



TERMS OF REFERENCE FOR CONSULTANCY SERVICE

FOR

**DEVELOPMENT & INTEGRATION OF FIRS MERCHANT BUYER SOLUTION (E-
INVOICING) PLATFORM FOR FHFL**

Client: Family Homes Funds Limited

Address: 3rd Floor Sinoki House, Opposite Ministry of Transportation, Ademulegun Street,
Central Business District - Abuja.

Issue Date: Friday 28th November 2025

Submission Deadline: Friday, 5th December 2025, at 12:00 noon

INTRODUCTION

Family Homes Funds Limited (FHFL) is a government-backed housing finance institution established in 2016 to accelerate the delivery of affordable housing and stimulate job creation across Nigeria. The company is jointly owned by the Ministry of Finance Incorporated (MOFI) and the Nigeria Sovereign Investment Authority (NSIA).

Family Homes Funds Limited is seeking to engage the services of a consultant to develop, implement & provide training on the FIRS Merchant Buyer Solution (MBS E-Invoicing) requirement.

The proposal should be submitted in accordance with the specifications, terms, and conditions shown in this Terms of Reference (ToR). Prospective respondents are advised to read this information carefully prior to submitting a proposal.

SCOPE OF WORK

The selected candidate will be required to facilitate and provide the following:

1. Requirement Gathering and Analysis

- Conduct stakeholder meetings, gather requirements, review AP/AR workflows, document user journeys, and ensure alignment with FIRS MBS and new tax regulations.
- Analyze existing FHFL revenue classes & invoicing system.
- Document user requirements, workflows, and business rules based on the requirements of the FIRS Merchant Buyer Solution (E-Invoicing) platform.

2. Odoo Module Development

- Develop core e-invoicing module, configure MBS APIs, build outgoing and incoming e-invoice modules, implement XML/JSON mapping, tax rules, IRN/QR code handling, and role-based access.
- Configure the API keys and align with FHFL's FIRS requirements and the new Tax law
- Implement invoice validation engine, MBS transmission module, buyer acceptance workflow, audit trail & reporting, and RBAC controls.
- Integrate e-invoicing module with the Accounts Payable & Receivables module on Odoo
- Align system roles (e.g., Admin, Credit Admin, Finance Officer, Head, Finance) and access controls as applicable.

3. Integration With Odoo AP/AR Modules

- Implement invoice validation engine, MBS transmission module, buyer acceptance workflow, audit trail & reporting, and RBAC controls.

- Ensure compliance with FIRS tax laws and alignment with FHF's internal financial regulations policies.

5. Testing and Quality Assurance

- Conduct unit, integration, UAT, and performance testing; validate VAT/WHT calculations, IRN/QR handling, and AP acceptance workflow.
- Validate model outputs with FHF's finance team.

6. Training and Documentation

- Provide training sessions for end-users and administrators.
- Deliver user manuals, technical documentation, and SOPs.

7. Deployment and Support

- Deploy to UAT and production, configure hosting, provide warranty and SLA-based support.
- Provide post-deployment support, bug fixes, and maintenance.
- Establish a Service Level Agreement (SLA) for ongoing support.

DELIVERABLES

1. Project Inception Report

- Detailed project plan and timelines.
- Requirement gathering outcomes.

2. System Design Document

- Architecture blueprint.
- UI/UX wireframes and workflow diagrams.

3. E-Invoicing Module for Odoo

- Functional AP & AR e-invoice engine, MBS API integration, IRN/QR mapping IFRS 9-compliant calculation engine.

4. Integrated Dashboard and Reporting Tools

- Real-time dashboards, tax summaries, exportable reports.

Training and User Manuals

- User training sessions (virtual/in-person).
- User and admin training packages and manuals.

5. Testing and QA Report

- UAT sign-off, issue logs, QA validation reports.
- Bug resolution and system optimization report.

6. Deployment Package

- UAT/live setup, configuration guides, API setup details.
- Hosting and configuration guide.

7. Support & Maintenance Plan

- SLA documentation and support tiers.
- Escalation matrix and helpdesk contact points.

PROPOSAL REQUIREMENTS

Interested firms must submit the following:

1. Technical Proposal:

- Company profile, legal status, and statutory incorporation documents (BPP).
- Evidence of registration with relevant regulatory authorities.
- Demonstrated experience with similar project.
- Detailed methodology and work plan for delivering the assignment.

2. Financial Proposal:

- Detailed breakdown of professional fees and expenses.
- All costs inclusive of applicable taxes (VAT, WHT, etc.).
- Proposed payment terms linked to milestones.

The expected timeline for the delivery is 4 to 6 weeks in total.

EVALUATION CRITERIA

The selection process will follow the **Quality and Cost-Based Selection (QCBS)** method in line with the Public Procurement Act (2007).

1. Technical Evaluation

- Regulatory and Compliance documentation
- FIRS certified System Integrator and Access Point Provider
- Technical Capacity & Expertise
- Project Management & Work Plan

2. Financial Evaluation

- Competitive pricing in line with project scope.
- Clarity, completeness, and transparency of cost breakdown.
- Cost-effectiveness.

SUBMISSION FORMAT

Proposals must be submitted containing both Technical & Financials.

Submission Channels:

- **Softcopy** - Email: procurement@fhfl.com.ng
- **Hard Copy:** FHFL Reception, 3rd Floor Sinoki House, Opposite Ministry of Transportation, Ademulegun Street, Central Business District - Abuja.

Submission Addressed to:

The Managing Director
Family Homes Funds Limited
3rd Floor, Sinoki House
Central Business District, Abuja

Deadline: Friday, 5th December 2025, at 12:00 noon

NOTES TO APPLICANTS

- Proposals not aligned with the ToR will be automatically disqualified.
- FHFL reserves the right to verify all information provided and disqualify non-compliant submissions.
- Participation in this process does not guarantee the award of a contract.
- Only shortlisted firms will be contacted.
- FHFL reserves the right to cancel this process at any stage without liability or recourse.
- Applicants can reach out to the procurement unit for further information.