving, issuing and generate reports on the inventory between specified period of time.

The system will operate as web based and offline responsive software thus making it possible for both mobile phone users and computer users to be able to utilize the system provided, they have internet access and an offline data entry from anywhere.

SYSTEM FUNCTIONALITIES

Stock/Inventory Management:

- Add new stock /inventory
- View the current stock/inventory
- Search inventory stock and generate report of the received stock between specific period of time
- Record stock items that moves out of the warehouse
- Generate a report of items issued out between specific period of time
- Track officers/staff that received specific items/stock
- Track officers/staff that issued specific items

Users & User Roles Management:

- Admin will be able to add new users to the system and capturing user biodata
- Admin will be able to add user roles like data entrance, reviewers, Quality analysts and defining the roles of what they should access in the system
- System logs reports (know who logged in and when)
- System activity/usage report (know who logged in and what he did)
- Generate performance reports of each user who logged in between specific period of time

ADMINISTRATORS:

- Admin will have option to register users to the system
- Admin can suspend /disable users from system
- Admin can change user roles and access privileges
- Admin can create other branches/offices and add users from these respective offices
- Admin can perform Graphical analysis and summaries of reports

- Admin can perform appointments between specific period of time)
- Each user will be mapped to specific office by the admin
- Email notifications on scheduled to users and managers

POSSIBLE SYSTEM MODULARITY

1. Web Presence: The system shall have to be hosted on its dedicated domain or subdomain hosted on a stable secure server to ensure that data /information is available whenever its requested.

2. User management: The system will have to provide secure user registration who can be assigned different access rights and working groups depending on the organization structure and reference.

3. Analysis reports: The system will have to provide detailed custom analysis reports on stock, inventory, offices and users and system usage between specific period of time.

4. Data extraction: The system will support exporting/downloading of datasets to other programs such as Microsoft Excel, csv, pdf for further analysis and reporting.

5. Audit trail: The system will have to maintain a detailed level of tracking and recording of user activities on the system regarding access to the system, and modifications of data therein.

6. Backup: The system should have backup capability to avoid loss of data in case of any disaster on our dedicated server

PROJECT WORK FLOW PROCEDURES

In order to achieve the proposed system above, DCA request for the service provider to propose on the following work flow procedures: -

1. Consultative meetings

DCA will require meetings with the project stakeholders (Systems Users, Admins, Sponsors and beneficiaries) to fully scrutinize their requirements and confirm if the provided proposal by the successful service provider do fulfill the requirements.

2. System Design and Prototyping

Because DCA will be fully aware of what the system should be able to capture and output in its operations; and what the users expect from the system, a system prototype will be developed and presented to further seal off on what will be discussed in the consultative meetings.

3. Final system development

Based on feedback got after interacting with the prototype, the service provider will develop the final system. During this stage, the service provider will still require more interaction with the users for clarification on specific issues during development and testing of each module and after integrating all modules.

4. Installing, testing and debugging the final system

The contracted service provider will carry out the installation of the system and tests will be done to ascertain that the system works well in the production environment. Corrections (final touches) will be made accordingly.

5. Development of user manuals and user training

The contracted service provider/company will have to develop comprehensive user manuals which will be used during the user training.

MAJOR ACTIVITIES TIMELINES S/N	Description	Duration(days)
1	Consultative meetings	2
2	System Design and Prototyping	10
3	Final System Development and testing of all modules	10
4	Installation, Testing and Debugging	10
5	User manuals and Training	3
6	Official Commissioning	1
Total		36

We look forward to receiving your tenders by or before the submission deadline on 31st May 2020 at or before 4:00pm via E-mail to: [**ejfr@dca.dk**](mailto:ejfr@dca.dk)



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Have a concern? Access DCA Complaint Handling System SSK.Complaints@dca.dk

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