Terms of Reference (ToR) for Development of Internship Portal

for Kerala Solid Waste Management Project (KSWMP)

1. Introduction

The Kerala Solid Waste Management Project (KSWMP) intends to develop a web-based Internship Portal to facilitate structured internship opportunities in the Local Self Government Department and associated agencies across Kerala. The portal will enable students and recent graduates to register, select areas of interest, choose the internship duration, upload progress reports, and generate internship certificates upon completion. This ToR outlines the scope, features, and technical requirements for developing the Internship Portal.

The portal is also envisaged for managing stakeholders like LSGD, KSWMP, MMNK, Kudumbasree, Suchitwa Mission, CKCL, Principal Directorate, Colleges, Students, etc.

2. Objectives

The primary objectives of the Internship Portal are:

- To streamline the registration and selection process for interns.
- To provide a structured platform for daily monitoring and progress tracking.
- To enable seamless uploading of plans, targets, and internship reports.
- To automate the generation of internship certificates.
- To facilitate multiple user roles, including applicants, colleges, and internship-providing agencies.
- To generate various reports

3. Scope of Work

The selected vendor will be responsible for the Internship Portal's design, development, testing, deployment, and maintenance. The portal should be user-friendly, secure, and scalable to accommodate multiple interns, colleges, and agencies simultaneously.

4. Key Features

The Internship Portal should have the following functionalities:

4.1 Registration & Profile Management

- Registration for students and recent graduates (within 2 years of graduation/ post-graduation).
- Profile creation including personal details, academic background, and uploaded documents.

4.2 Choosing an Area of Interest

- Dropdown list of predefined internship categories and sub-categories.
- Option to provide additional details or preferences.

4.3 Internship Duration & Period Selection

- Selection of predefined duration (say 1 week, 2 weeks, 1 month, 3 months, and 6 months) and preferred internship start and end dates.
- System validation to ensure duration aligns with predefined guidelines.

4.4 Daily Monitoring by Reporting Officer

- Daily log entry for tracking intern activities (either through web app or associated mobile app).
- Supervisor review and feedback mechanism.
- Role-based access for reporting officers to monitor progress.

4.5 Internship Plan & Expected Target

- Uploading initial plans and objectives at the start of the internship.
- Submission of progress reports and milestone tracking.

4.6 Uploading of Internship Report

- Upload final internship report in PDF format.
- Supervisor approval and feedback before final submission.

4.7 Certificate Generation

- Automated certificate generation upon completion of the internship.
- Customizable templates with digital signatures and logo.

4.8 Multi-User Logins

- **Registration**: For students and recent graduates can register to apply for an internship
- **Registrant Login**: For those who registered only can apply for Internship, for those who applied can check their application status, for those who are doing internship can update the daily activities and track internship progress and those who already done the internship can view the details of each internship done.
- **College Login**: For institutions to manage student applications and monitor progress.
- **Agency Login**: For organizations providing internships to manage intern assignments and evaluations.
- **Admin Login:** For adding/modifying the categories & sub-categories. Colleges, agencies who can provide internships, etc., in addition to user management, role management, etc.

5. Technical Requirements

- **Platform:** Web-based, responsive design for desktop and mobile.
- **Technology Stack:** Open-source stack (e.g., Node.js, React.js, Python/Django, MySQL/PostgreSQL, etc.).
- **Security:** Role-based access control, data encryption, and audit logs.
- **Integration:** Email and SMS notifications.

6. Deliverables

1. System Requirement Specification (SRS) document.
2. UI/UX design prototypes.
3. Fully functional Internship Portal.
4. User manual and administrator guide.
5. Training sessions/ tutorials for stakeholders
6. Maintenance & support for at least one year.

7. Timeline

S/n	Task Description	Duration
1	Requirement Analysis	1 days
2	UI/UX Design	2 days
3	Development	7 days
4	Testing & Deployment	3 days
5	Training & Handover	2 days

8. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience in web portal development.
- Technical expertise and proposed technology stack.
- Project timeline and approach.
- Cost-effectiveness and scalability.

9. Submission Guidelines

Interested vendors must submit their proposals by 15 March 2025, including:

- Company profile and past experience.
- Detailed technical proposal.
- Cost breakdown.
- Project timeline.

10. Conclusion

The Internship Portal for KSWMP will be a key initiative to enhance structured internship opportunities in Urban Local Bodies and associated agencies across Kerala. The selected vendor will work closely with the KSWMP team to deliver a robust and scalable solution.

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