

POST FUND MANAGEMENT (PFM) PLATFORM

HIGH-LEVEL SYSTEM REQUIREMENTS SPECIFICATION

1. PURPOSE

The Post Fund Management (PFM) Platform is a cloud-based Software-as-a-Service (SaaS) solution designed to facilitate governance, compliance management, performance monitoring, impact reporting and sustainability management between Funders and Fundees after funding has been awarded.

The platform shall provide a structured environment for managing funding agreements, monitoring programme delivery, measuring outcomes and impact, ensuring compliance, and providing transparency to all stakeholders.

2. BUSINESS OBJECTIVES

The platform shall enable:

1. Improved governance and accountability.
 2. Real-time monitoring of funded programmes.
 3. Compliance with funding agreements and reporting obligations.
 4. Measurement of outcomes, impact and benefits realisation.
 5. Standardized reporting across funding portfolios.
 6. Evidence-based decision making.
 7. Risk and audit management.
 8. Long-term sustainability monitoring.
 9. Reduction of administrative burden on both funders and fundees.
 10. Portfolio-level visibility for funders.
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3. USER ROLES

3.1 Platform Super Administrator

Responsible for:

- Tenant provisioning
- System configuration

- User management
 - Subscription management
 - Security administration
 - Framework management
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3.2 Funder Administrator

Responsible for:

- Funder registration
 - Funding programme setup
 - Funding agreement configuration
 - Framework selection
 - Fundee invitations
 - Portfolio oversight
 - Reporting and approvals
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3.3 Funder Programme Manager

Responsible for:

- Monitoring fundee performance
 - Reviewing submissions
 - Managing risks
 - Compliance monitoring
 - KPI oversight
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3.4 Fundee Administrator

Responsible for:

- Organisation registration
 - User management
 - Programme reporting
 - Compliance submissions
 - Dashboard management
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3.5 Fundee Project Manager

Responsible for:

- Activity tracking
 - KPI updates
 - Risk updates
 - Reporting submissions
 - Evidence uploads
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3.6 Auditors and External Stakeholders

Read-only access to:

- Reports
 - Audit trails
 - Compliance records
 - Approved submissions
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4. SYSTEM ARCHITECTURE

The solution shall be implemented as a:

- Multi-tenant SaaS platform
- Cloud-hosted environment
- Web-based application
- Mobile responsive solution
- API-enabled platform

Architecture Layers:

1. Presentation Layer
 2. Application Layer
 3. Workflow Engine
 4. Reporting & Analytics Layer
 5. Integration Layer
 6. Data Layer
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5. ORGANISATION REGISTRATION AND ONBOARDING

5.1 Funder Registration

The system shall allow Funders to:

- Self-register.
 - Subscribe to a service plan.
 - Create funding programmes.
 - Configure reporting frameworks.
 - Configure approval workflows.
 - Create organisational profiles.
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5.2 Fundee Invitation Process

The system shall allow Funders to:

- Create approved fundee records.
 - Generate secure invitations.
 - Send onboarding invitations via email.
 - Define onboarding deadlines.
 - Revoke invitations.
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5.3 Fundee Registration

The system shall allow Fundees to:

- Accept invitations.
 - Complete organisation profiles.
 - Upload statutory documents.
 - Create user accounts.
 - Accept platform terms and conditions.
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6. FUNDING PROGRAMME MANAGEMENT

The system shall allow Funders to:

- Create funding programmes.
- Define funding cycles.
- Capture funding agreements.
- Configure reporting schedules.

- Configure milestones.
 - Define outcomes and impact measures.
 - Assign reporting frameworks.
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7. FRAMEWORK CONFIGURATION ENGINE

A configurable framework engine shall allow Funders to activate one or more frameworks for each funding programme.

Supported Frameworks:

Governance Framework

- Governance structures
- Committee management
- Board reporting

Financial Management Framework

- Budget monitoring
- Fund utilization
- Variance reporting
- Audit readiness

Results-Based Management (RBM)

- Inputs
- Activities
- Outputs
- Outcomes
- Impact

MEAL Framework

- Monitoring
- Evaluation
- Accountability
- Learning

ESG Framework

Environmental:

- Carbon reduction

- Water usage
- Waste management

Social:

- Jobs created
- Beneficiaries reached
- Skills development

Governance:

- Compliance
- Audit outcomes
- Ethical conduct

Risk Management Framework

- Risk registers
- Risk scoring
- Mitigation plans
- Risk reviews

Sustainability Framework

- Sustainability maturity assessments
- Exit planning
- Capacity development
- Long-term viability assessments

8. FUNDING AGREEMENT MANAGEMENT

The platform shall allow:

- Funding agreement upload.
- SLA management.
- Contract version control.
- Obligation tracking.
- Milestone management.
- Deliverable tracking.
- Compliance monitoring.

The selected funding agreement shall automatically determine the framework categories available to the Fundee.

9. FUNDING AGREEMENT DRIVEN ACCESS MODEL

The system shall support dynamic access provisioning.

Based on funding agreement requirements, the Fundee shall only see:

- Applicable reporting modules.
- Applicable KPIs.
- Applicable compliance requirements.
- Applicable reporting templates.
- Applicable dashboards.

Example:

Funding Agreement A:

- Governance
- Financial Management
- Risk Management

Fundee receives only those modules.

Funding Agreement B:

- Governance
- RBM
- MEAL
- ESG

Fundee receives only those modules.

10. PERFORMANCE MANAGEMENT

The system shall support:

- KPI definition
- KPI assignment
- Target management
- Actual performance tracking
- Outcome measurement
- Benefits realization monitoring

KPIs shall support:

- Monthly
- Quarterly
- Semi-Annual
- Annual reporting cycles

11. REPORTING MANAGEMENT

The platform shall provide:

Operational Reports

- Activity reports
- Progress reports
- Milestone reports

Financial Reports

- Budget utilization
- Variance analysis
- Cash flow reporting

Governance Reports

- Compliance status
- Governance effectiveness

Impact Reports

- Outcomes achieved
- Beneficiaries reached
- Community impact

ESG Reports

- Environmental indicators
- Social indicators
- Governance indicators

12. DASHBOARDS

Funder Dashboard

Portfolio-wide visibility including:

- Total funding value
 - Active fundees
 - Compliance status
 - Risk status
 - KPI performance
 - ESG performance
 - Impact realization
 - Sustainability scores
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Fundee Dashboard

Programme-specific visibility including:

- Reporting obligations
 - Upcoming deadlines
 - KPI performance
 - Budget status
 - Risks
 - Compliance tasks
 - Submission status
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13. DOCUMENT MANAGEMENT

The system shall support:

- Document repository
- Version control
- Evidence management
- Funding agreement storage
- Audit documentation
- Supporting evidence uploads

Supported formats:

- PDF
- Word
- Excel
- Images

- Video links
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14. WORKFLOW AND APPROVAL MANAGEMENT

The system shall support configurable workflows including:

- Report submission
- Report review
- Approval
- Rejection
- Revision requests
- Escalation workflows

Notifications shall be generated at each workflow stage.

15. COMPLIANCE MANAGEMENT

The system shall support:

- Compliance calendars
- Compliance obligations
- Compliance scorecards
- Regulatory tracking
- SLA compliance monitoring

Alerts shall be generated for:

- Overdue submissions
 - Missing documents
 - Non-compliance findings
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16. RISK MANAGEMENT

The system shall provide:

- Risk registers
- Risk heat maps

- Risk scoring matrices
- Mitigation tracking
- Incident management

Risk reports shall be available at:

- Project level
 - Fundee level
 - Portfolio level
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17. AUDIT AND ASSURANCE

The platform shall support:

- Internal audit tracking
 - External audit tracking
 - Audit findings management
 - Corrective action management
 - Evidence collection
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18. NOTIFICATIONS AND COMMUNICATIONS

The system shall provide:

- Email notifications
 - In-platform notifications
 - Reminder alerts
 - Escalation alerts
 - Reporting due-date alerts
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19. INTEGRATIONS

The platform shall support integration with:

- Microsoft 365
- Google Workspace
- ERP systems
- Accounting systems
- Business Intelligence platforms

- ESG reporting systems
- Document management systems

Integration shall be API-driven.

20. SECURITY REQUIREMENTS

The platform shall provide:

- Multi-factor authentication
 - Single Sign-On (SSO)
 - Role-based access control
 - Data encryption
 - Audit trails
 - Tenant isolation
 - GDPR and POPIA compliance
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21. ANALYTICS AND BUSINESS INTELLIGENCE

The platform shall provide:

- Real-time dashboards
 - Drill-down reporting
 - Trend analysis
 - Predictive risk indicators
 - Portfolio analytics
 - Impact analytics
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22. NON-FUNCTIONAL REQUIREMENTS

Availability:

- 99.9% uptime

Performance:

- Dashboard response < 5 seconds

Scalability:

- Support 10,000+ organizations

Security:

- ISO 27001 aligned

Backup:

- Daily backups
- Disaster recovery capability

Retention:

- Minimum 7-year document retention
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23. FUTURE ENHANCEMENTS

- AI-assisted compliance reviews
 - Predictive impact analytics
 - Automated ESG scoring
 - Mobile application
 - Beneficiary survey tools
 - Geospatial project monitoring
 - Blockchain-based audit trail
 - Automated sustainability maturity assessments
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24. EXPECTED BUSINESS OUTCOMES

The PFM Platform will provide a single integrated operating model enabling Funders and Fundees to manage Governance, Financial Management, Programme Delivery, RBM, MEAL, ESG, Risk, Compliance, Benefits Realization and Sustainability through a configurable SaaS platform that aligns directly with the obligations contained within Funding Agreements and SLAs.