FIJIAN COMPETITION & CONSUMER COMMISSION

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Terms of Reference

Development of E-Landlord Registration System (ELRS)

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1.0   Introduction

Fijian Competition and Consumer Commission (FCCC) is moving away from paper-based registration system to digital database and document management system. In the interest of making the registration process compulsory, the FCCC is looking towards digitising the process of registration for ease of use, minimising paperwork and ensuring a high turnover. As such, the FCCC is advertising for tenders from reputable individuals and businesses for the design, development and implementation of an e-Landlord Registration System (ELRS) to support the compulsory registration requirements for all Fijian landlords and agents. The ELRS ensures a fast and friendly system to enhance the control power of FCCC on rentals in Fiji.

Currently, the FCCC faces a lot of challenges in terms of obtaining information about property rentals in Fiji, in particular residential rents. One of the causes lies in the absence of a compulsory registration requirement under the Fijian Competition and Consumer Commission Act 2010 (FCCC Act 2010) to ensure all landlords and agents operating property rentals for residential purposes are captured in the system. This as a means to effectively monitor their compliance to the relevant provisions of the FCCC Act 2010.

In 2015, the FCCC put out a public notice for voluntary registration where less than 50 landlords registered, thus due to the poor outcome and apathy attitude that prevails locally, making the process compulsory has become imminent. To support the process, an ELRS is the way forward towards digitising the process to minimise errors and bureaucratic delays.

2.0   Purpose

The purpose of this document is to provide the Terms of Reference (TOR) on the design, development and implementation of an e-Landlord Registration system for FCCC. Further, it should also provide an estimated cost for management and Board to consider.

The documents should also contain the action plan to guide the delivery of the service from the individual or business to be engaged and the expected completion stages as attached.
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3.0   Project Details

3.1   The ELRS project has the following details-

- Design and Development of CMS interface

- Login to the portal ELRS

- Dashboard Features with real time auto graphs

- Tabs on left/right/top for general functions of CMS

- Forms for Data entry and search;

- Confirmation of registration

- Generate Sector specific reports

  o Tables/Links/Will be advised on visit to FCCC
  o FCCC officers
  - Viewing officers
  - Delete officer
  - Create new officer
  - Download user reports, logs, login

- Providing new plug-ins based on request from FCCC

- Maintenance.

4.0   Action Plan

No.	Item	Detail of work	Duration
1	Project Mapping	Preparation and submission of the project plan detailing dates, resources and a work breakdown structure needs to be submitted within 10 days of award of the project. A project manager will need to interface with the FCCC team for this. A reporting structure will also need to be discussed and implemented.	10 days after award date
2.	Design and Development	This will involve the design of the ELRS portal by the vendor, develop the relevant CMS interface and all back end features for approval before actual portal is finalised.	One month
3.	Testing and Training	Vendor to test and train the portal operation and train FCCC officers on the operation of it before putting out to public use. The aim is to enable a seamless transition of services with minimal impact to business operations.	One week
4.	Implementation	This will involve putting out the web-based portal for public use and monitor performance for some time.	Two weeks
5.	Handover	This will involve the rollout of the portal	2 days
6.	Maintenance	Vendor to provide regular maintenance checks of the system on the run.	On-going after completion

5.0   Expected Output

The following becomes the expected output of this project –

a) A robust online registration system for landlords to register their properties with FCCC;

b) The registration requirement would become compulsory by law;

c) The rent division of the Price Control and Monitoring Department will have a extensive database and interface system that will be capable of capturing all properties being let out for residential purpose and all landlords and tenants involved;

d) An efficient rent control system that is streamlined and cost convenient.

e) A digitised system compatible for use for any real estate and other economic development analysis purpose.