Afghan Women's Educational Center

AWEC

مرکز تعلیمی زنان افغان

MIS
SYSTEM DEVELOPMENT REQUIREMENTS
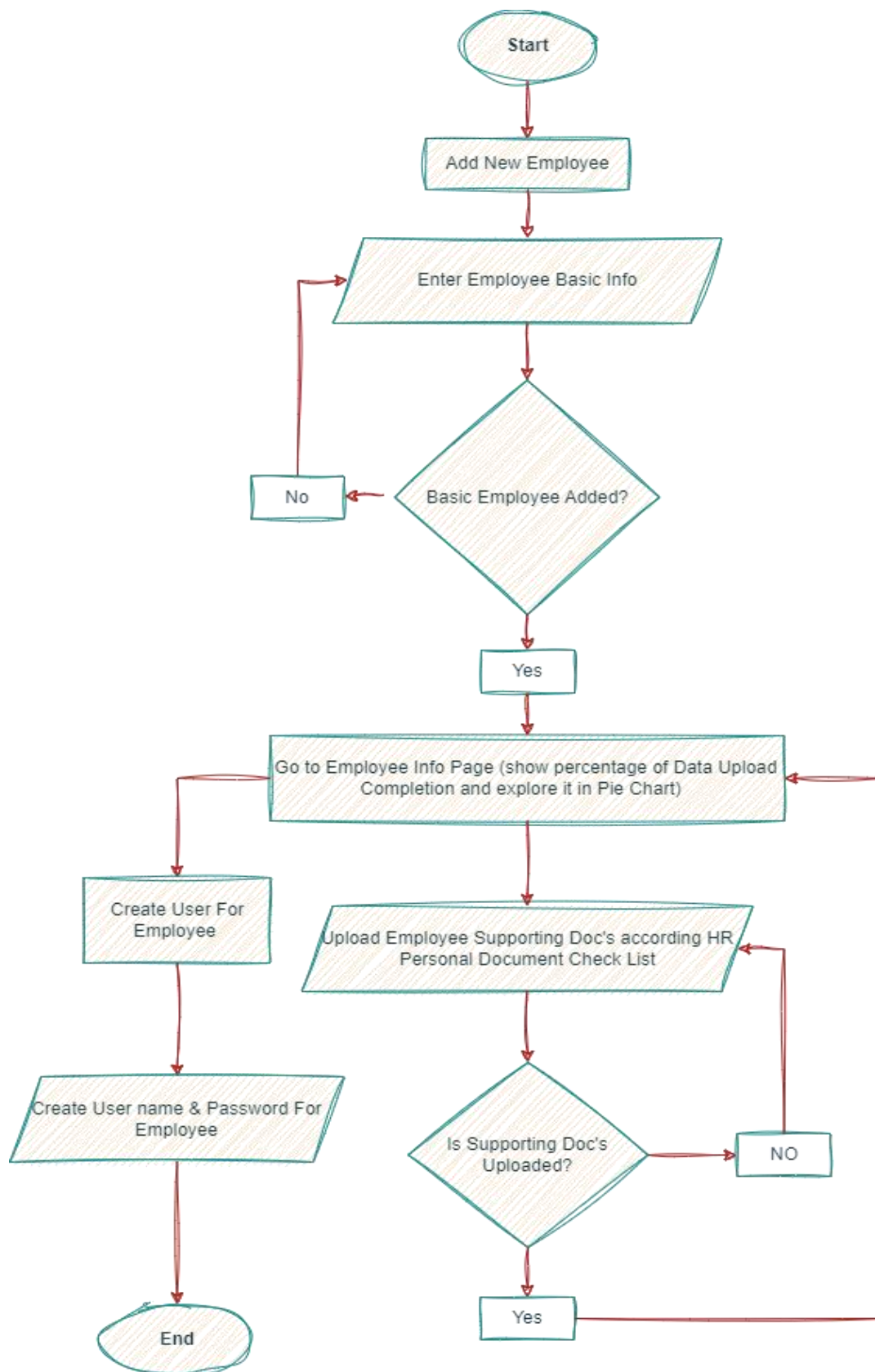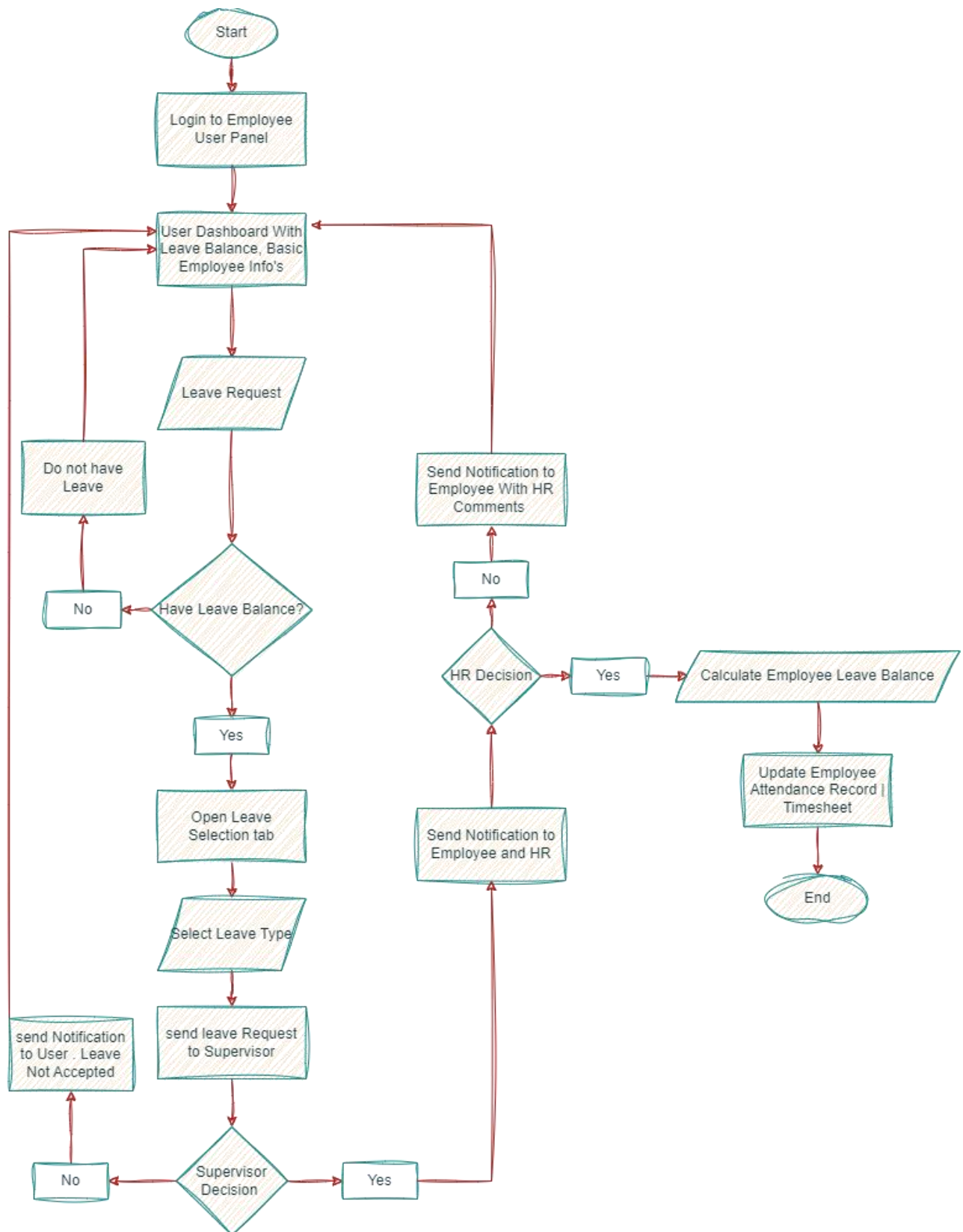
33 Years of Building Equality & Opportunities

HR Department

1. **HR Employee Registration Process**

```
                            ( Start )
                               |
                               v
                     [ Add New Employee ]
                               |
                               v
                  / Enter Employee Basic Info /
                               |
                               v
                    < Basic Employee Added? >
              No <----/                  \
                               |
                               v
                            [ Yes ]
                               |
                               v
        Go to Employee Info Page (show percentage of Data Upload
              Completion and explore it in Pie Chart)
          /                    |                    \
         v                     v
  [ Create User For      / Upload Employee Supporting Doc's according HR
     Employee ]              Personal Document Check List /
         |                     |
         v                     v
  / Create User name &    < Is Supporting Doc's
    Password For              Uploaded? >  ----> [ NO ]
    Employee /                 |
         |                     v
         v                  [ Yes ]
      ( End )
```

2. Employee Leave Request Process

```
                    ┌─────────┐
                    │  Start  │
                    └─────────┘
                         │
                         ▼
              ┌──────────────────┐
              │ Login to Employee│
              │    User Panel    │
              └──────────────────┘
                         │
                         ▼
              ┌──────────────────┐
              │ User Dashboard With│
              │ Leave Balance, Basic│
              │  Employee Info's  │
              └──────────────────┘
                         │
                         ▼
                 ╱ Leave Request ╲
```

Start

Login to Employee User Panel

User Dashboard With Leave Balance, Basic Employee Info's

Leave Request

Do not have Leave

Have Leave Balance? — No — No

Yes

Open Leave Selection tab

Select Leave Type

send Notification to User . Leave Not Accepted

send leave Request to Supervisor

Supervisor Decision — No

Supervisor Decision — Yes

Send Notification to Employee and HR

HR Decision — Yes — Calculate Employee Leave Balance

HR Decision — No

Send Notification to Employee With HR Comments

Update Employee Attendance Record | Timesheet

End

HR MIS System Development Requirements

1. New Employee Registration

a) **Profile Creation**

- HR personnel must input the following basic information to create a new employee profile:

    o HR ID

    o First Name and Last Name

    o Father's Name

    o National ID/ Passport ID

    o Gender

    o Date of Birth

    o Contact Number

    o Email Address

    o Physical Address

    o Position

    o Duty Station (Dropdown menu by Province and District)

    o Employee Photo

    o Joining Date

    o Contract Start Date

    o Contract End Date (Contract should be extendable)

- **Additional Functionalities:**

    o **Automated Data Validation:** Automatic checks for duplicate entries, format validation, and consistency of critical information (e.g., valid email format, phone number length).

b) **Document Upload**

- HR personnel must upload and manage employee documents according to a predefined checklist, which includes:

    o Requisition Form (PDF format)

    o Vacancy Announcement (PDF format)

    o Long List Excel Sheet (Attachment capability)

    o Interview Package (PDF format)

    o Offer Letter (PDF format)

- o TIN Form (PDF format)

- o Education Documents (PDF format)

- o Work Experience Documents (PDF format)

- o Tazkira / Passport Copy (PDF format)

- o Reference Check (PDF format)

- o SAM/UN Check

- o Resume

- o Employee Handbook / Acknowledgment

- o Appraisal Forms

- o Work Permit

- o Grants Form

- o Contract (PDF format) with Start and End Dates; this section should allow for contract extensions and additional attachments as needed

- o Employees off-boarding Data

    - ▪ Final Clearance Attachment

    - ▪ Conducting exit interview PDF File. (attachment)

- o Other relevant documents

- **Additional Functionalities:**

    - o **Document Expiry Alerts:** Automated notifications for document expiration or renewal requirements.

    - o **Secure Document Storage:** Encryption and secure access controls for sensitive documents.

    - o **Document Versioning:** Track changes and maintain version history for important documents.

c) **Employee Record Access**

- HR Head: Full access to all records

- HR Staff: Access based on defined roles

- Employees: Access to their own basic information, leave request capability, monthly timesheet generation and AWEC Essential Policies.

d) **HR Department Dashboard Functionalities**

- HR Head should be able to create user accounts for new employees

- HR should have the ability to create, update, delete, and manage employee documents individually

- HR must be able to visualize employee information and document statuses in percentage and pie charts from the HR Dashboard

- Ability to extract general staff information into an Excel spreadsheet

- Ability to download selected employee records

- Display total number of employees and contract employees in dashboard charts

- Show the number of employees by location in dashboard charts

- Ability to view employee data based on yearly criteria

- Ability to upload AWEC policies for Employee review.

- Employees off-boarding data Uploading capabilities.

- Show employee status whether the employees are onboard or offboard.

  Additional Functionalities:

  o **Real-Time Analytics:** Interactive dashboards with real-time data updates and customizable reports.

  o **Custom Alerts and Notifications:** alerts for important HR events or thresholds (e.g., upcoming contract expirations, missing documents).

2. Attendance Section

a) **Attendance System Functionalities**

- Integration with attendance machines

- Centralized attendance system creation

- Automatic capture of employee attendance records from attendance machines

- Manual editing of employee attendance records by HR

- Generation of employee attendance reports based on specified start and end dates

  Additional Functionalities:

  o **Biometric Integration:** Support for biometric attendance systems (e.g., fingerprint or facial recognition).

  o **Geolocation Tracking:** Verify employee attendance based on location data (for field-based employees).

  o **Automated Time-Off Calculations:** Automatic adjustment of attendance records for approved leave or absences.

3. Employee Leave Request Handling

a) **Leave Request Form**

- The leave request form must be accessible in all employee user panels with detailed information

- Data entry should conform to the existing leave form format

- Employees must be able to view their leave balance in the user panel according to the AWEC leave form format and leave types

- Upon approval by the employee's supervisor and HR Department, attendance records should be automatically updated

- HR must be able to view the leave balance of each employee

- The system should prevent additional leave requests and notify the employee when the employee use all his/her leaves.

- The system must send notifications to the employee's supervisor regarding leave requests, and subsequent approval or rejection must trigger notifications to HR and the employee. Approved leave requests should be forwarded to the HR dashboard for acceptance or rejection, with comments. Accepted leave should be deducted from the employee's leave balance, and timesheets and attendance records should be updated accordingly

- Employee leave balances should automatically increment monthly according to the defined leave balance increment procedure

- HR should have the capability to manually define increment values for different leave types

    Additional Functionalities:

    - **Leave Request Analytics:** Track leave trends, patterns, and usage statistics for better resource planning.

    - **Custom Leave Policies:** Support for different leave policies based on employee type, department, or location.

4. Employee Timesheet

a) **Timesheet Format**

- The timesheet should conform to the AWEC timesheet format (refer to the attached timesheet format)

- Timesheet data should be automatically populated from employee attendance records, with manual entry capabilities by HR

- The timesheet should be accessible and visible to both HR and employees

    Additional Functionalities:

    - **Automated Timesheet Approvals:** Workflow for timesheet approval, including supervisor and HR review.
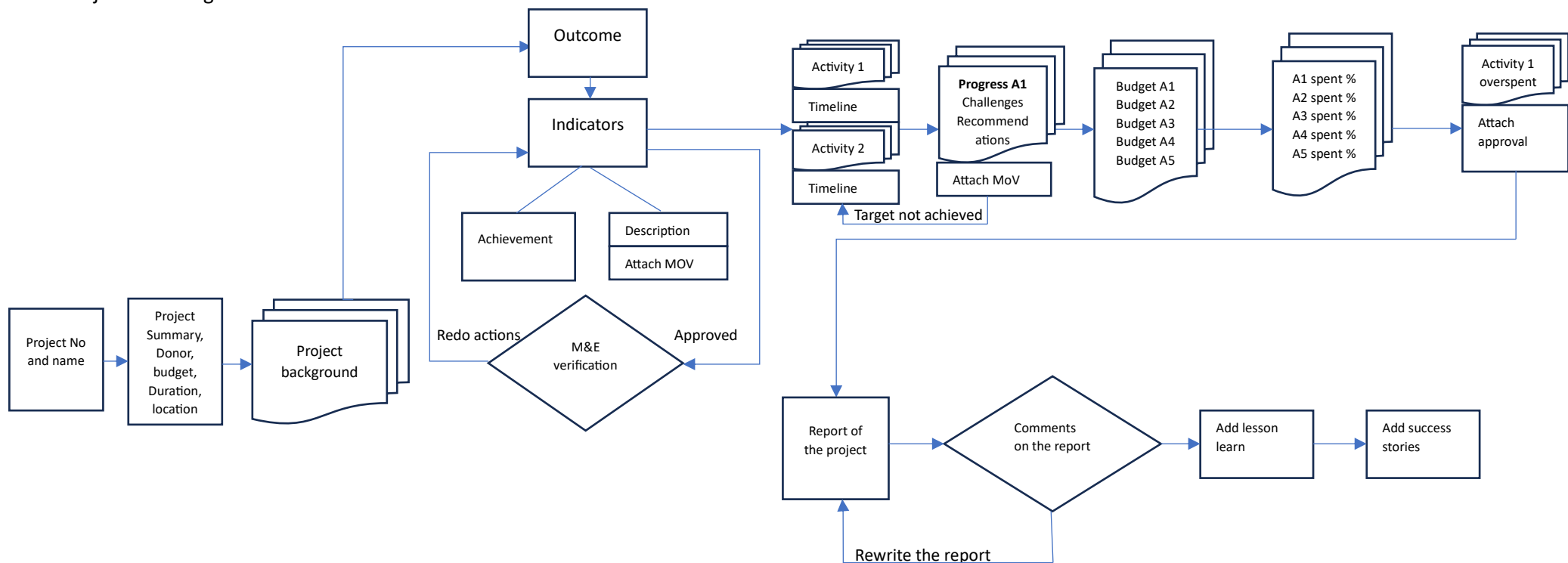
- o **Timesheet Analytics:** Reports and charts on timesheet submissions, overtime, and attendance anomalies.

- o **Mobile Access:** Ability for employees to submit and review timesheets via a mobile application.

Program Department

Project flow diagram for MIS

Reporting based on your customization

Project No word/pdf and name	project summary	background	Indicators	Activities	Progress	Budget	Actual spent (shows %)	Convert to
☒	☒	☒	☒	☒	☒	☒	☒	☒ word ☐ pdf

Illustration of flow diagram

1. **Project No and Name**: There should be a button. The button should indicate "record a new project", when you click on it, the input should be the project number and name.
2. **Project Summary, Donor, budget, duration, and location:** There should be a next button, when you click on the button, it should lead to entering project summary, donor, budget, duration, and location of the project.
3. **Project background:** This button should lead you to enter all project information until outcome 1. Including project goals, objectives etc.
4. **Outcome:** In this step, the button should lead you to enter the outcomes of the project and should link to
5. **Indicator:** Details information of each indicator should be added in this field. The indicator should link to
   a. **The indicator should be SMART:** The description of the indicator should be there for review and facilities to attach means of verification.
   b. **Approval and rejection button:** The M&E department should review and approve.
6. **Activities:** Detailed information of the activity should be added and linked to the indicators. Under the activities, there should be
   a. **Timeline:** When the activity should be completed.
   b. **Budget:** How much the activity costs
   c. **Record of expenses under each activity:** Expenses should be recorded
   d. **Balance of activity cost:** It should be automatically calculated; how much budget is burned.
   e. **Activity overspent and underspent color should be highlighted.**
   f. **Narrative report of activity:** There should be a textbox to enter the narrative of the progress against the activity. The facility to attach docs should be there.
   g. **Sending report to supervisor:** The report should be sent to the supervisor for review approval and comments.
   h. **Approval button:** The supervisor is authorized to comment and revise the report,
   i. **Details information:** There should be a button to add success stories and lessons learned.

Reporting

1. The report should be printed based on the customization of the operator. For example, if there is a need to produce a report consisting of all sections, they can tick market the sections they need to be part of the report. The reporting function should have the capacity to produce reports in Word or PDF.

Logistics Department

MIS System Development Requirements

Overview

The MIS system for AWEC's Logistic Department is divided into four main components:

1. Procurement Management System

2. Warehouse/Inventory Management System

3. Fixed Asset Management System

4. Transportation/Fleet Management System

1. Procurement Management System

1.1 **Purchase Requisition (PR) Process**

- Need Assessment

- **Request for PR:**

  - Align PR format with existing template.

  - Automatically generate unique PR requisition numbers.

  - Calculate exchange rates automatically with manual override option.

- **PR Form Fields:**

  - S/No

  - Description / Item Specifications

  - Quantity

  - Unit

  - Budget Line

  - Account Code (QuickBooks)

  - Donor Name

  - Project Name

  - Estimated Unit Price

  - Estimated Total Price

  - Total Estimated Cost

  - Requester's name, position, and request date (auto-filled)

- **Workflow:**

  - Requester writes summary and raises PR.

  - Submit PR for verification.

  - Verify and forward to next reviewer.

  - Move to approval stage for Approval.

- Approved PR on logistics dashboard for processing.

- **Additional Functionalities:**

  - User roles and permissions management

  - Notification system for PR status updates

  - Search and filter functionality for PRs

  - Reporting and analytics features

  - Audit trail for tracking PR changes

  - Showing pending PR's, Completed PR's and Rejected PRs to Logistic dashboard view

  - Functionality to upload documents for attaching supporting files to PRs.
- **Sourcing**
  - Add new suppliers to the system.
  - Upload required documents for new suppliers in compliance with AWEC's supplier policy.
  - Verify supplier eligibility during the selection process.
  - Assess suppliers based on document completion, displayed in percentage or chart view.

- **Generating PO**
  - Generate and create PO according to need request.
  - printing PO's PDF format
- **GRN**

  - The GRN format must align with AWEC's standards and include all items received based on the Purchase Order (PO). Exception handling should be built in for cases such as delayed or partial deliveries.
  - Ensure the GRN structure and data fields comply with AWEC's GRN format.
  - Submit the GRN for multi-level verification and approval.
  - Provide a review and approval workflow, allowing users to verify, comment, and forward the GRN to the next reviewer.

Additional Functionalities:

- **Partial GRN Management:** Allow for the creation of multiple GRNs for the same PO to handle partial deliveries, with automatic reconciliation once all items are received.
- **Automatic Notification System:** Notify relevant departments of pending, delayed, or completed deliveries based on GRN status.
- **Audit Trail and Reporting:** Maintain a detailed audit log of all GRN submissions, verifications, and approvals, with reporting features for tracking discrepancies and delivery performance.
- **Document Attachment:** Enable attachment of delivery-related documents (invoices, shipping documents, etc.) to the GRN for comprehensive record-keeping.

2. Warehouse/Inventory Management System

1. **Inventory Tracking and Management**

   - Real-time inventory tracking.
   - Ability to add new items with details.
   - Alerts for low stock levels.
   - Document upload for item specifications, manuals, etc.

2. **Warehouse Organization**

   - Categorization of items.
   - Manage multiple warehouses.

3. **Order Management**

   - Processing incoming and outgoing orders.
   - Order fulfillment tracking.
   - Generate packing lists and shipping labels.

4. **Stock Replenishment**

   - Automatic generation of purchase orders.
   - Integration with Procurement Management System.

5. **Inventory Valuation**

   - Calculation based on different methods.
   - Reporting on inventory value and turnover.

6. **Quality Control**

   - Monitoring product quality and expiration dates.
   - Set quality control checkpoints.

7. **Returns Management**

   - Handling returns and exchanges.
   - Automated processing of return requests.

8. **Reporting and Analytics**

   - Reports on inventory levels and performance metrics.
   - Analytics for forecasting demand.

9. **Security and Access Control**

   - User roles and permissions management.
   - Data encryption and regular backups.

Additional functionality

- Supply request form: through this form the responsible person can request their needs based on approval.
- Store release form: with this form all the items will be released from stock based on approval.
- Stock Card: is use for any item to record any item related specification, all balances.

3. Fixed Asset Management System

1. **Asset Registration and Tracking**

    - Registering all fixed assets.

    - Tracking asset movements.

    - Document upload for asset purchase receipts, maintenance records, etc.

2. **Depreciation Calculation**

    - Automatic calculation based on depreciation method.

    - Generation of depreciation schedules.

3. **Maintenance and Service Management**

    - Scheduling and tracking maintenance activities.

    - Recording maintenance history.

4. **Asset Lifecycle Management**

    - Managing asset lifecycle from acquisition to disposal.

    - Forecasting asset retirement dates.

5. **Asset Auditing and Compliance**

    - Conducting regular asset audits.

    - Ensuring compliance with regulatory requirements.

6. **Asset Categorization and Classification**

    - Categorizing assets based on relevant criteria.

    - Classifying assets by type.

7. **Asset Documentation and Attachments**

    - Uploading and storing asset-related documents.

    - Attaching photos and manuals.

8. **Reports and Analytics**

    - Generating reports on asset utilization and performance.

- Analyzing data to optimize asset management.

9. **Security and Access Control**

   - Role-based access control.

   - Data security measures.

4. Transportation/Fleet Management System

1. **Vehicle Maintenance Management**

   - Scheduling and tracking routine maintenance tasks.

   - Monitoring maintenance history.

2. **Driver Management**

   - Driver assignment and scheduling.

   - Monitoring driver performance.

3. **Fuel Management**

   - Tracking fuel consumption and efficiency.

   - Analysis of fuel usage patterns.

4. **Safety and Compliance**

   - Monitoring driver hours and safety regulations.

   - Implementing safety protocols.

5. **Incident and Risk Management**

   - Recording and tracking incidents involving fleet vehicles.

   - Implementing risk assessment strategies.

6. **Performance Reporting and Analytics**

   - Generating reports on fleet performance.

   - Visualizing key performance indicators.

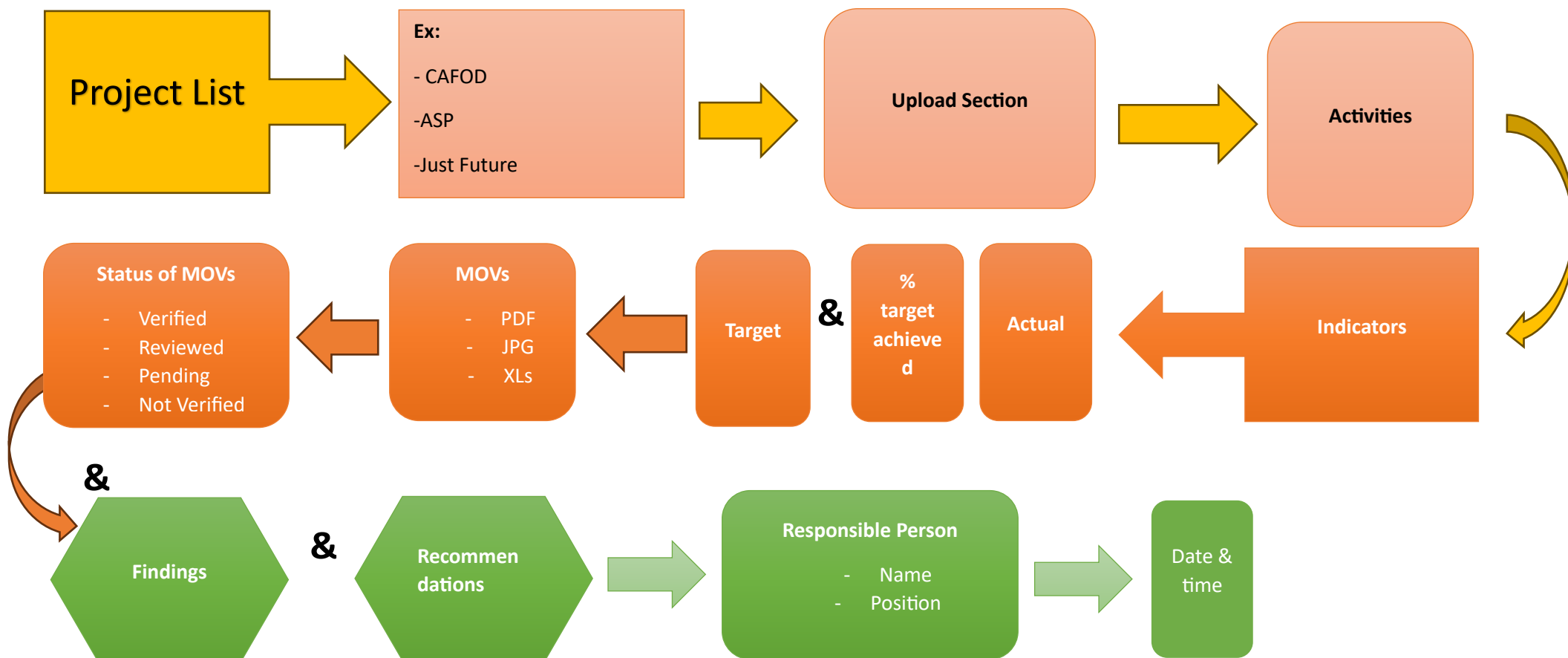7. **Security and Access Control**

   - Secure access controls.

   - Data security measures.

Including document upload functionality in each section will enable logistic DP to attach relevant documents for better record-keeping and documentation.

M&E Department

Flow Chart of M&E Dashboard:

Description of Dashboard Fields:

1. **Project List:** A comprehensive list of all ongoing projects at AWEC.

2. **Upload Section**: It is needed to upload each project's proposal and action plan.

3. **Activities:** A detailed list of each project activities as per its scope of work at its respective section. (Functionality Notify M&E for any field activity)

4. **Indicator:** The respective indicators of each project as per its scope of work are listed right here.

5. **Actual:** The actual value that is achieved by each project intervention.

6. **% Target Achieved:** The actual % of achieved value by each project intervention.

7. **Target:** The target value that is set right at the planning stage of each project intervention.

8. **MoVs Upload:** The designated format of MOVs need to be uploaded right here in this section. (giving the access to the uploading of the JPG, PDF, Word, Xls..)

9. **Status of MoVs (means of verification):** The status of the supporting documents or MOVs should dropped down right here.

   - Verified

   - Reviewed

   - Pending

   - Not verified

10. **Findings:** The findings on issues with the MoVs in terms of the missing MoVs are dropped over here.

11. **Recommendations:** The recommendations for addressing any issues with the MOVs being missing are dropped over here.

12. **Responsible Person:**

    - Name:

    - Position:

13. **Date and time:** Date and time of verification.

Design of M&E Dashboard:

- Percentage of Projects progress (pie chart)

- % of ongoing projects Vs Completed projects (pie chart)

- # of the project with delayed activities (pie chart)

Additional General Functionalities Could be added to the MIS System.

1. **Data Import and Export Features**:

   - Include capabilities to import data from external sources and export data in various formats for interoperability and data sharing.

2. **Integration with Third-Party Tools**:

   - Provide integration with tools commonly used in project management, such as CRM systems, financial software, or reporting platforms.

3. **Data Validation and Error Handling**:

   - Implement validation checks to ensure data accuracy and integrity, with detailed error handling mechanisms in place.

4. **Automated Alerts and Notifications**:

   - Set up automated alerts and notifications for upcoming deadlines, pending approvals, or important system updates.

5. **Version Control**:

   - Implement version control for documents and data to track changes and maintain a history of revisions.

6. **Data Backup and Recovery**:

   - Establish regular data backups and a robust recovery plan to prevent data loss in case of system failures or errors.

7. **Performance Monitoring and Optimization**:

   - Monitor system performance metrics, identify bottlenecks, and optimize system processes for efficiency.

8. **User Feedback Mechanism**:

   - Incorporate a feedback mechanism for users to provide suggestions, report issues, and contribute to system improvements.

9. **Accessibility Standards Compliance**:

   - Ensure the system complies with accessibility standards to accommodate users with disabilities.

10. **Scalability and Flexibility**:

    - Design the system to be scalable, allowing for future expansion and accommodating a growing user base and data volume.

11. **Cross-Device Compatibility**:

   - Ensure the system is responsive and compatible across various devices, including desktops, tablets, and smartphones.

12. **Data Privacy and Security Compliance**:

   - Adhere to data protection regulations and implement security measures to safeguard sensitive information stored within the system.

13. **Customizable Dashboards and Reports**:

   - Provide users with the ability to customize dashboards and reports to suit their specific needs and preferences.

14. **Collaboration Features**:

   - Include tools for real-time collaboration, such as shared document editing, commenting, and task assignment.

15. **Resource Management**:

   - Incorporate features for tracking and managing project resources, including human resources, finances, and materials.

Note:

1. AWEC may ask to modify the flow diagram and the ICT company should accept up to 30% changes in the functionality of the application.
2. The ICT company should provide codes of the system to IT department of AWEC.
3. The ICT company should maintain the system for up to one year after the handover to AWEC.