

Terms of Reference (TOR) for Software Developer

Title: Software Developer (On Assignment Basis) for University Information System Development

Duration: 6–12 months (with specific deliverables due at set intervals)

Background:

University of Vavuniya is developing a comprehensive University Information System (UIS) to streamline and optimize its administrative and academic processes. The UIS will consist of various modules including Admission, Attendance/Leave, Exam, Finance, Inventory, and Procurement management. Each module is critical for the efficient operation of the university and must be developed using cutting edge technologies under the guidance of the University Information System Advisory Team and External Experts.

Objectives:

- Build a robust UIS to manage diverse administrative and academic workflows.
- Ensure scalability, security, and ease of use.
- Deliver all modules within the specified timeline and meet performance-based milestones.

Scope of Work:

1. **Admission Module (10 Days):**
 - To cover processes from recruitment to retirement for staff and admission to awarding for students.
2. **Attendance/Leave Module (10 Days):**
 - To manage staff and student leave approvals with real-time updates.
3. **Exam Management Module (10 Days):**
 - To automate tasks such as subject assignment, examiner management, roster creation, and claim processing.
4. **Receipts Module (10 Days):**
 - To implement features for transaction tracking, and report generation based on the Receipt from Staff, Student Fees, Receipt from Suppliers.
5. **Inventory Module (10 Days):**
 - To track university assets, manage inventory levels, and record transfers from PRN to Stores, Stores to SRN.
6. **Payment/Claims Module (10 Days):**
 - To Track Advances and Claims for staff, Suppliers Payments, Bursary and Travelling Calim for students
7. **Fixed Assests Module (10 Days):**
 - To track the process from Budgeted to Fixed Assets Register
8. **Procurement Module (10 Days):**
 - To Manange Procurements of Goods and Services
9. **Final Integration (1 Month):**
 - Integrate all modules into a unified UIS.
 - Conduct comprehensive testing to ensure module interoperability and seamless operation.

Deliverables:

- **Functional Modules:** Delivered sequentially every 10 days per module.
- **Integrated UIS:** Completed within 1 month after the development of all modules.

Supervision and Reporting:

- The developer will work under the direct supervision of the University Information System Advisory Team and designated External Experts.
- Weekly progress reports must be submitted to the advisory team.
- Bi-weekly review meetings will be held to evaluate progress and provide feedback.

Payment Terms:

Payments will be milestone-based:

- 60% for each module successfully completed and tested.
- 30% upon successful integration and final approval of the UIS.
- 10% will be paid after the retention period of 1 calendar year.

Costs and Estimated Time:

No.	Modules	Users	Process	Estimated Time (in Hrs)	Cost per Hour	Cost Per Module	Estimated Number of Days
1	Admission	Staff	Recruitments to Retirement	60	2,000	120,000	10
		Student	Admission to Awarding	60	2,000	120,000	10
2	Attendance/ Leave	Staff	Leave approvals	60	2,000	120,000	10
		Student	Leave approvals	60	2,000	120,000	10
3	Exam	Staff	Subject Assignment, Examiners,Roster to Claim	60	2,000	120,000	10
		Students	Entry Form to Release of Results	60	2,000	120,000	10
4	Payment/Cl aims	Staff	Advances and Claims	60	2,000	120,000	10
		Suppliers	Suppliers Payments	60	2,000	120,000	10
		Student	Bursary and Travelling Calim	60	2,000	120,000	10
5	Receipt	Staff	Reciept from Staff	60	2,000	120,000	10
		Student	Fees	60	2,000	120,000	10
		Suppliers	Receipt from Suppliers	60	2,000	120,000	10
6	Inventory	Staff	PRN to Stores, Stores to SRN	60	2,000	120,000	10
7	Fixed Assests	Staff	Budged to Fixed Assets Register	60	2,000	120,000	10
8	Procurement	Staff	Procurements of Goods and Services	60	2,000	120,000	10
				900		1,800,000	150
			10% Annual Service Fee			180,000	

Detailed Process Requirements will be submitted Seperatly

Skills and Experience Required:

- Recognized Degree in a Computing degree program.
- Proven experience in developing web-based applications.
- Strong knowledge of database management, security, and user authentication mechanisms.
- Demonstrated ability to work efficiently under tight deadlines.
- Strong analytical and communication skills.