

## Consultancy Task 1: TERMS OF REFERENCE (TOR) FOR DEVELOPMENT OF A WEB-BASED AUTOMATED PAYROLL MANAGEMENT SYSTEM

### 1. Background

---

ActionAid Bangladesh currently manages payroll through an Excel-based system. While functional, this manual process is time-consuming, error-prone, and lacks integration with statutory compliance requirements (e.g., NBR tax submissions). To improve efficiency, accuracy, compliance, and transparency, ActionAid Bangladesh seeks to develop a **web-based automated payroll management system** that integrates payroll processing with tax, gratuity, provident fund, reporting, and statutory compliance.

### 2. Objectives

---

The primary objective is to design, develop, and implement a **secure, scalable, and user-friendly payroll management system** that:

- Automates monthly payroll processing.
- Ensures compliance with Bangladesh labor laws and NBR tax regulations.
- Integrates staff financial entitlements (salary, gratuity, provident fund).
- Generates accurate statutory and management reports.
- Provides online accessibility with secure role-based access.

### 3. Scope of Work

---

The selected service provider/software developer will be responsible for the following:

#### 3.1 Payroll Management

- Automated calculation of monthly salaries, allowances, deductions, overtime, and benefits.
- Multiple salary structures and pay grades management.
- Proration of salaries for staff joining or leaving mid-month.
- Automated arrear calculation.
- Pay slip generation and send email to staff (web-based & PDF download).
- Bank transfer advice preparation (with multiple bank integration options).
- Approval process automated.

#### 3.2 Tax Management

- Automated calculation of staff income tax as per NBR rules.
- Monthly withholding tax deductions.
- Annual tax statement generation (Form 108).
- Tax rebate calculation and adjustments.
- Auto-generation of NBR submission formats (with export option in required template).

#### 3.3 Gratuity Management

- Automated calculation of gratuity as per ActionAid HR Policy.
- Day wise gratuity calculation

- Gratuity accrual reports (monthly, quarterly, annually).
- Settlement processing for departing employees.

### **3.4 Provident Fund (PF) Management**

- Automated calculation of staff and employer contributions.
- Real-time balance tracking for each staff member.
- PF Loan and withdrawal management.
- Monthly/annual PF ledger report.

### **3.5 Compliance & Regulatory Management**

- Automated preparation of statutory reports required by NBR and labor law.
- System-generated **Form 108 Tax deduction submission**.
- Staff tax certificate generation.
- Reports for audit, donor compliance, and statutory bodies.

### **3.6 Reporting & Analytics**

- Standard and customized payroll reports (monthly, quarterly, annually).
- Staff-wise, department-wise, project-wise cost allocation reports.
- Comparative reports (budget vs actual salary expenditure).
- Export reports in PDF, Excel, CSV formats.

### **3.7 System Administration & Security**

- Role-based access control (HR/Admin/Finance/Management/Employee self-service).
- Employee portal for viewing pay slips, tax certificates, PF statements.
- Multi-user, multi-level approval workflow.
- Secure database management (encrypted storage & backups).
- Audit trails for all transactions.

### **3.8 Technical Requirements**

- Web-based system accessible from desktop & mobile.
- Cloud or on-premises hosting option.
- Integration with existing ActionAid systems (ERP/HRIS if required).
- Compliance with GDPR and ActionAid data security policies.
- User-friendly interface with Bangla & English language options.

### **3.9 Staff Budget Management**

- Core staff budget management
- Project Staff budget management

### **3.10 Final Settlement**

- Leaver Staff Final Settlement management and approval.

### **3.11 Project Assignment (Charge out) Management**

- Staff charge out management dashboard

### 3.12 Tax Certificate (Salary Certificate)

- Staff Tax certificate will automatically generate and preserved in ERP.

### 3.13 Existing Attendance System integration or any modification if required.

- Payroll system will integrate with ERP attendance module. If require need to ammend attendance module for payroll system management.

## 4. Deliverables

---

The service provider is expected to deliver:

1. **System Requirement Specification (SRS)** after requirement analysis.
2. **System Design Document** (UI/UX, workflows, architecture).
3. **Developed Web-Based Payroll Management System** with all features.
4. **Migration of existing payroll data** from Excel if technically possible.
5. **User Acceptance Testing (UAT)** with ActionAid team.
6. **Training sessions** for HR, Finance, and IT staff.
7. **System Deployment & Go-Live.**
8. **User Manual & Technical Documentation.**
9. **Ongoing Support & Maintenance** (minimum 1-year post-deployment).
10. **Integrate with ERP:** This payroll system will develop in separate platform and finally will integrate with our existing ERP through API.

### Proposed Tech Stack

- **Backend (API):** Please propose latest technology
- **Frontend:** Next.js (React 18+, Tailwind CSS, TypeScript)
- **Database:** MySQL / PostgreSQL/vendor suggest any latest
- **Authentication:** Laravel Sanctum / JWT
- **Storage:** AWS S3 / DigitalOcean Spaces
- **CI/CD:** GitHub Actions / GitLab CI
- **Deployment:**
  - Frontend: Vercel
  - Backend: VPS (Ubuntu, Nginx, PHP-FPM, MySQL/PostgreSQL)

### Security Considerations

- Role-based access control (RBAC).
- Secure API authentication (Laravel Sanctum/JWT).
- CSRF, XSS, and SQL Injection protection.
- Rate limiting & bot protection.
- No advertise show feature
- Regular security audits and logging mechanisms.

### Support & Maintenance

- Bug fixes & security updates for 6 months post-launch.

- Monthly performance health checks
- Performance monitoring & optimizations.
- Feature updates based on requirements.
- Optional AMC post-support period

## 5. Timeline

---

The assignment is expected to be completed within **3–4 months** from the date of contract signing, including testing and training. A detailed implementation schedule must be submitted by the vendor.

## 6. Vendor Qualifications

---

- Proven experience in developing payroll/HR/finance systems.
- Strong understanding of Bangladesh tax and labor regulations.
- Experience in secure web application development.
- Demonstrated ability to integrate payroll with financial/tax systems.
- At least 3 client references in similar work (preferably NGOs/INGOs).

## 7. Evaluation Criteria

---

Proposals will be evaluated based on:

- Technical approach and methodology.
- Relevant experience and expertise.
- System security and compliance standards.
- Implementation timeline.
- Cost-effectiveness and value for money.

## 8. Reporting & Coordination

---

The service provider will report to the **Head of People and culture** and work in close coordination with the **IT Manager** and **HR Payroll Coordinator** of ActionAid Bangladesh.

## 9. Budget & Payment Terms

---

The budget should be proposed in detail, including:

- Development cost.
  - Deployment & training.
  - Annual support & maintenance.
- Payment will be delivered as per AAB policies.

The payment would be made via Account Payee Cheque in the name of the selected firm / individual at the end of the orientation session, upon receipt of the invoice from the developer. AAB will deduct VAT & TAX from the contract value during payment as per rules and regulations of GoB.

## 10. Intellectual Property Rights

---

All source code, databases, and documentation developed under this contract will remain the property of **ActionAid Bangladesh**. The vendor cannot use or share the system with third parties without written permission.

### **11. Prebid Meeting**

---

Interested companies are invited to attend a pre-bid meeting regarding the Payroll System development project.

To participate in the pre-bid meeting, please send an email to **aab.mail@actionaid.org** to request the online meeting link. Kindly ensure that your request is submitted **no later than 13 April 2026**.

**Payroll System Automation Annexure:**

1. Salary Structure
2. Monthly Payroll
3. Salary Reconciliation
4. Provident Fund Management Module
5. Gratuity Fund Management Module
6. Earned Leave Encashment
7. Final Settlement
8. Staff Budget Management
9. Tax Certificate (Salary Certificate)
10. Monthly Salary Tax Report (NBR)
11. 108 Report
12. 108A Report
13. Project Assignment (Charge out) Management

**1. Salary Structure:****2. Monthly Payroll:****2.1. Core Payroll**

- Confirmed Staff
- Probationary Staff
- Need to develop a format/List of components
  - Staff ID
  - Name
  - Designation
  - Unit
  - Location
  - Grade and Step
  - No of days
  - No of attendance
  - Monthly Gross Salary
  - Provident Fund (Org)
  - Festival Bonus
  - Mobile Allowance
  - Internet Allowance
  - Incharge Allowance
  - Other Allowance (i.e:
  - Gratuity (?)

- Deduction
  - Provident Fund (Self)
  - Income Tax
  - Provident Loan (Principal)
  - Provident Loan Interest
  - Other Loans/Adjustment
  - Leave without pay
  -

2.2. Project with all benefits

2.3. Project Consolidated (Cox's bazar)

2.3.1.

2.4. LRP

2.5. Non-Staff Payroll

### **3. Salary Reconciliation**

- This month total gross salary
- This month total other benefits
- This month total dedications
- This month total salary payable
- This month total no of Staff
- Last month total gross salary
- Last month total other benefits
- Last month total dedications
- last month total salary payable
- Last month total no of staff
- Add: List show
- Less: shows show
- Reconciliation Calculation

### **4. Provident Fund Management Module**

- PF trustee member application and approval after probation end.
- Effective Date
- Month wise Pro rata calculation
- Self-Contribution (Deduction)
- Organisation Contribution
- Total contribution (Calculation)- Staff will see their total contribution
- Provident fund Interest distribution after audit

- Provident Fund Loan (Application Form Generate with calculations and approval from the system)
  - After Approval Amortization calculation activated and email generated to the staff and staff payroll automated show based on date logic.

- PF loan early settlement.

- 

## **5. Gratuity Fund Management Module**

- 5.1. Day wise calculation (Theory we will provide)
- 5.2. Effective date will be set by based on date of joining.
- 5.3. Core staff and Project Staff GF report separately.

6.

## **7. Staff Budget Management (actual SL# 7)**

- 7.1. Core Staff Budget Management
- 7.2. Project Staff Management
- 7.3. Monthly Salary
- 7.4. Total Number of Months
- 7.5. Provident Fund (effective date is important)
- 7.6. Festival Bonus
- 7.7. Gratuity (Calculation come from Gratuity module)
- 7.8. Insurance (Medical)
- 7.9. Group Life Insurance
- 7.10. Leave Encashment
- 7.11. Total budgets require
- 7.12. Total Approved budget (Manual entry)
- 7.13. Gap between budget required and approved budget
- 7.14. Direct charge-out from project assignment
- 7.15. Potential from project assignment
- 7.16. Total Gap between budget required and approved budget
- 7.17. LRP assignment\*

## **Consultancy Task 2: DEVELOPMENT & IMPLEMENTATION OF INTEGRATED PROCUREMENT AUTOMATION, VENDOR MANAGEMENT, PAYMENT PROCESSING AND INVENTORY SYSTEM**

### **1. BACKGROUND**

---

ActionAid Bangladesh currently manages procurement, vendor management and payment process through an manual process. While functional, this manual process is time-consuming, error-prone, and lacks integration with statutory compliance requirements. To improve efficiency, accuracy, compliance, and transparency, ActionAid Bangladesh (AAB) seeks to develop a web-based automated procurement management system that integrates vendor management, payment processing and inventory management system.

ActionAid Bangladesh (AAB) operates offices in Dhaka, Cox's Bazar Sadar, Ukhiya, and Teknaf and many more districts. In addition, AAB maintains three warehouses-one in Ukhiya and two in Teknaf to support its logistics and operational activities.

Due to the large-scale and multi-project operations, procurement, vendor payment processing, and inventory management involve significant documentation and coordination across multiple teams. Currently, many processes are handled manually or through separate tools, which creates challenges related to efficiency, transparency, document tracking, and reporting.

Therefore, AAB intends to develop and implement an integrated automated management system to streamline procurement processes, vendor payment management, and warehouse/store operations.

To improve efficiency, accountability, transparency, and data visibility, AAB seeks to develop a fully integrated, web-based Procurement Automation System, including:

- Procurement Workflow Automation
- Vendor Management & Enlistment System
- RFQ Management & Digital Proposal Submission
- Comparative Statement Automation
- Work Order & Contracting
- Goods Receiving & Inventory (Warehouse/Store) Management
- Vendor Payment & PRF Workflow Automation
- Role-based Dashboards & Reporting
- Secure Document Repository
- Audit Trails & Compliance Tracking

## 2. PURPOSE OF THE ASSIGNMENT

---

The purpose of this assignment is to design, develop, and support a centralised, secure, and automated procurement & supply chain management platform that digitises all steps from requisition to final vendor payment.

The solution must:

- Streamline end-to-end procurement processes.
- Enable vendor registration, categorisation, compliance documentation & portal access.
- Ensure transparent bidding, deadline-controlled proposal submissions, and CS automation.
- Improve automated inventory, warehouse, and material tracking.
- Ensure full visibility of payment workflows with PRF processing.
- Provide dashboards, analytics, and automated reporting.
- Ensure data security, auditability, and compliance with AAB policies.
- Procurement planning and procurement processes
- Vendor payment management
- Store and warehouse inventory management

The system will support digital workflow, document tracking, approval hierarchy, reporting, and real-time monitoring of procurement and logistics operations.

## 3. OBJECTIVES OF THE ASSIGNMENT

---

The overall objective of this assignment is to design and implement an integrated digital system that strengthens the entire procurement and supply chain process of ActionAid Bangladesh. The system should enhance efficiency, ensure transparency, and improve accountability across procurement, vendor management, warehouse operations, and payment processing. It must support digitisation of procurement workflows, centralised vendor engagement, structured warehouse and store management, and real-time reporting to support informed decision-making. The solution should also ensure secure record-keeping, traceability of actions, compliance with organisational policies, and timely availability of accurate data for both operational and management needs.

### Specific Objectives

- **Business Process Automation**  
Enhance efficiency by digitising and automating all procurement related activities, reducing manual work, and ensuring consistency and accuracy across the entire process—from requisition to final payment.
- **Vendor Management System**

Strengthen supplier management through a centralised vendor portal that supports online enlistment, category assignment, document compliance monitoring, proposal submission, and automated notifications.

- **Warehouse & Store Management**

Improve the organisation's ability to track, store, and manage both consumable and non-consumable items through structured inventory control, automated stock movements, and unique identification for assets.

- **Transparency & Accountability**

Ensure adherence to organisational policies by implementing automated approval workflows aligned with the Delegation of Authority (DoA) and maintaining complete audit trails of all system activities.

- **Reporting & Monitoring**

Provide management with real-time visibility through interactive dashboards and enable timely decision-making with comprehensive reports covering procurement activities, vendor performance, warehouse stock levels, and payment status.

- The Procurement Interface must include a Project Procurement Planning module, which should be approved in accordance with the delegation of authority (DoA)
- A Reporting and Monitoring mechanism must be clearly defined and incorporated, as it is currently missing

#### **4. SCOPE OF WORK**

---

The selected consultant/consultancy firm will design, develop, test, and implement an automated system covering the following modules:

- Procurement Automation Module including MRF submission option and other approval process automation.
- Vendor Registration, profiling & Management Portal
- RFQ & Proposal Submission Management
- Comparative Statement Generation
- Work Order / Purchase Order Module
- Goods Receiving & Inventory Management
- Store/Warehouse Stock Management (role based)
- Vendor Payment Processing (PRF Workflow)
- Reporting, Dashboards & Document Repository
- Security, Hosting, Backup & Maintenance
- Project Procurement Planning &

#### **5. BUSINESS WORKFLOW REQUIREMENTS**

---

##### **5.1. Material Requisition Form (MRF) Workflow**

All staff can access this MRF. The workflow should begin with Project Procurement Planning as the first step in the system interface.

**Requirements:**

- Submit MRF from system with fields for specifications, BOQ, purpose, budget code, etc.
- Ability to attach supporting documents.
- Workflow approvals:
  1. Budget Clearance – Finance Focal
  2. Endorsement – different signatories
  3. Final Approval – As per authority matrix
- Automated notifications at each stage (email + system alert).
- After final approval, MRF is routed automatically to the assigned procurement officer.
- Versioning & audit trail.

**5.2. RFQ (Request for Quotation) Generation**

This module will be accessible for admin/concerned department and concerned person permissible.

**Requirements:**

- System auto-pulls information from the approved MRF.
- Generate RFQ with auto RFQ ID.
- Attach scope, terms, BoQ, specs, evaluation criteria.
- Select vendors by category from the vendor database.
- System sends email + portal notifications to relevant vendors.
- RFQ visible ONLY to vendors under selected categories.
- Vendors outside the categories cannot view or respond.
- Include an option for proposal resubmission, particularly in cases of insufficient or non-responsive quotations

**5.3. Vendor Portal (External Vendor side) & Vendor Management System (AAB Admin site)****Vendor Enlistment Workflow:**

- Online vendor registration form once in a year or when required for vendor enlistment.
- Upload required compliance documents:
  - Trade License
  - VAT Registration
  - TIN Certificate

- Tax Compliance Certificate
- Bank Information
- Admin verification & approval if required.
- Assign one or multiple categories (25+ categories).
- Document expiry tracking & automated alerts to vendors.
- An Existing Vendor/Client List with detailed contact information (e.g., email, phone number)
- A Client Feedback Collection mechanism to capture vendor performance and service quality

**Vendor Portal Features:**

- Login with 2FA (preferred).
- Update profile & documents anytime.
- View their RFQs (category-specific).
- Submit proposal (technical & financial).
- Access award notifications, work orders, and payment status.

**5.4. Vendor Proposal Submission****Requirements:**

- Separate forms for Technical & Financial proposals in the same RFQ.
- Upload documents securely.
- System locks proposals until the deadline.
  - During active RFQ:
    - Admin can only see number of submissions, not details.
- After deadline:
  - Admin can open proposals for evaluation.

**5.5. Procurement Document Automation such as prepare Comparative Statement (CS) Automation****Requirements:**

- System automatically extracts data from financial proposals.
- Technical scorecard input interface.
- Auto-generate CS in standard AAB format.
- Multi-stage approval workflow:
  1. Procurement/Admin Manager
  2. Procurement Committee as per authority matrix
  3. Final Approver (as per Authority Matrix)

- Notification system at all stages.

### **5.6. Work Order / Purchase Order (PO)**

#### **Requirements:**

- Autogenerate WO/PO based on approved CS.
- Auto-numbering of Work Orders.
- Terms & Conditions templated with customization option.
- Digital approval workflow.
- Vendor notified through portal & email.

### **5.7. Goods Receiving Note (GRN)**

#### **Access: Procurement/Admin, Requester, Warehouse**

#### **Requirements:**

- GRN generation once items are delivered.
- Ability to match WO vs Delivered vs Invoice.
- Requester reviews and confirms GRN through system.
- Upload challan/bill copies.
- Vendor performance evaluation (1–5 rating).
- Introduce a Vendor Performance Evaluation module, to be completed by:
  - Requester, Concerned Procurement Personnel and Manager–Administration

### **5.8. Inventory and Warehouse Management**

#### **Requirements:**

- Inventory and Asset Management
- Multi-warehouse management.
- Stock-in (via GRN) and stock-out (via release).
- Consumable vs Permanent item classification.
- Auto-assign unique asset tag for fixed assets.
- Material Requisition from warehouse:
  - Requester → Supervisor → Project Manager → Admin
- Material Release Note generation.
- Stock level alerts, reorder notifications.
- Reports:
  - Daily Stock Report
  - Aging Report
  - Monthly Warehouse Summary

## **Warehouse Management System**

*Access: Admin and Store staff and program colleagues*

Features:

- Warehouse/Store location selection
- Facility/location-based stock tracking
- Material requisition management (raise by requester →endorsed by Project-Manager-Approved by Manager-Administration)
- Material release management (raise by requester →endorsed by Project-Manager-Approved by Manager-Administration)
- GRN generation
- Goods release note
- Challan generation
- Waybill generation
- Material in/out tracking
- Include Stock Cards for individual items, reflecting both historical and current stock status.
- Add functionality to:
  - Generate option for monthly, quarterly, and annual physical verifications of assets, supplies, and inventory.
  - Formation Physical verification committee and notify Store Physical Verification Committees.
  - Record physical verification data, generate reports, and obtain approval from the appropriate authority.
- In the Store Management System (Material Requisition & Release Management):
- Include Manager–Administration and Project Manager, as some stores are managed centrally by Admin and some Field-level stores are managed by respective project teams.

## **Store Management System**

*Access: Admin and Store staff and program colleagues*

Features:

- Store location selection
- Material requisition management (raise by requester →endorsed by requester supervisor and approved by Project-Manager)
- Material release management (raise by requester →endorsed by requester supervisor and approved by Project-Manager)

- GRN generation
- Challan generation
- Material in/out tracking
- Reporting

### **5.9. Payment Request Form (PRF) & Vendor Payment Management**

#### **Workflow:**

1. PRF initiated by procurement/concerned staff.
2. Linked automatically to:
  - WO/PO
  - CS
  - GRN
  - Invoice
3. Approval routing based on Authority Matrix.
4. Treasury receives approved PRF and processes payment.
5. Vendor receives automatic payment notifications.
6. Full visibility of PRF status for submitter.
7. Enable automatic payment notifications to relevant procurement staff.
  - Ensure full visibility of PRF status for Submitter, Manager–Administration and Manager-Finance
8. Provide functionality to generate vendor-wise payment reports, accessible to:
  - Admin & Finance Staff, Manager–Administration and Manager–Finance

## **6. REPORTING & DASHBOARDS**

---

System must provide real-time dashboards for:

- Procurement pipeline
- Vendor performance
- RFQ status
- CS summary
- WO/PO tracking
- GRN & warehouse stock
- PRF & payment status
- Audit logs
- Project-wise procurement summary
- Budget vs Procurement report
- The reporting module must include:

- Project Procurement Plan status tracking
- MRF status tracking

Reports must be exportable (PDF, Excel).

## 7. User Roles & Access Control

---

Role-based access including:

- System Admin
- ICT Admin
- Procurement Officer
- Admin & Logistics
- Project Staff
- Project Manager
- Finance Officers
- Manager–Administration
- Senior Management (Read-only)

All access must follow the principle of "least privilege".

## 8. DELIVERABLES

---

The service provider is expected to deliver:

11. **System Requirement Specification (SRS)** after requirement analysis.
12. **System Design Document** (UI/UX, workflows, architecture).
13. **Developed Web-Based Procurement Management System** with all features.
14. **User Acceptance Testing (UAT)** with ActionAid team.
15. **Training sessions** for Admin, Finance, and IT staff.
16. **System Deployment & Go-Live.**
17. **User Manual & Technical Documentation.**
18. **Ongoing Support & Maintenance** (minimum 1-year post-deployment).
19. **Integrate with ERP:** This procurement management system will develop in separate platform and finally will integrate with our existing ERP through API.

### Proposed Tech Stack

- **Backend (API):** Please propose latest technology
- **Frontend:** Next.js (React 18+, Tailwind CSS, TypeScript)
- **Database:** MySQL / PostgreSQL/vendor suggest any latest
- **Authentication:** Laravel Sanctum / JWT
- **Storage:** AWS S3 / DigitalOcean Spaces
- **CI/CD:** GitHub Actions / GitLab CI

- **Deployment:**
  - Frontend: Vercel
  - Backend: VPS (Ubuntu, Nginx, PHP-FPM, MySQL/PostgreSQL)

**Security Considerations**

- Role-based access control (RBAC).
- Secure API authentication (Laravel Sanctum/JWT).
- CSRF, XSS, and SQL Injection protection.
- Rate limiting & bot protection.
- No advertise show feature
- Regular security audits and logging mechanisms.

**Support & Maintenance**

- Bug fixes & security updates for 6 months post-launch.
- Monthly performance health checks
- Performance monitoring & optimizations.
- Feature updates based on requirements.

Optional AMC post-support period

**Notification System**

- Email notifications
- In-system alerts
- Optional SMS integration

**9. IMPLEMENTATION TIMELINE**

---

The assignment is expected to be completed within **three months** from signing the contract.

Indicative timeline: mention by the consultancy firm.

Sl #	Phase/Works	Duration
1.	Requirement Analysis	
2.	System Design	
3.	System Development	
4.	Testing and Debugging	
5.	Training and Deployment	

**10. EVALUATION CRITERIA**

---

Proposals will be evaluated based on:

Sl #	Criteria	Weight
1.	Technical Proposal	30%
2.	Relevant Experience	20%
3.	Implementation Methodology	20%
4.	Financial Proposal	30%
	Total	100%

## 11. PAYMENT MODALITY

---

Payment will be made through online bank transfer to the designated bank account. Applicable VAT and Tax will be deducted according to Government of Bangladesh regulations.

Payment may be made in installments based on the following milestones:

Sl #	Phase/Works	Percentage of Contract amount
1.	Contract Signing	40%
2.	Final Acceptance and Reporting	60%

## 12. REPORTING AND COORDINATION

---

The vendor will coordinate closely with:

- Head of Finance and Administration
- Manager-ICT & Team
- Manager -Administration & Team
- Manager-Finance
- Programme Management Team

Regular progress meetings and reporting will be conducted during the implementation period.

## 13. CONFIDENTIALITY

---

All information and documents obtained during the assignment must be treated as confidential and may not be disclosed to third parties without prior written approval from ActionAid Bangladesh.

## 14. OWNERSHIP OF WORK

---

All software, systems, codes, documentation, and related materials developed under this assignment will remain the exclusive property of ActionAid Bangladesh.

## 15. COMPLIANCE

---

The system must comply with the following requirements to ensure full alignment with ActionAid Bangladesh's operational, legal, and safeguarding standards:

- **ActionAid Bangladesh internal policies**, including but not limited to the Code of Conduct, Safeguarding Policy, PSEA (Prevention of Sexual Exploitation and Abuse), and Child Safeguarding.

- **Other relevant organizational policies and procedures**, particularly those governing **Finance, Procurement, and HROD**, as these directly influence and interact with all automated workflows within the system.
- **Donor compliance requirements**, including specific procurement, financial management, reporting, and documentation standards mandated by funding partners.
- **Government of Bangladesh regulations**, including statutory requirements related to procurement, taxation, data management, labor laws, and digital transaction standards.