

AIMS WEBSITE DEVELOPMENT

SCOPE OF WORK

The Developer shall design, develop, and deploy a fully functional web application for the African Institute for Multidisciplinary Studies (AIMS), including integration of specified plugins into the institutional portal. The scope of work covers the following features and functionalities:

1. Content and Menu Management

- ◇ Create unlimited menus and submenus.
- ◇ Develop custom pages for program details, academic calendars, tuition fees, and other institutional information.

2. Content Publishing

- ◇ Enable posting and management of events, job opportunities, notices, and media galleries (photo/video).
- ◇ Implement a categorized blog system for articles, updates, and announcements.
- ◇ Publish research outputs with downloadable access.
- ◇ Integrate newsletter/subscription functionality for email updates.

3. Admissions and Student Dashboard Plugin

- ◇ Develop a complete admissions management system with student dashboards.
- ◇ Automate username and password generation upon registration.
- ◇ Include personal details, academic background, English proficiency, program choice, document uploads, and status tracking.
- ◇ Admissions stages: Incomplete, Submitted, Under Review, Pending Documents, Interview Scheduled, Accepted, Waitlisted, Rejected, Withdrawn, Enrolled.
- ◇ Secure applicant data storage and management.

- ◇ Automated and manual email notifications for each stage.
- ◇ Password reset for all user roles.
- ◇ Fully integrate the plugin into the AIMS portal.

4. Certificate and Document Verification Plugin

- ◇ Unique verification using serial numbers or codes.
- ◇ Display verified document details (student photo, personal, and academic information).
- ◇ Show failure message for unverified records.
- ◇ Enable third-party verification (employers/institutions).
- ◇ Integrate with the AIMS central portal.

5. Communication Tools

- ◇ Publish events, jobs, and notices on both the website and dashboards.
- ◇ Build an FAQ section.
- ◇ Integrate live chat and WhatsApp support.
- ◇ Provide a general contact/inquiry form.

6. Institutional Visibility

1. Create team/faculty profiles with photos, titles, bios, and contact information.
2. Display alumni profiles by program and graduation year.
3. Upload/manage research publications, student guides, policies, and forms through a centralized download center.

7. Media and Design

- ◇ Design banners, icons, videos, headers, and footers consistent with AIMS branding.
- ◇ Ensure full mobile responsiveness across devices and browsers.
- ◇ Provide six (6) months of post-launch visual and technical support.

8. Form Management and Spam Protection

- ◇ Build customizable web forms.
- ◇ Implement reCAPTCHA or similar anti-spam tools.
- ◇ Store and export form data from the admin panel.

9. Administration Panel

- ◇ Develop a no-code admin dashboard for content, user, and system management.
- ◇ Implement role-based access and permissions.
- ◇ Default language: English, with multilingual upgrade capability.

10. Hosting, Security, and Maintenance

- ◇ Assist with domain registration, hosting configuration, and SSL setup.
- ◇ Implement security protocols and regular backups.
- ◇ Provide access logging and activity tracking.
- ◇ Offer 3 months of minor post-launch fixes (major upgrades via separate agreement).

11. Institute Management Dashboard

- ◇ Student registration management.
- ◇ Exam and grading management.
- ◇ Attendance recording
- ◇ Finance management, including student payments, payroll, and expenses.
- ◇ Integrated ticketing system for student support within the panel.
- ◇ Notifications system for relevant updates and alerts.
- ◇ Dashboard Users: Admin, Registrar, Exam Office, Finance Office, HR Office, Attendance Recorder, Instructors, Students, and Parents

12. Technology Stack

- ◇ Frontend: React.js, Vue.js, or Next.js
- ◇ Backend: Node.js, Laravel, or Django
- ◇ Database: MySQL or PostgreSQL
- ◇ CMS: Custom CMS or Headless CMS

13. Testing, Handover & Training

- ◇ Conduct full functionality, compatibility, and responsiveness testing.
- ◇ Provide admin training and a user manual for AIMS staff.

- ◇ Deliver technical documentation for admin usage, plugin management, and troubleshooting.

14. Deliverables

- ◇ Upon final delivery, the following must be submitted to AIMS:
- ◇ Source code (HTML/CSS/JS or framework files)
- ◇ Database file (.sql)
- ◇ Full back up of the site
- ◇ Admin panel credentials
- ◇ Hosting credentials (if hosted by the Developer)
- ◇ Documentation / README / Admin User Manual