

Terms of Reference

For development of Human Resource Management Information System

Sunaulo Parivar Nepal (SPN) is a well-established NGO delivering Family Planning and Sexual Reproductive Health services through-out Nepal via different service delivery channels: centres, outreach and Marie Stopes (MS) Ladies. It is the local implementing partner of Marie Stopes International (MSI), UK, a global social business providing reproductive health services across the world with a mission of ensuring every individual's fundamental right to have children by choice, not chance.

SPN is planning to introduce a Human Resource Management Information System for its internal use. This system should be dynamic in order to keep track of history of employees including their personal information to organizational information (payrolls, performance, leave, attendance etc.)

Objective:

The objective of the HRMIS system in the organization is to be more efficient in managing information related to human resource of the Organization. In addition to this, it aims to have the database of entire employees which could also be used for maintaining data for future references and develop such a system which could generate various reports as required by the organization.

Scope of work:

Under the coordination and supervision of HR and IT team of SPN, the outsourced agency shall develop or customize an existing web based HRMIS system which is dynamic and is user friendly.

Features of HRMIS:

- Staff database: this software must record all the details of staff which includes but not limited to
 - A. Staff personal information management module: This module will include information related to staff such as education records, work experience records, insurance records, training records, emergency contact numbers, disciplinary action history, date of joining, promotions, Bank, PAN details.
 - B. Leave management: requesting, approving, cancelling leave, leave records of staff
 - C. Payroll management: generate monthly salary sheet of staff, produce salary slip, calculate monthly income tax of staff, provident fund, process of clearance of staff upon separation, salary charging to various projects.
 - D. Attendance management: login and logout system for attendance management. This attendance system must also integrate with the biometric system SPN has been currently using. Online login for field-based office with double step verification, with possibility of mobile application.
 - E. Dashboard showing information of staff on leave, staff movement and other official announcements.
 - F. Feature to personal inventory provided to staff for official use (laptops, medical equipment etc.)
 - G. Features to generate alerts for such as individual probation completion dates and retirement dates, advance settlement alerts.
 - H. Features to record the e-copy documents of staff for future references

In addition, the software will be able to accommodate, in the future, the following modules:

- A. Timesheet management: This system must have a timesheet management feature which must clearly define the number of hours worked for various projects. This feature should also be linked with the payroll system as percentage of time spent on each project must also be linked during salary charge out calculation.
 - B. Travel management: request for travel approval, request for travel advance, hotel booking and vehicle management, travel advance and trip report submission.
 - C. Performance management: customize SPN's Performance planning, bi annual review and annual appraisal formats.
- The system must provide different access to different staff as per the need. The system should be web based and user friendly. The system should be accurate in storing the data of the staff and allow secured access levels.
 - The system should be able to generate various reports as per requirements such as but not limited to number of staff in various channels, projects; gender ratio; segregation of data of new joiners and leavers, technical staff versus non- technical staff ratio; provide the data in bar and pie chart formats, PF and CIT reports, TDS segregating 1% and rest of TDS amount with PAN number for deposition of e-tds.

Deliverables:

- Develop a complete HRMIS system as per the need of SPN as mentioned above in the Expected Features of HRMIS.
- Installation of the system in SPN server
- Import existing data to the system
- Provide training/ orientation to core staff on using the system
- Provide User manual (in English and Nepali)
- Provide warranty after handover of complete finalized system, provide after sales service (Annual maintenance contract).

Timeframe

Timeframe for the completion of the software will be as per the agreement between both the parties.

Terms and Payment:

The payment will be released in three installments. The payment modality is as follows:

Installment	Percentage	Deliverables
1 st Installment	20%	Installation of software
2 nd Installment	20%	Import of existing data into the system
3 rd Installment	60%	Upon handover of the software

Qualification:

Applicants must:

- Be organizations with more than 5 years of experience in software development or customizing
- Have developed HRMIS system in other organizations specially experience with other development sectors

Kindly provide your proposal including following information:

Technical proposal:

- Features of proposed software (referring to the aforementioned scope of work)
- Hardware, software and other requirements
- Deliverables
- Time schedule

Financial proposal:

- Estimated cost for the development of the system as per the Scope mentioned above
- Re- current costs for instance cost per user, annual maintenance fee
- VAT registration
- Latest tax clearance
- Latest Audit report
- Company Registration document

Organizational Information:

- Organization Profile
- Organization Structure and size
- Previous experiences, name, email address of 5 references
- Clientele list mentioning the task accomplished
- CV Key personnel of the organization and system developers who will be involved in this assignment

Please note that you will be requested to make a demo of the software as a part of the selection process.