Introduction

Muslim Aid is seeking a qualified and experienced software development agency to partner with in building a state-of-the-art platform that transforms our HR procurement, logistics, fleet management processes. This innovative software will empower us to:

- **Enhance Transparency and Efficiency:** Gain real-time visibility into HR, procurement activities, logistics operations, fleet management, enabling data-driven decision-making.
- **Reduce Costs and Risks:** Optimize procurement processes, streamline logistics, and improve supply chain visibility to minimize costs and mitigate risks associated with delays, disruptions, and inventory management.
- **Boost Collaboration:** Foster seamless communication and collaboration between internal teams, vendors, and partners throughout the software lifecycle.
- **Increase Agility and Scalability:** Respond effectively to changing market demands and business growth by leveraging the software's scalability and adaptability.

Project Scope

The software development project encompasses the following key functionalities:

1. **Procurement:**

   - Supplier database management
   - Request for quotation (RFQ) and proposal management
   - Purchase order (PO) creation and tracking
   - Analytics and reporting
   - Vendor performance management

2. **Logistics and Asset Management:**

   - Inventory/ warehouse management
   - Order fulfillment and tracking
   - Inventory / equipment Issuance and control
   - Transportation management (including fleet management integration)
   - Asset requests

3. **Fleet Management:**

   - Vehicle tracking and maintenance scheduling
   - Weekly / Monthly Travel Plan Management
   - Fuel management
   - Road/Air Travel Request

4. **HR**

- Employee data management
- Leave management
- Performance appraisal
- Time Sheet management

Deliverables

The successful software development agency will provide the following deliverables:

- Complete, well-documented, and thoroughly tested software solution
- User manuals and training materials
- Source code
- Ongoing maintenance and support services (optional, based on agreed-upon terms)

Selection Criteria

We will evaluate proposals based on the following criteria:

- Proven experience in developing and deploying software solutions
- Strong understanding of our specific requirements and industry best practices
- Demonstrated ability to deliver high-quality, scalable, and secure software
- Robust project management methodology and timeline
- Competitive pricing and flexible engagement model
- References from satisfied clients with similar projects

Timeline

- 2 Months from the signing of contract.

Next Steps

Interested Agencies are invited to submit detailed proposals that clearly address the requirements outlined in this TOR. Proposals should include:

- Company profile and relevant experience
- Project approach and methodology
- Proposed team composition and qualifications
- Development timeline and milestones
- Cost breakdown and pricing structure
- References from similar projects

We look forward to reviewing your proposals and partnering with a qualified agency to bring this transformative software solution to life.

Last date for Submission of Proposal is Monday 10th June before 03:00 PM