FINAL REPORT

IT Consultan :

Felisberto Emilio Goncalves

DEVELOPMENT OF INTEGRATED HUMAN RESOURCES INFORMATION SYSTEM

CLIENT

CRUZ VERMELHA TIMOR LESTE

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Contents

I. EXECUTIVE SUMMARY

The Integrated Human Resources Information System (IHRIS) developed for Cruz Vermelha de Timor-Leste (CVTL) is a comprehensive solution designed to optimize and modernize the organization's human resources management processes. The IHRIS addresses key functional areas essential for effective HR operations, ensuring streamlined workflows and improved overall efficiency.The core modules of the IHRIS include:

Personal Information and Staff Records:
This module serves as a centralized repository for comprehensive staff records, encompassing personal information, employment history, and benefits details. The system ensures data accuracy and accessibility while supporting informed decision-making by HR professionals.

Performance Evaluation:
The Performance Evaluation module facilitates the systematic assessment of employee performance, providing a structured framework for goal setting, feedback, and performance reviews. This contributes to the continuous improvement of individual and organizational effectiveness.

Staff Leave Management:
Covering various types of leave, including annual leave, sick leave, and more, this module automates the leave request and approval process. It ensures accurate tracking of employee absences and promotes transparency in leave management.

Purchase Request:
The Purchase Request module streamlines the procurement process by providing a standardized system for submitting and approving purchase requests. This enhances transparency, controls costs, and ensures efficient procurement procedures.

Medical Module:
Focused on managing medical-related information, this module tracks employee health records, medical appointments, and other health-related data. It aids in ensuring the well-being of the workforce and supports occupational health and safety initiatives.

Online Recruitment:
The Online Recruitment module revolutionizes CVTL's hiring process by providing a platform for managing the entire recruitment lifecycle. From job postings to applicant tracking, the system enhances the efficiency and effectiveness of the recruitment process.

Travel Authorization:
Simplifying and automating travel-related processes, the Travel Authorization module facilitates the request and approval of travel plans.

The successful implementation of the IHRIS is anticipated to bring numerous benefits, including streamlined HR processes, improved data accuracy, and enhanced decision-making capabilities. The system not only addresses current HR challenges at CVTL but also provides a

scalable and adaptable framework to accommodate the organization's evolving needs in the future.

In conclusion, the IHRIS stands as a pivotal tool in CVTL's journey toward modern and efficient human resources management, fostering a more connected, informed, and productive workforce.

1.1 System Development Technology Resume : IHRIS for CVTL

The Integrated Human Resources Information System (IHRIS) for Cruz Vermelha de Timor-Leste (CVTL) is a sophisticated solution crafted using modern technologies to optimize HR processes and enhance organizational efficiency.

A.Backend Development:

➤ **Python 3.12.1** : Utilized Python as the primary programming language, leveraging its robustness and versatility.	
➤ **Django Frameworkn 5.0**: Employed the Django web framework to ensure rapid development, scalability, and maintainability of the IHRIS backend.	

B.Database Management:

➤ **MySQL 8**: Implemented MySQL as the relational database management system to store and manage structured HR data efficiently.	

C.Web Development:

➤ **HTML** (Hypertext Markup Language): Developed the frontend using HTML for creating structured documents.	
➤ **CSS** (Cascading Style Sheets): Implemented CSS to enhance the visual presentation and user experience of the IHRIS.	
➤ **Bootstrap 5**: Utilized Bootstrap 5 for responsive and aesthetically pleasing user interface design.	

1.2 Theme Layout and Compatibility

The system theme layout has the header, logo, drop-down navigation, content, footer, banner and responsive with desktop, tablet and mobile devices screen.

Everyone can access this System with any latest internet browser (Internet Explorer and above, Chrome, Firefox, and Safari).

1.3 Project Organization and Timeline

This project isoriented by organizational structure and timeline.

- ➢ Konsultan ; Mr. Felisberto Emilio Gonçalves as Full Stact Software Developer
- ➢ Crusz Vermelha de Timor -leste (CVTL); Sr Secretary General Luis Pedro Pinto , Ms.Vidiana Xareal and Sr. Nelson do Santos

1.4 Project Cost and Payment Schedule

The project payment is structured into two phases: Phase 1 and Phase 2. The total development cost is $10,000.00 USD, with Phase 1 accounting for 25 % and Phase 2 covering the remaining 75%.

1.5 Training and Ongoing Support

The user training was including in the activity of User Acceptance Testing during two days from 22 to 23 of January 2021 at Crusz Vermelha de Timor -leste (CVTL), Farmoza . It was participated by the Administration & Human Resource staff of CVTL.

The user training has been delivered during one week from 30 December in CVTL Office, Dili. The training was attended by 3 CVTL staffs.
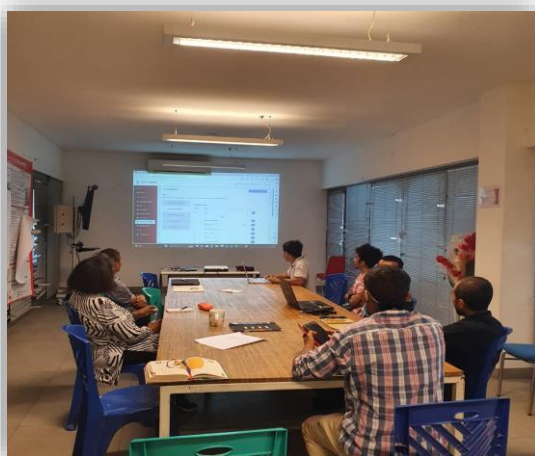
II. BACKGROUND

In response to the evolving needs of effective Human Resource Management, I, Felisberto Emilio Goncalves, a full-stack software developer, have undertaken a pivotal project to enhance CVTL's capabilities. The primary objective is to design, develop, and implement an integrated Human Resource Management System (HRIS) to streamline and digitize the HR department at CVTL.

Recognizing the critical importance of this initiative, CVTL has entrusted me, Felisberto Emilio Goncalves, a full-stack software developer with expertise in software development, to lead the design and implementation of the Integrated HRIS.

Design a comprehensive Human Resource Management System (HRIS) encompassing various modules.

Modules include:

1.Personal Information or Employee Records (including benefits).

2.Performance Evaluation.

3.Employee Leave Management (Annual Leave, Sick Leave, etc.).

4.Purchase Requests.

5.Medical Records.

6.Online Recruitment.

7.Travel Authorization.

This project is crucial for CVTL as it aims to revolutionize processes, offering a centralized and efficient approach to the digitalization of the Human Resource department. The successful implementation of the Integrated HRIS is expected to enhance data accuracy, improve operational efficiency, and digitize processes within the HR department at CVTL. As a full-stack software developer, I bring technical expertise and relevant industry knowledge to ensure the success of this project. I am fully committed to achieving these goals and making this project a success overall.

III. ABOUT CONSULTAN

FELISBERTO EMILIO GONCALVES

3.1 Personal Information:

Full Name	: Felisberto Emilio Goncalves
Contact Number	: + 67078059946
Gender	: Male
Date of Birth	: 29 May 1997
Email Address	: felisbertoemiliogoncalves@gmail.com

3.2 BI Card :

3.4 Formal Education

I hold a Bachelor's degree (Licensatura - S1) in Software Engineering from Universidade Nacional Timor Lorosa'e (UNTL), specifically from the Faculty of Engineering, Department of Informatics.

3.5 work experience

2014 - IT Assistant at Info Timor

2016 - ICT Logistics at the Tour de Timor event

2017 - Received Appreciation from SEJD and contributed to developing and creating a Database for the Timor-Leste Youth Profile using PHP and MySQL, and participated in a university-level ICT competition at UNTL.

2017 - Became a trainer providing training on PHP and MySQL at the ICT Camp
` organized by SEJD.

2018 - National Observer in the 2018 Parliamentary Election.

2020 - Developed a thesis to create a Geographic Information System (GIS) for water pipeline networks and areas in each zone for DGAS.

2020 - 2022 -Worked at KINOS - King of Innovation as a Software Developer for two years.

2021 - Successfully developed an Android application and Recycle Hub database for UNDP using Java, Python programming languages, and POSTGRESQL Database.

2021 - Volunteered to develop a human resources database system for the administrative post in Atauro and Dili municipality using PHP Framework Laravel and MYSQL.

2022 - Successfully developed the Integrated Data Management System for Villages (SIGSA) for the Ministry of State Administration (MAE) using Python programming language and Django Framework.

2022 - Successfully developed a database and mobile apps for Jornal Diario and Semanario at GMN TV using Python programming language with Django Framework and Framework Flutter.

3.6 Professional Summary:

Experienced Full-Stack Software Developer and IT Consultant with a proven track record of crafting innovative solutions and proficiently managing server infrastructure. Specialized in designing, developing, and implementing end-to-end applications,

showcasing expertise in database management, web and mobile application development, and data center administration.

3.7 My consulting Services:

A. Service Desk:

Providing a responsive and efficient service desk to address IT issues promptly.
Offering personalized support and solutions for a seamless user experience.

B. Managed Service:

Elevating IT operations through comprehensive managed services.
Proactive monitoring, maintenance, and support to optimize performance and minimize disruptions.

C. IT Infrastructure Project Service:

Leading successful IT infrastructure projects from planning to execution.
Tailoring solutions for infrastructure upgrades, migrations, and expansions with a focus on minimizing downtime.

D. Software Development:

Unlocking innovation through bespoke software development services.
Taking projects from concept to deployment, delivering tailored applications to meet unique business needs.

IV. OBJECTIVE

The primary objective of this project is to develop and implement a modern, dynamic, secure, and transparent IHRIS database system. This system is designed to efficiently manage CVTL employee data, covering personal information or employee records, performance evaluation, employee leave management, purchase requests, medical records, online recruitment, and travel authorization.

4.1 Key Objectives of the IHRIS System:

A. High Security:

Ensuring that employee data is stored and accessed with the highest security standards in accordance with information security protocols.

B. Regular Updates:

Providing mechanisms for periodic system updates to maintain access to the latest features and compliance with evolving technological standards.

C. Swift and Dynamic Reporting:

Possessing the capability to generate reports quickly and dynamically, offering instant insights to support decision-making.

D. Operational Efficiency:

Designed to deliver operational efficiency in human resource management, minimizing time and effort required in day-to-day processes.

E. Transparency:

Incorporating features that promote transparency in data management, ensuring visibility and accountability in the handling of employee information.

F. Data Normalization and Structure:

Implementing processes to normalize and structure data systematically, enhancing data integrity and facilitating efficient retrieval and analysis.

V. SCOPE OF WORK

5.1. IHRIS System Development

The consultant will actively engage in the development of the IHRIS system, emphasizing the creation of a dynamic framework for the efficient recording and management of data in the following key categories:

Personal information or staff records, inclusive of benefits.

Performance evaluation.

Staff leave (annual leave, sick leave, etc.).

Purchase requests.

Medical records.

Online recruitment.

Travel Authorization.

5.2. Finalization of the IHRIS System

Upon completion of each module, the consultant will present it to the Secretary-General and Senior Management Team of CVTL. Integrating feedback from the team, the consultant will enhance the product. After securing final consent from the Management team, the consultant will proceed to install the software in the designated location.

5.3. Training Initiatives

The consultant will conduct comprehensive training sessions for CVTL staff to acquaint them with the new software/system, encompassing all functionalities and fundamental troubleshooting techniques.

5.4. Other Consultant Responsibilities

In fulfilling the project scope and deliverables (refer to Section V), the consultant is expected to undertake the following steps:

Attend CVTL National Headquarters, facilitating briefing and debriefing conferences with CVTL staff.

Establish communication with the CVTL IT Specialist and Human Resources and Administration Department Coordinator during the project's planning stages. Discuss the nature and extent of functionality under each module and ensure that module data and reports align with CVTL's human resources and compliance obligations.

Institute quality control procedures to ensure the ongoing support and applicability of the process.

Demonstrate the functionality of each module to CVTL staff and senior managers before seeking final approval.

5.5. DELIVERABLES

➢ Develop and update a minimum of 7 IHRIS modules, addressing feedback received during demonstrations to the Secretary-General and CVTL Senior Management Team.

➢ Design a web-based human resource information system tailored to meet CVTL's minimum requirements. Install the system on CVTL servers and/or computers as relevant, following acceptance of each module by the CVTL Management Team.

➢ Implement a training program for CVTL staff, supported by an operational instruction manual providing clear instructions for each module and functionality for CVTL staff, managers, and IT/HR/Finance administrators, as relevant.

VI. PROJECT IMPLEMENTATION

6.1 Project Phases

Phase I	Phase II	Phase III	Phase IV
• Data and Information Collections • Recomendation and Strategy for implementation	• Design the system • Develop, Testing and Pre-Deployment of the system • User Acceptance Testing(UAT)	• Final Deployment and Implementation • Documentation	• User Training • Maintenace & Support
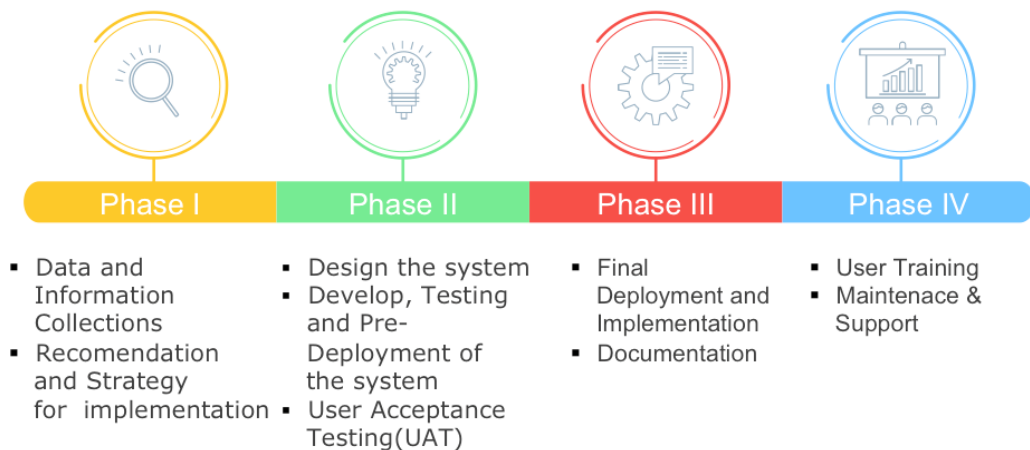
During the occurrence of this project, we adopt a collaborative approach to implement a consulting service that enables CVTL to deploy the system solutions at low risk.

The process from pre-implementation planning to live deployment should take two calendar months, depending on the complexity of the project deployment and customer's schedule.

6.2 Timeline

Related to the timeline, this project is based on the term of reference (TOR) and scope of work that mention the completion time of the execution project is between 1-2 months starting from the date of contract signed in November 2020. For the detail information about the project timeline and process of activities are shown below:

| No	Phase	Activities	Effort in Days
1	**PHASE I**		
1.1	Gathering information and requirements and develop the SRSD	Kick-off Meeting Data Information Collections including the interview.	5 days
2	**PHASE II**		
2.1	System Design & Analist	Design the Initial front-end Layout	5 days
2.2		The Design the Database Scheme	5 days
2.3	System Development	Review the changes	3 days
2.4		Development	20 days
2.5	Testing	Testing bugs and functionality of system.	2 days
2.6		User Acceptance Testing for final release approval	3 days
2.7	Deployment	Final approval presentation	1 day
2.8		Server Installation and Configuration.	2 days
2.9		Install and configure the system and database	
3	**PHASE III**		
3.1	System Documentation	IHRIS technical documentation such as user manual, system architecture and user account for domain and system administration.	3 days
3.2		UAT Testing & User Traning	3 days
3.3		Project Final Report	5 days
3.4	User Training	User Training	3 Days
3.5			
4	**PHASE IV**		
4.1	Ongoing Support and Maintenance	Ongoing Support and Maintenance	-- --
TOTAL DAYS			60 days

6.2.1 PHASE I
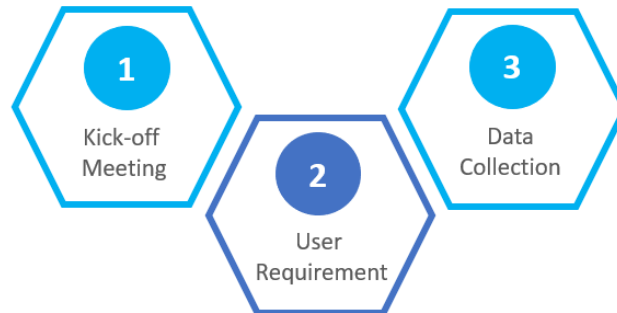
Gathering information and requirements and develop the SRSD

       The consultant regularly conducts meetings with the CVTL team to discuss and extract information related to the upcoming system. In these interactions, the consultant gathers sample data and document formats from CVTL, ensuring that all aspects related to IHRIS are well-reflected. This collaboration allows CVTL to contribute directly to the system design, fostering deep engagement and a comprehensive understanding.

6.2.2 PHASE II
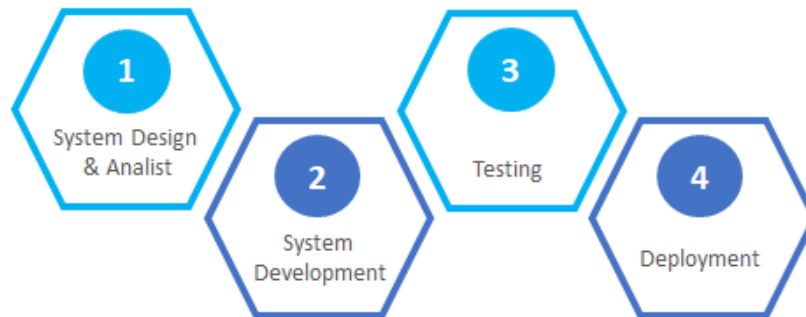
System Design & Analyst ,System Development , Testing and Deployment

In the pivotal phase of HRMS development, the consultant will lead a comprehensive approach, initiating routine meetings with the CVTL team. This collaborative effort begins with translating HRMS requirements into a robust system design, aligning with professional development standards. Design sessions will involve the integration of technical elements and optimal user interfaces, and prototypes will be crafted for visual representation. Seeking validation from CVTL professionals, the consultant refines the design's professionalism based on their feedback. This phase encompasses in-depth risk analysis, meticulous documentation creation, and strategic alignment with HRMS goals. The consultant will diligently oversee system development, implement rigorous testing procedures, and execute a methodical deployment process. The aim is to ensure the final product not only meets stringent professional standards but also seamlessly aligns with CVTL's organizational objectives. Continuous collaboration with CVTL will remain integral throughout the entire development journey.
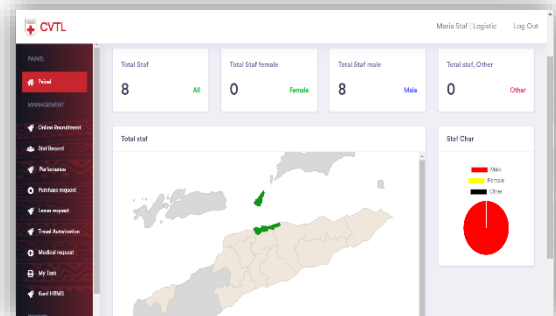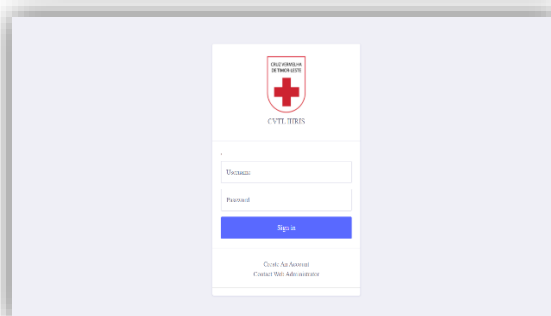
6.2.3 PHASE III
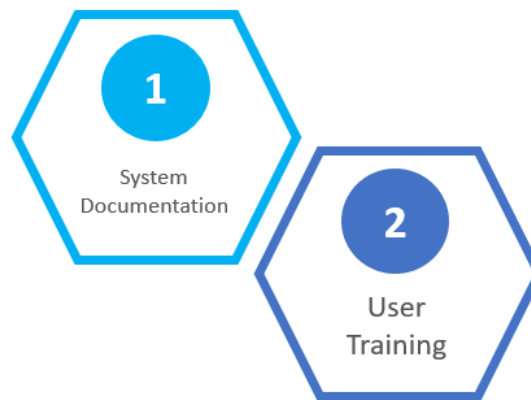
System Documentation and User Training

In the phase, the consultant and CVTL team will perform testing on the upgraded system in production mode to validate that IHRIS is free from errors. Prior to this phase, the consultant has conducted thorough testing. Furthermore, the consultant will deliver training sessions to instruct CVTL staff on effective data management within the system. Module guides will be provided to aid CVTL staff in navigating and utilizing the IHRIS system seamlessly. Continuous collaboration between the consultant and CVTL is maintained to ensure the smooth implementation of the enhanced IHRIS system.

Official address link: www.ihris.reedcroos.tl

6.2.3 PHASE IV

Ongoing Support And Maintenance

Based on the proposal, the consultant's commitment is to continuously provide support until the IHRIS is fully implemented at CVTL.

The consultant assures unwavering assistance throughout the implementation process, offering technical aid, maintenance, and operational support necessary until the IHRIS system is fully integrated and functioning optimally at CVTL.

The commitment extends beyond mere troubleshooting during the implementation period. It encompasses proactive resolution of potential issues, guiding users for effective system utilization, and ensuring sustained enhancement of the IHRIS system.

The consultant's dedication to support transcends the implementation phase, guaranteeing the continued smooth operation of the IHRIS. This commitment involves staying updated with the latest technological advancements and aligning with CVTL's evolving human resource management needs.

The consultant is ready to collaborate closely with CVTL, ensuring not only the successful implementation of IHRIS but also its continual improvement and support tailored to the evolving business requirements.

Consultant Scope of Support and Maintenance
Bug Fixes and Issue Resolution   **Software Updates and Upgrades**   **Security Management**   **Performance Monitoring and Optimization**   **User Support and Training**   **Compliance and Regulatory Updates**   **Documentation and Reporting**   **Continuous Improvement**

VII. COMMUNICATION

During the project implementation, the IT consultant frequently communicate with client through project coordinator through email communication, mobile conversation and chat to exchange the information and data required for the IHRIS development. Please see the Annex C. for email communication.
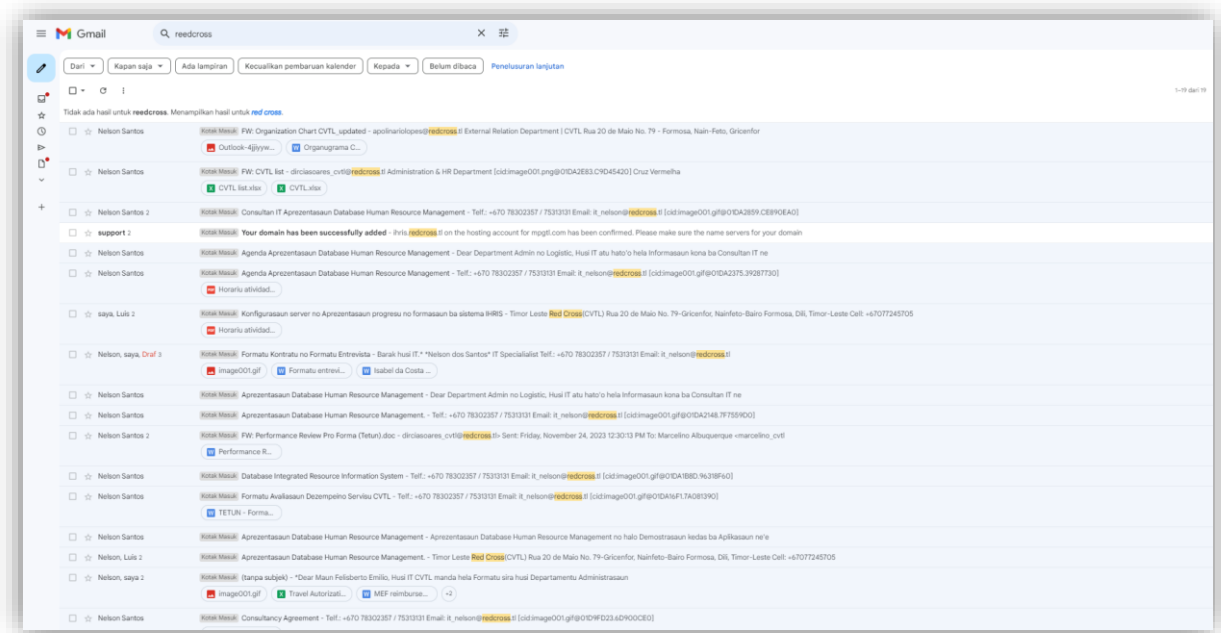
VIII. MEETINGS

Throughout the project implementation, the consultant conducted several meetings with CVTL to initiate the gathering of initial user requirements and system presentations. For further details, including the attendance list, please refer to the annex document.

| No	Date	Meeting Subject	Attendance	Location
1	19/10/2023	Kick Off Meeting & gathering Information Database Scheme and System Layout	Mr. Eugenio Pinto Mr. Jaime Da silva Mr. Jaime Dos Sntos	CVTL Nasional
2	17/11/2023.	Progress Work Presentation	Mr. Luis Pedro Pinto Mr. Januariu Pinto Mr. Lucas de Deus Mr. Nelson Dos santos	CVTL Nasional
3	23/11/2023.	Progress Work Presentation	Mr. Nelson Dos santos Mr. Apolinario Marquez Mr. Jaime Da silva Ms. Vidiana Xarael Mr Mariun Smith	CVTL Nasional
4	24/11/2023.	Progress Work Presentation	Mr. Nelson Dos santos Mr. Apolinario Marquez Mr. Jaime Da silva Ms. Vidiana Xarael Mr Mariun Smith Mr. Marcelinu Mr Adao Hornai Mr Apolinariu lopes Mr Lucas de deus	CVTL Nasional
5	29/11/2023.	Progress Work Presentation	Mr. Luis Pedro Pinto Mr. Laurindo Seixas Mr. Inacio Guterres Mr. Nelson Dos santos Mr. Apolinario Marquez Mr. Jaime Da silva Mr Mariun Smith	CVTL Nasional
6	14/12/2023	Final Presentation	Mr. Nelson Dos santos Mr. Apolinario Marquez Mr. Jaime Da silva Ms. Vidiana Xarael Mr Mariun Smith Mr. Marcelinu Mr Adao Hornai Mr Apolinariu lopes Mr Lucas de deus	CVTL Nasional

IX. RECOMMENDATIONS

Recomendations

➢ High-Speed Internet Connectivity:
Ensure that the organization has access to a reliable, high-speed internet connection. This is critical for the efficient functioning of the IHRIS system, especially when dealing with large datasets or when multiple users are accessing the system simultaneously.

➢ Mobile Optimization:
Optimize the IHRIS system for mobile use, considering that users may access the system from various devices and network conditions. Responsive design and efficient data handling for mobile users can enhance overall accessibility.

➢ User Training and Support:
Provide comprehensive training sessions and ongoing support to users for effective utilization of the IHRIS system. A well-trained user base can optimize system utilization and minimize errors, enhancing overall productivity.

➢ Scalability:
Design the server infrastructure to be scalable to accommodate potential growth in data and user base. This ensures that the IHRIS system can handle increased demand without compromising performance.

➢ Backup and Recovery Procedures:
Establish regular backup procedures and a robust disaster recovery plan to prevent data loss in case of unexpected events. Regularly test the backup and recovery processes to ensure their effectiveness.

➢ System Monitoring:
Implement a system monitoring solution to track the performance and health of the IHRIS system in real-time. This allows for proactive identification and resolution of potential issues before they impact users.

ANNEX A
ATENDANCE LIST

ATTENDANCE LIST

Attendance List for Development of Integrated Human Resources Information System Progress Presentation: Phase II - System Design, Analyst, and Development.

No	Name	Phone Number	Position	Signature
1	Marcellino Albuquerque	77311178	PMER Mgr	
2	Adito Hornay	77340308	PMER Officer	
3	Apolinario I Lopes	78445295	IM Specialist	
4	Lucas de Deus	76505050	IT, Multimedia	
5	NELSON DOS SANTOS	78302357	It specialist	
6	Eugenio Ruel	77958438	Lg. Coord.	
7				
8				
9				

Date : November 24, 2023

[Felisberto Emilio Gonçalves]
Software Developer , Consultant

ATTENDANCE LIST

Attendance List for Development of Integrated Human Resources Information System
Progress Presentation: Phase II - System Design, Analyst, and Development.

No	Name	Phone Number	Position	Signature
1	Luis Pedro pinto	7724575	SG	
2	Januário p pinto	77008879	Cons. Manager	
3	Tony Tinc.	78120722.	IT master	
4	Lucas de Deus	76505050	Multimedia	
5	Nelson dos Santos	75313131	I+ Specialist	
6				
7				
8				
9				

Date : November 17, 2023

[Felisberto Emilio Gonçalves]
Software Developer , Consultant

ATTENDANCE LIST

Attendance List for Development of Integrated Human Resources Information System
Progress Presentation: Phase II - System Design, Analyst, and Development.

No	Name	Phone Number	Position	Signature
1	NELSON DOS SANTOS	78302357	IT specialist	
2	Apolinario I Lopes	7844 5295	IM Specialist	
3	Jaime da Silva	77178364	Admin Off	
4	Vidiana Xaral	7735 5965	ER Coordinator	Vidiana
5	Tony Tinh	78120722	IT mentor	
6	MARION Smith	780	HR Advisor	
7				
8				
9				

Date : November 23, 2023

[Felisberto Emilio Gonçalves]
Software Developer , Consultant

23
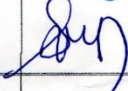
ATTENDANCE LIST
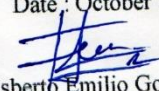
Phase I of Development of Integrated Human Resources Information System
This phase involves gathering information and requirements and developing the SRSD
(System Requirements Specification Document).

Activities:
➢ Kick-off Meeting
➢ Collecting Data and Information, including interviews

No	Name	Phone Number	Position	Signature
1	Eugenio Pinto	77858938	Logistic Coord.	
2	Jaime da Silva	77178364	Admin	
3	NELSON DOS SANTOS	78302357	IT specialist	
4				
5				
6				
7				
8				

Date : October 19, 2023

[Felisberto Emilio Gonçalves]
Software Developer , Consultant

ANNEX B
PROJECT PLAN

PROJECT PLAN & QUOTATION

" DEVELOPMENT OF INTEGRATED HUMAN RESOURCES INFORMATION SYSTEM "

CRUZ VERMELHA DE TIMOR-LESTE

CVTL

From	:	Felisberto Emilio Goncalves
Profession	:	Software Developer - Freelance
To	:	
Subject	:	Development of integrated human resources information system Cruz Vermelha de Timor-Leste (CVTL)
Contact	:	felisbertoemiliogoncalves@gmail.com , +670 78059946

Dili 05/10/2023

Felisberto E Goncalves

Sofware Developer

(...)

Overview

I, Felisberto E. Goncalves, hereby submit a proposal for the development of an Integrated Human Resources Information System (HRIS) for CVTL (Cruz Vermelha de Timor-Leste). This proposal includes details regarding the objectives, scope, implementation plan, and estimated project budget.

Objective

The aim of this project is to design, develop, and implement an integrated HRIS to support human resource management at CVTL. The primary objectives include:

Designing, Developing, and Implementing an Integrated HRIS that includes the following modules (and potentially more):

- ➢ Personal Information or Staff Records (including benefits).
- ➢ Performance Evaluation.
- ➢ Staff Leave Management (Annual Leave, Sick Leave, etc.).
- ➢ Purchase Request.
- ➢ Medical Records.
- ➢ Online Recruitment.

Scope of Work

This project will encompass several critical phases, including but not limited to:

1. System Requirement Gathering.
2. Data and Information Analysis and Interviews.
3. HRIS System Design, including the modules mentioned above.
4. Development, Testing, and Pre-deployment of the HRIS.
5. Final HRIS Deployment.
6. Documentation.
7. HRIS User Training.
8. Maintenance and Support of HRIS.

Implementation

As an IT consultant, I specialize in adopting collaborative approach to implement consultancy services that enables company or organizations to deploy business solutions at fixed price and low risk.

A typical implementation from pre-implementation planning, live deployment and to user training will take two – three calendar months, depending on the complexity of the project deployment and customer's schedule.

A dedicated Project Manager will be assigned to manage and co-ordinate every process with regards to the project at hand. We will ensure Project Timelines/Milestones. He/She will be the central point of contact for the entire of the project.

The Project of Development of HRIS, as per describe in our proposal, our team require to conduct 4 phases such as:

Phase 1
- System requirement gathering
- Data, Information Collections and Interview.
- Development of SRSD

Phase 2
- Design the System
- Develop, testing and pre-deployment of the system
- User Acceptance testing

Phase 3
- Final Deployment
- Documentation
- User Training

Phase 4
- Maintenance & Support

No	Phase	Activities	Effort in Days
1	**PHASE I**		
1.1	Gathering information and requirements and develop the SRSD	Kick-off Meeting Data Information Collections including the interview.	5 days
2	**PHASE II**		
2.1	System Design & Analist	Design the Initial front-end Layout	5 days
2.2		The Design the Database Scheme	5 days
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2.5	Testing	Testing bugs and functionality of system.	2 days
2.6		User Acceptance Testing for final release approval	3 days
2.7	Deployment	Final approval presentation	1 day
2.8 2.9		Server Installation and Configuration. Install and configure the system and database	2 days
3	**PHASE III**		
3.1	System Documentation	IHRIS technical documentation such as user manual, system architecture and user account for domain and system administration.	3 days
3.2		UAT Testing & User Traning	3 days
3.3		Project Final Report	5 days
3.4 3.5	User Training	User Training	3 Days
4	**PHASE IV**		
4.1	Ongoing Support and Maintenance	Ongoing Support and Maintenance	-- --
	TOTAL DAYS		60 days

Estimated Budget

The estimated budget for the project is 10.000 USD. This includes all project-related costs, travel expenses, and contingency.

The payment structure is as follows
- 10% on contract signing.
- 20% on development of modules.
- 30% on acceptance of modules.
- 15% on delivery of module training and instruction manuals.
- 15% on completion of the warranty period.

ANNEX C
EMAIL COMMUNICATION

DEVELOPMENT OF INTEGRATED HUMAN RESOURCES INFORMATION SYSTEM

7 pesan

Felisberto Emilio goncalves <felisbertoemiliogoncalves@gmail.com>   5 Oktober 2023 pukul 12.24
Kepada: "vidianaxareal_cvtl@redcross.tl" <vidianaxareal_cvtl@redcross.tl>

Dear CVTL Team,

I hope this email finds you well. My name is Felisberto Emilio Goncalves, and I am a freelance Software Developer. I am writing to submit a comprehensive proposal and quotation for the development of a Human Resource Management System (HRMS) for CVTL (Cruz Vermelha de Timor-Leste).

Project Overview:

The proposed HRMS aims to streamline HR processes, enhance data management, and improve overall HR efficiency. It will include modules for personal information and staff records, performance evaluation, staff leave management, purchase requests, medical records, and online recruitment.

Project Documents Attached:

Attached to this email, you will find the following documents within the same attachment:

Project Plan: This document outlines the project's objectives, scope, implementation plan, and milestones.

Quotation: The quotation details the estimated budget for the project, payment milestones, and financial breakdown.

Curriculum Vitae (CV): My CV is also included in the attachment to provide you with information about my background, skills, and experience relevant to this project.

I believe that this HRMS will significantly benefit CVTL by providing a centralized and efficient solution for managing human resources.

If you have any questions or require further information, please do not hesitate to contact me at felisbertoemiliogoncalves@gmail.com or by phone at +670 78059946.

I look forward to the opportunity to discuss this proposal and quotation in more detail and work together to enhance CVTL's HR management.

Sincerely,

Felisberto Emilio Goncalves
Software Developer - Freelance

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2 lampiran

📄 **Felisberto Emilio Goncalves - CV.pdf**
143K

📄 **PROJECT PLAN & QUOTATION.pdf**
156K

Felisberto Emilio goncalves <felisbertoemiliogoncalves@gmail.com>   5 Oktober 2023 pukul 14.27
Kepada: vagacvtl@redcross.tl

[Kutipan teks disembunyikan]

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2 lampiran

📄 **Felisberto Emilio Goncalves - CV.pdf**
143K

📄 **PROJECT PLAN & QUOTATION.pdf**
156K

Vidiana Xareal <vidianaxareal_cvtl@redcross.tl>   9 Oktober 2023 pukul 09.46
Kepada: Felisberto Emilio goncalves <felisbertoemiliogoncalves@gmail.com>

Bomdia Maun Felisberto,

Obrigada ba ita nia dokumentus ikus ba revizaun ne'ebe halo, ikus mai ekipa deside atu belehasoru malu fali ho ita molok asina akordu servisu hamutuk.

Obrigada,

Vidi

From: Felisberto Emilio goncalves <felisbertoemiliogoncalves@gmail.com>
Sent: Thursday, October 5, 2023 12:25 PM
To: Vidiana Xareal <vidianaxareal_cvtl@redcross.tl>
Subject: DEVELOPMENT OF INTEGRATED HUMAN RESOURCES INFORMATION SYSTEM

Dear CVTL Team,

[Kutipan teks disembunyikan]

Vidiana Xareal <vidianaxareal_cvtl@redcross.tl>   9 Oktober 2023 pukul 09.47
Kepada: Felisberto Emilio goncalves <felisbertoemiliogoncalves@gmail.com>
Cc: Nelson Santos <it_nelson@redcross.tl>

Bomdia,

Karik ita bele hasoru malu iha aban oras tuku 1 lokraik iha CVTL nia office.

Vidi

From: Felisberto Emilio goncalves <felisbertoemiliogoncalves@gmail.com>
Sent: Thursday, October 5, 2023 12:25 PM
To: Vidiana Xareal <vidianaxareal_cvtl@redcross.tl>
Subject: DEVELOPMENT OF INTEGRATED HUMAN RESOURCES INFORMATION SYSTEM

Dear CVTL Team,

[Kutipan teks disembunyikan]

Felisberto Emilio goncalves <felisbertoemiliogoncalves@gmail.com>   9 Oktober 2023 pukul 12.51
Kepada: vidianaxareal_cvtl@redcross.tl

Boa Tarde,

Database Integrated Resource Information System

1 pesan

Nelson Santos <it_nelson@redcross.tl>   20 November 2023 pukul 08.52
Kepada: Dircia Da Costa Soares <dirciasoares_cvtl@redcross.tl>, "Jaime F. Da Silva" <jaimedasilva_cvtl@redcross.tl>,
Eugenio Pinto <eugeniopinto_cvtl@redcross.tl>, Alcino Martins <alcinomartins_cvtl@redcross.tl>
Cc: Luis Pedro Pinto <lpedro_cvtl@redcross.tl>, Vidiana Xareal <vidianaxareal_cvtl@redcross.tl>, SMT-Managers <SMT-
Managers@redcross.tl>, "felisbertoemiliogoncalves@gmail.com" <felisbertoemiliogoncalves@gmail.com>

Dear **Department Admin no Logistic**, Husi IT atu hato'o hela Informasaun kona ba Consultan IT ne'ebe
mak atu mai halo Aprezentasaun Database Human Resource Management no halo Demostrasaun kedas
ba Aplikasaun ne'e iha.

Agenda Aprezentasaun ba Departamentu

Loron Quita-Feira Data 23/11/2023 ba Departamentu Administarsaun.

Loron Sexta-Feira Data 24/11/2023 ba Departamentu Logistic.

Oras Tuku 9:00 dader.

Fatin CVTL Nasional

Aproveita mos iha Tempu ida ne'e ita bele fo kedas imput no rekomendasaun ruma ba iha Consultan IT
ne'ebe mak dezenvolve ita nia systema database.

Obrigado Barak Husi IT.

Nelson dos Santos

IT Specialialist

Telf.: +670 78302357 / 75313131

Email: it_nelson@redcross.tl

Consultan IT Aprezentasaun Database Human Resource Management

2 pesan

Nelson Santos <it_nelson@redcross.tl>   6 Desember 2023 pukul 15.50
Kepada: coordinator <coordinator@redcross.tl>, manager <manager@redcross.tl>, SMT-Managers <SMT-Managers@redcross.tl>
Cc: Luis Pedro Pinto <lpedro_cvtl@redcross.tl>, marion marion <marion@redcross.tl>, Tony Ting <tonyting@redcross.tl>, apolinarioinggrid lopes <apolinariolopes@redcross.tl>, "felisbertoemiliogoncalves@gmail.com" <felisbertoemiliogoncalves@gmail.com>

Dear **Koordenador no Manager**, hakarak hato'o hela Informasaun kona ba Consultan IT ne'ebe mak atu mai halo Aprezentasaun Final ba **Database Human Resource Management** no halo Demonstrasaun kedas ba Aplikasaun ne'e, bazeia ba Orientasaun husi Secretario Geral katak husu ba **Koordenador no Manager** sira atu bele marka mos prezensa iha aprezentasaun ne'e,

Loron Seigunda-Feira Data 11/12/2023.

Oras Tuku 9:00 dader.

Fatin CVTL Nasional

Aproveita mos iha Tempu ida ne'e ita bele fo kedas imput no rekomendasaun ruma ba iha Consultan IT ne'ebe mak dezenvolve ita nia systema database.

Obrigado Barak Husi IT.

📄 **invite.ics**
4K

Nelson Santos <it_nelson@redcross.tl>   6 Desember 2023 pukul 15.50
Kepada: coordinator <coordinator@redcross.tl>, manager <manager@redcross.tl>, SMT-Managers <SMT-Managers@redcross.tl>
Cc: Luis Pedro Pinto <lpedro_cvtl@redcross.tl>, "felisbertoemiliogoncalves@gmail.com" <felisbertoemiliogoncalves@gmail.com>, apolinarioinggrid lopes <apolinariolopes@redcross.tl>, Tony Ting <tonyting@redcross.tl>, marion marion <marion@redcross.tl>

[Kutipan teks disembunyikan]

Nelson dos Santos

IT Specialialist

Telf.: +670 78302357 / 75313131

Email: it_nelson@redcross.tl

CRUZ VERMELHA
DE TIMOR-LESTE

Agenda Aprezentasaun Database Human Resource Management

1 pesan

Nelson Santos <it_nelson@redcross.tl>   30 November 2023 pukul 10.08
Kepada: Eugenio Pinto <eugeniopinto_cvtl@redcross.tl>, Tomas Branco <tomasbranco_cvtl@redcross.tl>, Alcino Martins <alcinomartins_cvtl@redcross.tl>, "Jaime F. Da Silva" <jaimedasilva_cvtl@redcross.tl>, Dircia Da Costa Soares <dirciasoares_cvtl@redcross.tl>
Cc: Luis Pedro Pinto <lpedro_cvtl@redcross.tl>, Vidiana Xareal <vidianaxareal_cvtl@redcross.tl>, marion marion <marion@redcross.tl>, Tony Ting <tonyting@redcross.tl>, apolinarioinggrid lopes <apolinariolopes@redcross.tl>, "felisbertoemiliogoncalves@gmail.com" <felisbertoemiliogoncalves@gmail.com>

Dear **Department Admin no Logistic**, Husi IT atu hato'o hela Informasaun kona ba Consultan IT ne'ebe mak atu mai halo Aprezentasaun Database Human Resource Management no halo Demostrasaun kedas ba Aplikasaun ne'e liga liu ba Dashboard no Notifikasaun sira ne'ebe mak semana kotuk husi Parte Administrasaun no Logistic Rekomenda hela ba IT Consultan atu mai halo aprezenta fali iha.

Loron Quart-Feira Data 4/12/2023.

Oras Tuku 10:00 dader.

Fatin CVTL Nasional

Aproveita mos iha Tempu ida ne'e ita bele fo kedas imput no rekomendasaun ruma ba iha Consultan IT ne'ebe mak dezenvolve ita nia systema database.

Bele hare mos agenda husi IT Consultan manda mai iha File Anexu.

Obrigado Barak Husi IT.

Nelson dos Santos

IT Specialialist

Telf.: +670 78302357 / 75313131

Email: it_nelson@redcross.tl

CRUZ VERMELHA
DE TIMOR-LESTE

📄 **Horariu atividade ba prosesu dezenvolvimentu sistema IHRIS.docx.pdf**
149K

ANNEX D
CONTRACT

CRUZ VERMELHA DE TIMOR-LESTE

Rua Cristo Rei s/n, Bidau Santa-Ana Tel +670 3321688 Fax +670 3321688 Website: www.redcross.tl

Dili, Timor-Leste

CONSULTANCY AGREEMENT

CONSULTANCY AGREEMENT BETWEEN CRUZ VERMELHA DE TIMOR-LESTE

And FELISBERTO EMILIO GONSAVEL

of DILI, TIMOR-LESTE

Regarding Consultancy Services

This contract is made between Cruz Vermelha de Timor-Leste ("CVTL") and Felisberto Emilio Gonsalves ("the consultant").

1. INTRODUCTION

The consultant is engaged to assist and advise on the Development of an online integrated human resources information system.

SCOPE

The consultant should use the following information as the basis for preparing a development plan for submission in response to this request for tender terms of reference. This information should not be considered all-inclusive or restrictive in nature and does not relieve the consultant from exercising due professional care and judgment.

In the course of the project, the consultant is expected to develop and finalize the IHRIS and support resources and training for CVTL staff.

1. Input data for IHRIS

   The major categories of input data for IHRIS:

   - Personal information or staff records including benefits
   - Performance evaluation/staff evaluation
   - Staff leave (annual leave, sick leave and etc)
   - Purchase request
   - Medical
   - Online recruitment
   - Field travel authorization

   Other input data categories may be added in discussion with the successful provider.

   Each module will then support and generate the output reports (formats to be agreed between CVTL and consultant) required for human resources management.

for the fulfilment of his/her contractual duties, and then only with the express prior written approval of the Secretary General of CVTL or his designate.

(c) The consultant shall not communicate at any time to any other person (legal or natural), Government, Non-Government Organization or authority external to CVTL any information known to him/her by reason of their association with CVTL which has not been made public, except in the course of their duties or by authorization of the Secretary General or his designate; nor shall the consultant at any time use such information for his/her private advantage.

(d) The obligations set out in clause (b), and (c) above shall continue upon termination of this agreement with CVTL.

6. TITLE RIGHTS

(a) CVTL shall be entitled to all property rights including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided to CVTL by the consultant. At the request of CVTL, the consultant shall assist in securing such property rights and transferring them to CVTL in compliance with the requirements of applicable law. At the request of CVTL, the consultant shall take all necessary steps, execute all necessary documents and generally assist in securing such property rights and transferring them to CVTL in compliance with the requirements of applicable law.

(b) All materials prepared and all data collected and processed in the course of the consultant's work for CVTL is the property of CVTL. Such information cannot be used by the consultant for any purpose, other than that agreed under the terms of this contract, without the prior written approval of the Secretary General or his designate.

(c) Title to any equipment and supplies which may be furnished by CVTL shall rest with CVTL and any such equipment shall be returned to CVTL as soon as possible, when no longer needed by the consultant. In any event, all equipment and supplies must be returned to CVTL upon the termination or expiration of this contract. Such equipment, when returned to CVTL, shall be in the same condition as when delivered to the consultant, subject to normal wear and tear. The consultant bears all responsibility for lost or damaged equipment and supplies.

7. DELAY

If the consultant's services have not been completed during the agreed time period, any additional costs or damages incurred by CVTL due to such delay may be withheld from any amounts owed to the consultant. In case the consultant may not be able to complete his assignment due to circumstances within the CVTL, then the consultant may request CVTL for no cost,

8. TERMINATION OF CONTRACT

(a) This contract may be terminated at any time by either party before the expiry date of the contract by giving written notice to the other party. The period of notice shall be fifteen days.

(b) This contract may be terminated immediately by CVTL if the consultant has breached any of his or her contractual obligations with CVTL or if in the reasonable opinion of CVTL the consultant has brought or is reasonably likely to bring the Red Cross/Red Crescent Movement's reputation into disrepute.

(c) In the event of the contract being terminated prior to its due expiry date for the reason outlined in (b), the consultant shall be compensated on a *pro rata* basis for no more than the actual amount of work performed to the satisfaction of CVTL. Additional costs or damages incurred by CVTL resulting directly from

– 3 –

CVTL CHILD PROTECTION
CODE OF CONDUCT

Cruz Vermelha de Timor-Leste (CVTL) is committed to the safety and protection of children as outlined in our Child Protection Policy.

I understand that by signing this Code of Conduct I agree to: -

- Treat all children with dignity and respect regardless of any difference, such as their ethnic background, nationality, skin colour, sex, language, religion, socioeconomic status, disability, etc.
- Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, intended to humiliate or culturally inappropriate.
- Not engage children in any form of sexual activity or acts, including paying for sexual services or acts.
- Wherever possible make sure another adult is present when working with or near children.
- Not physically punish children in the delivery of CVTL programs and activities.
- Follow relevant national laws about working with children, including those in relation to child labour.
- If I suspect, hear about or see child abuse or other breaches of the CVTL Child Protection Policy and Code of Conduct by CVTL representatives, report them to a responsible CVTL staff member.
- Keep confidential all information that I am aware of regarding child protection cases, only disclosing or discussing information with those responsible for investigating incidents or other parties as designated by them and according to reporting procedures.
- Disclose any child-related convictions or investigations that I am subject to.
- Not hire children for domestic or other labour which is inappropriate for their age or developmental stage, which interferes with their time available for education and recreational activities or which places them at risk of injury.
- Not use CVTL computers, mobile phones, video and digital cameras to exploit or harass children or to access child pornography through any medium.

When photographing or filming a child for work-related purposes, I will:

- before photographing or filming a child, obtain consent from the child or a parent or guardian of the child. As part of this I must explain where and how the image will be used;
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive;
- ensure images are honest representations of the context and the facts;
- ensure images or file labels do not reveal identifying information about a child; and
- not condone or participate in any child-related activity which is illegal, unsafe or abusive.

I have read the Child Protection Code of Conduct and understand my personal responsibility to comply with the Code at all times.

NAME: Felisberto Emilio Goncalves SIGNATURE: _____

POSITION: Software Developer

DATE: 16/10/2023