A close-up of a logo

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**Development of the NJFP 2.0 Centralized Digital Application, Onboarding, and Management Portal (NJFP 2.0 | AOMP)**

Terms of Reference (ToR)

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**Terms of Reference (ToR)**

**Development of the NJFP Centralized Digital End-to-End System Project Overview**

1. **Executive Summary**
2. **Background**

The **Nigeria Jubilee Fellows Programme (NJFP)** is a flagship youth empowerment initiative designed to bridge the gap between qualified Nigerian graduates and available employment opportunities nationwide. To achieve greater impact, operational efficiency, and enhanced user experience, the United Nations Development Programme (UNDP), in partnership with our key stakeholders, The European Union (EU) and the Federal Government of Nigeria, has initiated the redevelopment of the NJFP’s digital infrastructure into a centralized, integrated, and fully automated end-to-end platform, NJFP 2.0.

1. **Project Overview:**

The new NJFP platform (NJFP 2.0) is designed to serve as a robust, secure, and scalable digital solution for managing the complete lifecycle of fellows, host organizations, mentors, alumni, and administrative users. The system will streamline and automate key processes such as fellow applications, computer-based testing (CBT), onboarding, host matching, attendance and stipend management, performance tracking, reporting, and alumni engagement.

1. **Key Objectives:**

* Enhance the user experience for all stakeholders through a seamless, intuitive, and responsive interface.
* Improve operational efficiency and accuracy by automating manual processes and integrating third-party verification systems (such as NIN, NYSC, CAC, and banking APIs).
* Support scalability and adaptability to accommodate increased user volumes and evolving program needs.
* Strengthen data management and security protocols, ensuring compliance with national and international data protection standards.
* Deliver advanced reporting and analytics to enable data-driven decision-making and transparent program evaluation.
* Foster better stakeholder engagement through improved notification, communication, and support systems.
* Align the platform with the strategic goals of youth empowerment, employability, and national economic development.

1. **Platform Features:**

The redeveloped NJFP 2.0 platform will include a unified application portal for fellows and hosts, a robust onboarding and admin portal, mentor dashboards, alumni community management, survey and assessment tools, integrated learning management, CRM modules, and advanced analytics and reporting capabilities. Automated matching algorithms, role-based access controls, secure document management, and a comprehensive notification system will underpin all user journeys.

1. **Technical Architecture:**

The system will leverage modern web frameworks (Laravel, Java Spring Boot, Python Django, ReactJS, VueJS), a secure cloud infrastructure (AWS), robust API integration, and best-practice UI/UX design principles. The architecture is modular, API-first, and scalable, with built-in redundancy, automated backups, and continuous performance optimization & SEO.

1. **Implementation Roadmap:**

The project is structured in defined phases, including requirements gathering, design, development, testing, deployment, and maintenance. The timeline ensures delivery within three months, followed by a minimum of six months’ post-implementation support. Strict quality assurance, user acceptance testing, and comprehensive documentation are required at every stage.

1. **Governance and Roles:**

Clear administrative roles and permission structures are established, encompassing financial management, regional oversight, partner engagement, data governance, support services, and super admin authority. Each role has defined workflows and audit trails to ensure accountability and operational clarity.

1. **Deliverables and Expectations:**

Vendors are required to provide comprehensive technical and financial proposals, clear evidence of capacity and experience, a security and compliance plan, and detailed timelines. The end product must support ongoing evolution, enabling feedback-driven improvements and ensuring sustainability and relevance for all NJFP stakeholders.

1. **Conclusion:**

The NJFP 2.0 platform will provide a future-proof foundation for empowering Nigeria’s youth, supporting national development, and establishing global standards for digital program management. By centralizing operations, embedding automation and intelligence, and prioritizing security and transparency, NJFP is set to achieve a higher level of impact and efficiency in youth employment programming.

1. **NJFP 2.0 Core Users**
2. **Prospective Fellow**

A Prospective Fellow is a new applicant seeking to join the NJFP program. They register, complete detailed personal information, and undertake a Computer-Based Test (CBT) covering quantitative reasoning, English, mathematics, general knowledge, and more. Success allows promotion to Pool Fellow status; failure enables exam retry. Key touchpoints: registration, application, CBT, dashboard access, interview scheduling, complaint submission.

1. **Pool Fellow**

A Pool Fellow is a candidate who passed the CBT and is officially in the pool for selection and matching. Pool Fellows can update profiles and CVs, appear in host searches, attend interviews, and receive onboarding. They accept guidelines and, once matched and approved, transition to full Fellow status.

1. **Fellow**

A Fellow is a fully onboarded participant placed with a host organization. Fellows manage their profiles, attendance, stipends, and communication. They can request terminations or suspensions, participate in forums, and download certificates upon successful program completion.

1. **Talent Hub/Alumni**

Talent Hub/Alumni are former Fellows who have completed the 12-month program. Their profiles move automatically to the Talent Hub for an additional 6 months to access career opportunities, networking, events, and mentorship programs. After this period, they exit the portal but may remain engaged via an external alumni community.

1. **Targeted Calls Fellow**

Targeted Calls Fellows are nominated by host organisations (government, agencies, special partners, 3MTT, NYSC) and follow a fast-track onboarding path.

1. **Prospective Host Organisation**

A Prospective Host Organisation is a company or institution applying to host Fellows. They register, select regions, and submit required documents. Verification is handled by Talent Management Consultants (TMCs) and Regional Focal Points (RFPs). Upon approval and categorization by capacity, they become active host organizations.

**VI. Host Organisation**

A Host Organisation is an approved NJFP employer. Hosts manage profiles, contact persons, requests for fellows, interviews, onboarding, attendance certification, leave management, and direct communication with fellows. Hosts can also request rematches or terminations.

1. **Contact Person (for Host Organisation)**

A Contact Person manages a specific branch/department within a host organization, oversees assigned fellows, certifies attendance, communicates directly with fellows, and can initiate rematch/termination requests for fellows in their branch.

1. **Talent hub Mentors**

Mentors are experienced professionals or alumni assigned to guide fellows. They create mentor profiles, schedule mentorship sessions (virtual/in-person), send session invites, track attendance, and respond to assessments or feedback forms. Mentors help fellows develop workplace skills, track learning progress, and facilitate career development.

1. **Admin**

Admins oversee and manage all modules and user workflows within the system, based on their assigned roles and permissions.  
  
 **C. Core Functional Modules and Features**

**I. Prospective Fellow Application Module**

Enables new fellows to register, verify identity, complete applications, schedule interviews, access dashboards, and submit complaints.

**II. Host Application Module**

Allows organizations to register as hosts, upload and verify business documents, update profiles, complete field verification, and get auto matched with fellows.

**III. Alumni Community Management Module**

Provides alumni with a directory, communication forums, mentorship opportunities, surveys, and networking tools.

**IV. Host Organisation On-Field Verification (Third-Party User)**

Lets hosts upload geo-tagged photos and documentation from on-field business verification, with admin or third-party review and status tracking.

**V. Survey & Assessment Forms**

Manages onboarding, quarterly, and exit surveys for all user groups; supports results analysis and report generation.

**VI. Stipend Payment & Administration**

Automates monthly stipend processing, integrates with financial APIs, validates attendance, tracks payments and backlogs, and manages payment history.

**VII. HO Customer Relationship Management (CRM) Follow-Up Tracking Tool**

Tracks interactions and engagement with host organizations and fellows, logs all communications, and supports reporting and evaluation.

**VIII. Learning Management System (LMS) (SCORM)**

Delivers SCORM-compliant online courses, mentorship programs, and certifications. Includes integration with Zoom and other videoconferencing solutions for virtual coaching/onboarding.

**IX. Fellow Finder Module**

Allows hosts and authorized users to search/filter fellows by skill, location, and availability for placement or engagement.

**X. HO Schedule Interview with Pool Fellow Module**

Schedules, manages, and logs virtual onboarding, interviews, and coaching sessions using integrated videoconferencing (e.g., Zoom, Teams).

**XI. Talent Hub/Alumni Finder Module**

Allows hosts and companies to search for and contact alumni based on detailed criteria (skills, experience, sector, location, availability, etc.).

**XII. Data Visualization Panel**

Displays real-time dashboards and analytics for key program metrics, with export and drill-down capabilities.

**XIII. Data Analytics & Reporting**

Generates customizable, exportable reports across modules (Excel, PDF, CSV), including applications, selection, attendance, stipends, and training.

**XIV. Bank Management Module**

Manages bank account setup, validation (with APIs), updates, and payment histories for fellows and hosts.

**XV. Guideline Acceptance Module**

Ensures users accept program guidelines before accessing key features and logs acceptance (timestamp, user ID).

**XVI. Onboarding and Matching Module for Host Organization**

Lets hosts view/manage fellow matches, request rematch/termination, accept guidelines, and track matching status.

**XVII. Onboarding and Matching Module for Fellow**

Allows fellows to view/manage host matches, request rematch/termination, accept guidelines, and monitor status.

**XVIII. Resumption Module**

Tracks resumption dates and program timelines for fellows and hosts, includes countdown clocks to end dates.

**XIX. Host Organisation Attendance Module**

Hosts can set, certify, and comment on fellow attendance, with monthly backlog tracking.

**XX. Fellows Attendance Module**

Fellows submit monthly attendance, notify hosts for certification, and manage backlog/discrepancy tracking.

**XXI. Forums Module**

Supports group discussions, peer networking, knowledge sharing, and bookmarking of topics.

**XXII. Stipends Backlogs Module**

Manages and adjusts stipend backlog records, payment history, and corrections.

**XXIII. Profile Management Module**

Enables users (fellows, pool fellows, hosts) to manage their personal /organisation profiles, account security, and settings.

**XXIV. CV Management Module**

Allows fellows to upload, update, and manage their CVs for improved host matching.  
  
**XXV. Contact Person Management (for Host Organisation)**

Hosts can add/manage contact persons by branch; contact persons can be approved and assigned.  
  
**XXVI. Account Module**

Handles account security, notification preferences, and other account settings.

**XXVII. Fellows Account Settings Management**

Provides detailed settings for fellows (profile, education, uploads, skills, bank info, guideline acceptance, etc.).

**XXVIII. Host Organization Account Settings Management**

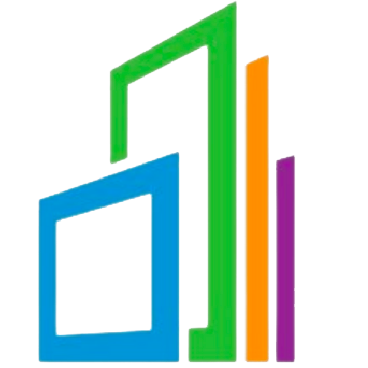
Hosts can manage all organization info, documents, achievements, extra info, and acceptance of guidelines.

**XXIX. Notifications Module**

Delivers in-app, email, SMS, or push notifications for all key events (applications, matches, interviews, payments, assessments), tracks read/unread status, and enables users to take direct action.

**XXX. Talent hub Mentor Dashboard Module**

Allows Talent hub mentors to set up their profiles and schedules, View and respond to assessment forms, send invitations and notifications for mentoring sessions (virtual/in-person), Track session attendance and provide session reports, View mentee profiles, track progress, and recommend learning activities or modules, Participate in forums with other mentors and fellows.



NJFP 2.0 Portal

**Technical, Functional Requirements and Timeline for NJFP Application and Onboarding Platform (AOP) Redevelopment**

**1. Overview**

The NJFP platform is being redeveloped to deliver a seamless, secure, and scalable experience for fellows, host organizations, mentors, and administrators. The project encompasses requirement gathering, design, development, testing, deployment, and post-launch support, with a strong emphasis on automation, integration, and AI-enhanced features.

**2. Platform Architecture & Key Modules**

**2.1 Unified Host Organisation & fellows Application & CBT Portal & Verification & Targeted Calls**

* **Purpose**: Central entry point for prospective fellows, targeted calls Fellow and host organizations.
* **Features**:
  + Applicant registration, document upload, and verification.
  + Host registration and application management.
  + Duplicate prevention (cross-check with NJFP 1.0 database).
  + Integrated Computer-Based Testing (CBT): auto-scheduling, scoring, notifications.
  + Seamless data handoff to onboarding via robust API integrations.
* **Tech Stack**: Laravel, Java Spring Boot, Python, Tailwind CSS, VueJS, ReactJS, PHP/MySQL, GitHub.
* **Access**: [apply.njfp.ng](http://apply.njfp.ng)

**2.2 API Integration Layer**

* **Purpose**: Ensures smooth communication between internal modules and third-party verification systems.
* **Features**:
  + Automated user migration across modules.
  + APIs for banking, BVN, NIN, CAC, NYSC, and other third parties.
  + Reduces manual admin, improves data integrity.

**2.3 Onboarding & Admin Portal**

* **Purpose**: Centralized hub for post-application management and admin functions.
* **Features**:
  + Advanced user management with role-based permissions and audit logs.
  + Dashboards for fellows (application, test, payments, attendance, onboarding) and hosts (verification, matched fellows, blacklisting, performance).
  + Downloadable logs, error tracking, automated backups, MFA.
  + Automated matching with validation, duplicate control, and reporting tools.
* **Tech Stack**: Laravel, Java Spring Boot, Python, Tailwind CSS, VueJS, ReactJS, PHP/MySQL, GitHub.
* **Access**: [portal.njfp.ng](http://portal.njfp.ng)

**2.4 Host & Fellow Dashboards**

* **Host Dashboard**: MFA login, account management, application tracking, contact updates (admin approval), matched fellow management, attendance, performance rating.
* **Fellow Dashboard**: MFA login, host organization view, attendance tracking, monthly reporting, mandatory password changes, LMS integration, leave/self-appraisal tools, mentorship event tracking.

**2.5 Talent Hub Mentor Dashboard**

* Profile setup, mentoring session scheduling (virtual/in-person), attendance, post-session reporting, assessment response, progress tracking, learning recommendations, and forum participation.

**2.6 Analytics & Reporting**

* Custom dashboards, performance tracking, export options (Excel, PDF, CSV), financial and engagement metrics, audit trails, scheduled/on-demand reports.

**2.7 Data Backup & Survey Integration**

* Data backup APIs, integration with Survey123 for advanced analytics.

**2.8 Automated Matching & Data Controls**

* End-to-end automated matching, duplicate checks, eligibility, self-service profiles with admin validation.

**2.9 Security & Compliance**

* MFA, role-based permissions, data validation (NIN, BVN), audit trails, patch management, encryption, AWS WAF/DDoS.

**2.10 System Performance & Cloud Infrastructure**

* AWS EC2, S3, RDS, scalable deployments, real-time error logging, CDN, load testing, performance optimization.

**2.11 AI Integration**

* AI-powered fellow matching (skills, preferences, location, performance).
* Automated stipend eligibility calculations.
* Predictive analytics, fraud detection, personalized notifications.
* Feedback sentiment analysis for platform improvement.

**2.12 Functional Modules**

* Alumni community management.
* Host on-field verification (geo-tagged uploads).
* Survey and assessment analytics.
* CRM for engagement/support.
* Learning Management System (Zoom/Teams integration).
* Remote collaboration tools.
* Real-time data visualization. Etc.

**2.13 Notifications & Communication**

* In-app, email, SMS notifications for all major actions/events.
* Dashboard-based notification tracking.
* Automated alerts for surveys, meetings, updates.

**2.14 UI/UX, Backend, and Database Best Practices**

* Accessible, responsive UI/UX (WCAG/Section 508 compliance).
* Modular, scalable, API-first backend.
* Encrypted, documented, regularly backed-up databases.
* Regular penetration testing.

**2.15 Technology Stack**

* **Frontend**: Laravel Blade, ReactJS, VueJS, Tailwind CSS, HTML5, JavaScript.
* **Backend**: Laravel (PHP), Java Spring Boot, Python Django.
* **Database**: MySQL, PostgreSQL, AWS RDS.
* **Cloud**: AWS (EC2, S3, RDS, WAF, DDoS), GitHub.
* **Security**: MFA, SSO, encryption, audit logging.
* **Integrations**: Zoom, Teams, Moodle/LinkedIn, notification services.
* **Performance**: CDN, profiling, load testing.

**3. Project Phases & Timeline**

|  |  |  |
| --- | --- | --- |
| Phase | Key Activities | Duration |
| 1. Requirements & Design | - Develop TOR, run procurement, stakeholder requirements gathering- Wireframes, UI/UX prototyping, architectural design | 2-3 weeks |
| 2. Development | - Build frontend/backend- Integrate APIs, develop modules (fellow, host, admin, reporting, LMS, comms)- Set up database, security, and RBAC | 6-8 weeks |
| 3. Testing | - QA, automated & manual tests- User Acceptance Testing (UAT)- Address bugs & feedback | 2-3 weeks |
| 4. Deployment | - Go-live in production- Data migration, training, hypercare | 1 week |
| 5. Maintenance & Support | - Ongoing support (6 months minimum), updates, and user training | 6 months |

**Best Practice:**  
Adopt agile sprints of 2–3 weeks, with milestone reviews and validation at the end of each project phase.

**Project Timeline:**  
The development period should be completed within 3 to 4 months, followed by 6 months of support and maintenance. Close collaboration and seamless coordination (“handshake”) between the web company and UNDP are expected throughout all phases.

**4. Resource Requirements**

**4.1 Human Resources**

* **Project Manager:** Overall coordination, escalation, timeline tracking.
* **Business Analyst:** Requirement gathering, documentation, acceptance criteria.
* **UI/UX Designer:** Wireframes, high-fidelity designs (responsive/mobile-first).
* **Frontend Developer(s):** React, Vue, or Angular (recommended for maintainability).
* **Backend Developer(s):** Node.js (with TypeScript), Python (Django), or Laravel for robust APIs.
* **Database Admin:** PostgreSQL/MySQL with encryption and backup.
* **QA/Testers:** Automated and manual testers, user journey validation.
* **Support/Trainer:** Manuals, onboarding videos, first-level helpdesk.
* **Cloud Administrator**

**4.2 Technical Resources**

* Cloud Hosting specialist: AWS or Azure for reliability and scalability.
* Code Repos & CI/CD: GitHub or GitLab, automated deployment pipelines.
* API Integrations: NYSC, CAC, NIBSS, NIMC (for data validation and automation).
* Security: SSL, Multi-factor Authentication, RBAC, regular penetration testing.
* Compliance: Adherence to Nigeria Data Protection Act, with clear privacy protocols.
* Mobile-Responsive: All portals should work seamlessly on mobile and tablet.
* IDEs, code repositories (GitHub), CI/CD tools.
* Wireframing/prototyping tools (Figma, Adobe XD).
* Automated testing tools.
* APIs/middleware for external integrations.
* 99.9% uptime.

**4.3 Other Requirements**

* **UNDP IT Team Engagement:** Regular reviews, feedback loops, and demonstrations.
* **Comprehensive Documentation:** Architectural, governance, operational manuals, security, and usage guides.
* **Training:** Workshops, knowledge transfer, and user guides.

**5. Deliverables, Evaluation Criteria & Process Flow**

**5.1 Deliverables**

The successful vendor is expected to provide the following key outputs:

1. **Inception Report:**  
   A detailed document produced at the start of the project, outlining the work plan, methodology, key milestones, and understanding of requirements.
2. **UI/UX Designs and Prototypes:**  
   Visual representations and interactive prototypes of the platform’s user interface and user experience, ensuring all stakeholders agree on the system’s look and feel before development begins.
3. **Fully Developed User flows and Modules:**  
   Complete, functional software users process flow and modules that fulfill the technical and business requirements for each part of the platform (e.g., registration, matching, reporting, etc.).
4. **Testing & User Acceptance Testing (UAT) Reports:**  
   Documentation of all system and user acceptance testing activities, including test cases, results, issues discovered, and how those issues were resolved, demonstrating that the system works as intended.
5. **Comprehensive Documentation:**  
   Full technical and user documentation covering system architecture, code, features, workflows, and usage instructions, to ensure effective knowledge transfer and future maintenance.
6. **Staff Training Materials:**  
   Resources, manuals, and guides developed to train end-users and administrators on how to use the new system efficiently.
7. **Deployment and Go-Live:**  
   Successful rollout of the platform to the production environment, making it accessible to all users.
8. **Six Months Post-Launch Support:**  
   Ongoing technical and user support for at least six months after the system goes live, to resolve any issues and ensure smooth operation.

**5.2 Evaluation Criteria**

Proposals will be assessed based on the following key factors:

|  |  |  |
| --- | --- | --- |
| Criteria | Description | Max Points |
| 1. Bidder’s Qualification, Capacity, and Experience on Similar Projects |  | **450** |
| 1.1 Reputation & Credibility | Reputation and track record of the company, staff reliability, industry standing, registered and fully compliant | 30 |
| 1.2 Organizational Capability | Company profile, management structure, financial statements, project management controls, use of tools, and Joint Ventures (JV), if any | 100 |
| 1.3 Relevant Experience | Specialized knowledge and practical experience with similar web projects, especially in the region/country or UN agencies. Attach up to 3 most recent/ similar projects stating the company/organization, UI/UX designs and websites/app (200)  With a minimum of 5 years' experience (50). | 250 |
| 1.4 Quality Assurance & Risk Management | Procedures for quality assurance and risk mitigation | 40 |
| 1.5 Commitment to Sustainability | ISO/UN Global Compact membership, internal sustainability, relevant certifications and memberships etc. | 30 |
| 2. Proposed Methodology, Approach & Implementation Plan |  | **300** |
| 2.1 Understanding of Requirements | Depth of understanding of project scope and critical deliverables | 50 |
| 2.2 Approach & Methodology | Appropriateness and clarity of proposed methodology and web technology stack (Provide list of stacks as understood) (25)  Is the company ACID (Atomicity, Consistency, Isolation, and durability) compliant (25) | 50 |
| 2.3 Communication Strategy | UNDP Nigeria works in an agile manner, and the company must articulate a robust approach for identifying, mitigating, and resolving delivery blockers | 50 |
| 2.4 Implementation Plan | Logical sequencing, wireframes, timeline, and milestones | 50 |
| 2.5 Go-live/Production plan | Go-live and hand over the documentation plan | 100 |
| 3. Management Structure and Key Personnel |  | **250** |
| 3.1 Team Composition & Structure | Suitability of proposed management and team roles for the project according to the highlighted roles in the TOR. | 50 |
| 3.2 Team Lead / Project Manager | General experience (75), specific relevant experience (25) | 100 |
| 3.3 Senior Software Developer | General experience (40), relevant technical expertise (30) | 70 |
| 3.4 Junior Software Developer | General experience and capacity for support roles | 30 |
| Total |  | **1000** |

**5.3 Submission Requirements**

To be eligible for consideration, vendors must include the following in their submission:

* **Technical and Financial Proposals:**  
  Comprehensive documents detailing the proposed solution, implementation methodology, project timeline, and itemized budget.
* **Company Profile and References:**  
  Information about the organization, including an overview of its background, previous clients, and similar completed projects.
* **Team CVs:**  
  Curriculum vitae for all proposed team members, demonstrating relevant experience, expertise, and qualifications for the project.
* **Detailed Timeline and Work Plan:**  
  A structured plan outlining how the project will be executed, including key milestones, deliverables, and timeframes.
* **Data Privacy and Compliance Strategy:**  
  A clear and robust plan for ensuring data protection and full compliance with applicable regulations throughout the project lifecycle.
* **Location:**  
  The company must be a Nigerian national and must maintain an operational branch in Lagos, Nigeria, to ensure developer availability and facilitate project coordination.

**5.4 Core User Workflow / Module Process Flow Analysis Chart**

The detailed workflow and process flow analysis chart for core users and modules will be provided after the vendor selection has been finalized.

**5.5. Developer Facility Access and Regular Online Meetings:**

Project Managers and Developers responsible for specific deliverables during each project phase are required to be available on-site at the UNDP Nigeria Innovation Center facility for at least two days per week (or as otherwise scheduled). Their presence will support consultations, facilitate project activities, and enable timely progress reporting. Additionally, regular online meetings will be conducted to maintain consistent communication, ensure project milestones are met, and keep the project aligned between the UNDP team and the web company.

**6. Project Administration & Best Practices**

* Full documentation for governance, architecture, functionality, security, and testing.
* Source code must be well-commented for maintainability & Regular Git Hub Updates.
* Prioritize and resolve current and emerging bugs, with a clear escalation/SLA plan.
* All enhancements tested in UAT before production.
* Code reviews by UNDP IT Team prior to production release.
* Regular vulnerability management (penetration tests, code reviews, automated scans).
* 6-month post-implementation support at no additional cost.

**7. Payment Schedule**

|  |  |  |
| --- | --- | --- |
| Phase | Milestone/Deliverables | Payment (%) |
| Phase 1: Project Initiation & Planning | - Inception Report - UI/UX Designs and Prototypes | 25% |
| Phase 2: Development | - Fully Developed Modules - Comprehensive Documentation | 45% |
| Phase 3: Testing & Go-Live | - Testing & User Acceptance Testing (UAT) Reports - Staff Training Materials- Deployment and Go-Live | 20% |
| Phase 4: Post-Go-Live Support | - Six Months Post-Launch Support (final payment after support period ends and all outstanding issues are resolved) | 10% |
| Total |  | **100%** |

**Notes:**

* **Phase 1 (25%)**: Paid after approval of the inception report, and UI/UX designs/prototypes.
* **Phase 2 (45%)**: Paid after delivery and acceptance of all core modules and documentation.
* **Phase 3 (20%)**: Paid upon successful testing, training completion, and platform go-live.
* **Phase 4 (10%)**: Paid at the end of the 6-month post-launch support period.

**8. Summary & Recommendations**

* **Architecture**: Modular, API-first, scalable, and maintainable.
* **Security**: Embedded at every layer; automation and auditability prioritized.
* **Vendor**: Must provide verifiable work (GitHub), clear documentation, and a robust support plan.
* **Payments:** is paid in phases and would be released only upon formal sign-off of each phase by the web company/UNDP.
* **Continuous Improvement**: Monitoring, analytics, and UNDP feedback ensure ongoing platform evolution.

**TOR Cleared by:**

Signature:

Name :

Designation: Team Lead, Inclusive Growth Unit

Date Signed :

The TOR for this consultancy is hereby reviewed and approved:

Signature :

Name:

Designation: DRR Programmes

Date Signed: