

Mercy Corps Indonesia

Project Name: Vehicles Management System (VMS)

Beneficiaries: Operation Staff

I. BACKGROUND

Mercy Corps in Indonesia has been implementing its program activities since 1999 as a response to the economic crisis in Indonesia. In Indonesia, MC has been working from its headquarters in Jakarta with several representative offices throughout the country. Currently MC Indonesia has its branch offices in Padang, West Sumatra province, Ambon, Maluku province, Bojonegoro , East Java province, Bandung, West Java province, Lampung city, Lampung province, Takengon, Aceh province, Tanimbarese, Central Southeast Maluku province, and one program office in Semarang, Central Java province.

MC has been focusing on internal and/or external strategies in relation to the support for program activities in the aforementioned areas as well as the effort to increase the advantage of operational competitiveness as compared to other organizations. The effort to focus on internal strategy was also stated in the Country Strategy for FY 2015 No. 5 of "Increase Mercy Corps staff and organizational capacity to provide strong leadership and program management skills.

In correlation to the internal strategy, improvement of the Operational Department as the backbone of program activities in an organization will deliver significant results in terms of efficiency and cost reduction within the operation unit. Since every organizational activity always connects with Operational Department, its improvement or better management will contribute a positive impact for the organization.

One of the gaps needs to be addressed in Mercy Corps Indonesia is vehicles management, since availability of vehicles for good mobility of program activities is very important in an organization.

Moreover, the fleet of vehicles is one of the most expensive assets owned by MC Indonesia. This clearly underline the responsibility of MC Indonesia, as a donor's recipients, in ensuring safe operation and well maintenance of all its vehicles, also in guaranteeing the compliance of vehicles usage which is only to be used to serve organizational objectives and purposes.

Better control to oversee the economic value of each owned vehicles requires a good vehicles management system that will provide an effective and efficient arrangement that will relevantly complement the organization programs and supports activities.

"Vehicles Management System" (VMS) is a system or a database that holds all the data of all MC owned vehicles; from the data of acquisition, program user account code, mileage, fuel cost, parking fees, maintenance, insurance claims and other correspondence related to the management of the vehicles for later processes that will generate a report that will display the recorded information on the overall cost of the vehicles. This report will then be digitally archived by operational units for safer storage of any transactions occurred for the vehicles as a proof documents on office vehicles operation, financial and management activities that will be easier and faster in retrieval.

II. OBJECTIVE

- a. To assist in the tracking of vehicles operation and the planning of maintenance (i.e.: replacement of spare parts, etc.) that is important to avoid any damage/unexpected problem that might occur in the future that may cause hindrance to the operation and/or risking the safety of the drivers and passengers.
- b. To assist in the tracking of fuel use and other running costs per vehicle and per program more effectively.
- c. To give effective assistance in the estimation of actual cost for vehicles maintenance.
- d. To preserve good vehicles performance for better organizational mobility.
- e. To assist programs department in terms of having a more effective and efficient budget allocation to avoid over/under spending of budget for costs associated with the use of the vehicles.

III. OUTCOME

- a. Provided more accurate and timely reports on recorded relevant data of vehicles.
- b. Provided quality analysis on the physical condition, as well as functional and economical values of the vehicles to determine plan for assets (i.e.: whether the vehicles will be of any economical value to be kept and repaired or need to be auctioned for the purpose of buying a new one).
- c. Good vehicles performance and better organizational mobility.
- d. More effective and efficient vehicles related budget allocation in programs department.

IV. KEY ACTIVITIES AND TIMEFRAMES

No.	Activities	Date
1.	Internal Meeting with Operation Team (Logistic and IT Coordinator)	19 June 2014
2.	Training Drivers	2 nd week of July
3.	Internship Applicant Announcement	23-28 June 2014
4.	Interview Candidate & Internship Contract Agreement	1-5 July 2014
5.	Develop Program	7 July – 6 August 2014
6.	Program Implementation (trial and error)	7-9 August 2014

V. APPROACH & THEORY OF CHANGE

The program approach is to deploy the dissemination of information of VMS to:

- a. The operation personnel from the point of VMS implementation to create a more effective and efficient organizational system in vehicles management comparing to the current one.
- b. Finance and Programs Department through the information about application of VMS that can meet the demand to provide a systematical, accurate and precise data related to vehicles operation, financial and management in a faster manner.

The Theory of Change

Vehicles Management System will create a more accurate and systematic vehicles related management reports to be made available in an easy and accessible single database system.

VI. SPECIFICATION AND FEATURE:

- Single portable windows desktop application (any language programming)
- Easy to import and export data (to/from excel, to pdf)
- Customizable report

- Relational database with module; vehicle data, log record, vehicle maintenance, fuel and distance calculation, insurance, service, oil and spare part, legal dat
- User right level access