

Terms of Reference for Employee Attendance & Task Tracker for Remote Work.

Project Title : Employee Attendance Tracker and Task Update Tracker for Remote Work – Vendor Selection and Evaluation

Background:

As remote work continues to be a critical part of the organization's operations, managing employee attendance and task progress becomes increasingly important for ensuring productivity, accountability, and transparency. MSI Afghanistan Reproductive Choices aims to implement integrated solutions that effectively track attendance and monitor task completion for remote employees. These tools should help to monitor work hours but also provide real-time insights into task statuses, deadlines, and task completion.

Objective:

The purpose of this Terms of Reference (TOR) is to define the requirements for selecting a vendor who can provide both an Employee Attendance Tracker and a Task Update Tracker for remote workers. This project aims to:

- Identify and evaluate vendors offering integrated solutions for tracking employee attendance and task updates for remote teams.
- Implement a dual-purpose system that allows employees to log their attendance and provide regular task progress updates.
- Ensure the system is intuitive, scalable, secure, and can integrate with the organization's existing management tools.
- Enhance real-time reporting, improve communication, and support remote work management processes by providing better visibility into employee work hours and task status.

Scope of Work:

The selected vendor will be responsible for delivering the following features:

Attendance Tracker:

1. **Login and Logout Functionality:** A reliable system to track employee login and logout times, and allow for recording of breaks.
2. **Geo-Location & Time Zone Flexibility:** Ability to track employees in different locations and across various time zones.
3. **Mobile and Web Accessibility:** Ensure that employees can log attendance easily via both web platforms and mobile apps.
4. **Work Hours Calculation:** Automatic calculation of total work hours, overtime, and breaks.
5. **Holiday and Absence Management:** Automatic holiday tracking and absence reporting.
6. **Real-Time Reports:** Ability to generate and view reports for tracking employee attendance

Task Update Tracker

1. **Task Assignment and Progress Tracking:** Allows managers to assign tasks and monitor the progress of tasks in real-time.
2. **Task Status Updates:** Employees can update task statuses (e.g. in progress, completed, blocked) and report on task challenges.
3. **Due Date and Deadline Alerts:** Automatic alerts for task due dates and reminders for employees and managers.
4. **Task Time Logging:** Option for employees to track the amount of time spent on each task, improving accountability and transparency.
5. **Collaboration Tools:** Features for team communication, such as task comments or attachments, to ensure clear collaboration and visibility.
6. **Project Dashboards:** Centralized dashboards for managers to monitor progress on multiple tasks or projects at once.

Integration and Customization:

1. **Project Management Tool Integration:** Ensure compatibility with existing project management software (e.g., Trello, Jira) for a unified workflow.
2. **Customizable Reporting:** Ability to customize reports according to the specific needs of the team, department, or organization.

Criteria for Selection of Vendor:

The following criteria will be used to evaluate potential vendors:

1. **Product Functionality:** The vendor's ability to meet all the requirements outlined in this TOR, including the dual functionalities of attendance tracking and task updates. (20%)
2. **Cost-Effectiveness:** A clear cost proposal with details on initial fees, licensing models, and ongoing costs. (15%)
3. **Security:** Compliance with data privacy regulations and robust security measures for employee data protection.(15%)
4. **User Experience:** An intuitive, easy to use interface for employees, managers, and HR personnel.(10%)
5. **Customer Support & Training:** Availability of training materials, onboarding support, and responsive customer service.(10%)
6. **Scalability:** The solution's ability to scale as the organization grows or as the number of remote employees increases.(10%)
7. **Customization and Flexibility:** Flexibility in customization to meet specific needs, including reporting formats, time tracking policies, and task management workflows.(20%)

Deliverable:

The following are the key deliverables from the selected vendor:

1. **Attendance Tracker Software:** A fully functional employee attendance tracking system.
2. **Task Update Tracker Software:** A fully functional task management system with employee task updates.
3. **System Integration:** Full integration with the organization's HR and project management platforms.
4. **Training Materials:** Documentation and training resources for employees, managers, and administrators.
5. **Reports & Dashboards:** Configured reports and dashboards for monitoring attendance and task status.
6. **User Support:** Access to technical support, troubleshooting, and system updates post-deployment.
7. **Implementation Plan:** A detailed plan for deploying the solution, including timelines and milestones.

Hosting:

Cloud-Based Hosting:

The system should be hosted on a reliable cloud infrastructure (AWS, Google Cloud, or Microsoft Azure) for scalability and flexibility.

Support:

Continuous technical support and maintenance to address issues promptly.

Performance Optimization:

Features like load balancing to ensure optimal system performance even during high-traffic periods.

Data Security and Compliance:

Ensure the hosting complies with data privacy regulations (e.g., GDPR, local laws) and provides robust encryption for data at rest and in transit.

Payment

The payment is based on below deliverables:

No.	Deliverables	Percentage
1	1. Attendance Tracker Software: A fully functional employee attendance tracking system. 2. Task Update Tracker Software: A fully functional task management system with employee task updates.	40 %
2	3. System Integration: Full integration with the organization's HR and project management platforms. 4. Training Materials: Documentation and training resources for employees, managers, and administrators.	40 %
3	5. Reports & Dashboards: Configured reports and dashboards for monitoring attendance and task status. 6. User Support: Access to technical support, troubleshooting, and system updates post-deployment. 7. Implementation Plan: A detailed plan for deploying the solution, including timelines and milestones	20 %