

Terms of Reference: Development of Prevent Plastics+ Multi-Vendor Marketplace Platform

1. About Prevent Plastics+ and sequa

Prevent Plastics+ is a three-year initiative under the European Union-funded SWITCH Asia programme. Building on the Prevent Plastics project, it aims to support Myanmar's transition to a low-carbon, resource-efficient, and circular economy by helping micro, small, and medium-sized enterprises (MSMEs) reduce waste, lower greenhouse gas emissions, and adopt sustainable practices such as reuse, repair, and improved resource efficiency.

The project focuses on the manufacturing and agri-food sectors, addressing plastic reduction, waste management, and product circularity. Extending product lifespans through reuse and repair, it advocates for reuse models in fast-moving consumer goods (FMCG) and emphasises second-hand goods. It also supports circular start-ups by providing market access, financial knowledge, and guidance to secure funding, while promoting green business cases to investors. In addition to working with businesses, the project lays the groundwork for behaviour change and circular lifestyles by raising consumer awareness about reducing waste and making sustainable choices, including alternative plastics.

Through community collaboration, Prevent Plastics+ fosters local ownership and ensures sustainable outcomes, driving innovation and resilience in Myanmar's circular economy.

2. Scope of Work

The selected company shall design, develop, test and deploy a web-based Multi-Vendor Marketplace Platform for Prevent Plastics+.

The platform shall support the promotion and sale of environmentally friendly, secondhand, upcycled, community-produced and sustainable products through a centralised online marketplace.

- **Platform Modules**

- **Seller Module**

- The platform shall enable sellers to:

- Register as Individual Sellers or Business Sellers
 - Create and manage seller profiles
 - Upload business information and supporting documents
 - Submit accounts for administrator approval
 - Manage shop information
 - Create, edit and delete products
 - Upload product images
 - Set product pricing
 - Manage stock availability
 - View and manage customer orders
 - Update order status

- **Product and Inventory Management**

- The platform shall provide:

- Product catalog management
 - Product categories
 - Product availability management
 - Inventory tracking
 - Automatic stock quantity deduction after confirmed orders
 - Out-of-stock management

Customer Module

Customers shall be able to:

- Browse products and shops
- Search products
- View product details
- Register and manage accounts
- Add products to shopping cart
- Update cart quantities
- Place orders
- View order history
- Monitor order status

Checkout System

The platform shall support:

- Cash-on-Delivery (COD) payment method
- Customer information management
- Delivery address submission
- Order confirmation process

Communication System

The platform shall provide:

- Internal chat between customers and sellers
- Communication channel between customers and platform administrators

Administrator Module

The platform shall allow administrators to:

- Approve or reject seller registrations
- Suspend and reactivate seller accounts
- Manage seller information
- Manage customer accounts
- Monitor marketplace activities
- View and manage orders
- Generate marketplace reports
- Manage platform users

- **Future Scalability Requirements**

The platform architecture shall be designed to support future upgrades including:

- Featured product listings
- Promoted seller accounts
- Sponsored advertisements
- Homepage banner advertisements
- Vendor subscription packages
- Commission-based transactions
- Mobile payment integration
- Online payment gateways
- Marketplace analytics and reporting
- Promotional campaigns and marketing tools
- Transformation to Android/iOS application (please separate the quotation and proposal for the app development)

The selected company shall ensure that future enhancements can be integrated without requiring major redevelopment of the platform.

3. Deliverables

Inception Meeting and Requirement Confirmation	Within 1 week of contract signing
UI/UX Design Submission	Week 3
Completion of Core Marketplace Development	Week 8
Testing and Bug Fixing	Week 12
User Acceptance Testing (UAT)	Week 12
Deployment and Go-Live	Week 12
User Manual and Technical Documentation	Week 12
Final Project Report and Handover	Week 12

Changes in the schedule and delivery dates are possible but require prior agreement with the Prevent Plastics+ Team Leader or the sequa Project Director.

4. Duration of the Assignment

The assignment is expected to commence upon contract signing.

The mutual goal is to complete the development, testing and deployment of the marketplace platform within 16 weeks.

The indicative timeline is as follows:

- UI/UX Design: 3 weeks
- Core Marketplace Development: 9 weeks
- Testing and Bug Fixing: 2 weeks
- User Acceptance Testing: 1 week
- Deployment and Go-Live: 1 week

In case of unforeseen circumstances affecting implementation, any extension request must be submitted in writing and approved by Prevent Plastics+.

5. Warranty and Support

The selected company shall provide:

- Minimum 30 days warranty after deployment
- Correction of software defects and bugs
- Technical support related to the approved project scope
- Deployment assistance and handover support

Any additional features or scope changes requested after deployment may be quoted separately.

6. Proposal Submission Requirements

Interested companies shall submit:

- **Technical Proposal**
 - Company profile
 - Understanding of the assignment
 - Proposed methodology and work plan
 - Description of technology stack
 - Team composition and qualifications
 - Relevant project experience and references

- **Financial Proposal**
 - Detailed quotation
 - Payment schedule
 - Maintenance and support rates (if applicable)
 - Any recurring costs not included in the proposal
- **Supporting Documents**
 - Company registration documents
 - Portfolio of similar marketplace or e-commerce projects
 - Contact details of at least two references

7. Evaluation Criteria

Understanding of Assignment and Technical Approach	30%
Experience with Similar Marketplace Projects	25%
Team Qualifications	15%
Scalability and Future Revenue Generation Readiness	15%
Financial Proposal	15%

Total: 100%

8. Points of Contact and Date for Submission of Quotations

The Prevent Plastics+ Team Leader is the primary point of contact for all questions on program content. Submission must be done by 30th September 2026 with mentioned requirements to daniel.mista@sequa.de by 11:00 A.M.