



TERMS OF REFERENCE (TOR)

Cloud Hosting and Support for ERP (HRMS & Payroll) System

1. Background

The Greenbelt Movement (GBM) currently operates its HRMS and Payroll ERP system on an on-premises Windows Server 2012R2 environment. Due to the system's aging infrastructure and the need for improved scalability, accessibility, and data security, GBM seeks to migrate the ERP system to a reliable and secure cloud environment.

2. Objective

To engage a qualified **Cloud Service Provider (CSP)** to host, secure, and provide ongoing technical support for GBM's ERP (HRMS and Payroll) system in the cloud.

3. Scope of Work

The selected service provider will:

1. Migrate the current ERP system (including historical data) from the on-premises server to the cloud.
2. Host the ERP system in a scalable and secure cloud environment.
3. Provide system backup, disaster recovery, and data security services.
4. Ensure 24/7 system accessibility for authorized users.
5. Provide user management, access control, and system monitoring.
6. Offer ongoing technical support and maintenance services.

7. Train key GBM staff on the cloud platform, emphasizing scalability, security, and backup.

4. System Information

- **Current Database Size:** 15GB
- **Expected Annual Growth:** 2GB per year
- **Required Cloud Licenses:** 2 users
- **Current Operating Environment:** Windows Server 2012R2 (to be migrated to cloud)

5. Deliverables

- Fully functional ERP (HRMS & Payroll) system hosted on the cloud.
- Documentation on system configuration, backup schedule, and recovery procedures.
- User training report and materials.
- Monthly or quarterly service performance reports.

6. Proposal Requirements

Interested service providers should provide:

1. A detailed technical proposal describing the proposed cloud solution, migration plan, and architecture.
 2. A breakdown of costs (setup, migration, hosting, support, and license fees).
 3. Details of backup, disaster recovery, and security features.
 4. Experience in hosting ERP/HRMS systems.
 5. Reference clients (preferably NGOs or similar organizations).
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7. Duration

The initial contract will be for one (1) year, renewable based on satisfactory performance.

8. Evaluation Criteria

- Technical capability and experience
 - Security and data protection measures
 - Scalability and uptime guarantee
 - Cost-effectiveness
 - Client references
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9. Contact information

All submissions and inquiries should be addressed to:

Green Belt Movement Procurement Department -

procurement@greenbeltmovement.org

Deadline of submission: Friday, 6th March 2026.