DACAAR

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داکار

دفتر مرکزی
گولایی وزیرآباد
پست بکس ۲۰۸
کبل، افغانستان
تیلفون: ۹۲۲-۲۲۲-۷۵۲
موبیل: ۰۹۲۷۰-۲۸۸۲۳۲
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REQUEST FOR PROPOSAL

DACAAR RFP 03 PRF-744/0001-00/FSK05-01/05-0101/08.2019

Date: September 04, 2019

Request Proposal for HR MIS System

DACAAR invites interested parties to submit their sealed proposals within Afghanistan and via email from outside Afghanistan for HR MIS System; details specified in below parts.

Please submit your sealed proposals to DACAAR Main Office in Street No. 12, House No. 273, Qalai Fathullah, Kabul, Afghanistan. The final offer submission deadline shall be September 15, 2019 before 04:00 P.M local time.

The Bid Opening Session will be held on September 17, 2019 at 10:30 AM in DACAAR Main Office in Kabul Province and the winner of the bidding will be notified shortly after the opening session**.**

About DACAAR

DACAAR is an apolitical, non-governmental, non-profit development organization that has been working to improve the lives of the Afghan people since 1984. DACAAR works in rural areas and aims at improving rural livelihoods through sustainable activities that engage Afghan communities to be agents of their own development process. DACAAR has a main office in Kabul, with a liaison office in Copenhagen, Denmark.

Since 1989, when the organization started its operation inside Afghanistan, DACAAR's activities have expanded and are now implemented, with an integrated approach, through four thematic areas namely; Water, Sanitation and Hygiene (WASH), Natural Resource Management (NRM), Women's Empowerment (WE), and Small-Scale Enterprise Development (SSED). In addition to this, DACAAR is an implementing partner in the National Citizen Charter Programme (CCP). Over eleven million Afghans across 29 of Afghanistan's 34 provinces have benefited from DACAAR's humanitarian and development activities so far. DACAAR's interventions primarily target vulnerable groups such as returnees, internally displaced persons and vulnerable host communities with a special focus on the most vulnerable. DACAAR uses a participatory approach to implementing projects thereby ensuring local ownership and sustainability.

Context

Since 2001 DACAAR had been using customized software for HR, written in MS Access. In 2007 DACAAR developed a new HRMIS in Visual Basic 6.0 platform with SQL server 2000 database system and connectivity front-end and backend data link layer for managing DACAAR HRM information and functions. In this situation the present MIS is not working properly and DACAAR needs to develop a new software on HRMIS for the better management of Human Resources Information.

Purpose of HRMIS

To provide information by generating different reports related to employee information required by the DACAAR Management. These reports and information will support the Management to see records of staff, information about staff trainings, leave status, Payroll, Recruitment management and find out staff who are performing better or not. This information will help the management to take right decision about employees also make work and systems faster and manage the human resources in an efficient way. Also the HRM unit of DACAAR will perform their job timely, systematically and provide different information to the management in a professional way.

Specific Objectives of the HRMIS

- Locally and Web based (cloud based)
- Integrated system of different modules (recruitment, payroll, Training, leave, Attendance and Performance Management etc.)
- Linkage with system modules like online recruitment, payroll, Training, leave, Attendance and Performance Management
- Comfortable with future technology
- Scope of online use of the software
- User friendly and highly secured system with easy and attractive graphical representation
- Preserve and use staff records from previous database
- Dynamic Report generating system

Scope of Work

HRMIS will keep the previous staff record so that the organization can search and find its old employees and check their records. The Consultant will develop HRMIS which will include the followings:

- Recruitment System: Provision of submitting online job application, processing and sending online messages, generating of written & oral test result, automation of different letters including joining etc.
- Human Resources Management System: Employment, Promotion, Transfer, Deputation, Designation Change, Department Change, Increment, appreciation, Disciplinary actions like warning, sternly warning, show cause, Increment held up, temporary salary deduction, suspension, processing of termination, resignation etc.
- Attendance and Leave Management System
- Staff Performance Management System
- Payroll system
- Staff Training Management and Information System
- The system will generate different dynamic reports as per requirement
- Online controlled access of individual users
- Online entry and **dynamic report generating system** from **different geographical location**
- Facility of export data to excel & access platform.

Place of Work

The developer of this system has to be in work close with Senior HR Officer and ICT head in DACAAR office at least one day during a week and the remain days he/she can work from his company and he/she will communicate with DACAAR related staff trough Skype if needed.

Approach of Work

The consultation is free to choose any method which is necessary to fulfil the stated objectives of the HRMIS. However, it is expected that they will listen to the key persons of the DACAAR Management, overview different systems of HRM department also review the previous software, data and all relevant documents. After considering all these, the consultant will develop the new and updated HRMIS. It is very much expected that after over-viewing the existing situation and organizational needs the Consultant will share their concept of software architecture before starting work with the software.

Finalizing HRMIS Software

After developing each module of the software, the Consultant will demonstrate it with DACAAR Management. The Consultant will incorporate the suggestions given by the management team for further enrichment of the product. Subsequently, after getting the final consent of DACAAR Management the Consultant will install the software in appropriate locations in time.

Documentation

A detailed development manual with all the details of tables, forms quires, macros and linked tables will be provided by Consultant explaining day to day operations of the system along with user friendly manual which its show from start to the end.

Trainings

Training will be provided to respective HR employees and database officer of DACAAR. Costs for Training and Logistics will be borne by DACAAR. No additional fees will be paid to the Consultants for this training.

Software Installation

Location The HRMIS system will be installed and maintained in DACAAR Office. Data entry will be performed by DACAAR but the developer will help HR and IT to transfer all the data from the current database to this new system in easy way. the software will be installed in DACAAR main office.

Connecting the software with our finance (Finansys) system.

DACAAR is using the sun system for finance department and we need this some of the tables from this system to be linked with sun system if possible.

System Refactoring & Updating

After installation of the software, the consultant will provide required services for system refactoring and updating which should be free of cost for at least initial 6 months.

Confidentiality

Each party acknowledges that it may periodically disclose to the other party certain information that the disclosing party regards as proprietary and confidential (the "Confidential Information"). Accordingly, the receiving party will take commercially reasonable measures to prevent unauthorized disclosure including, but not limited to, employment of precautions for the protection of Confidential Information received which are no less stringent than those employed by the receiving party to protect its own proprietary information. "Confidential Information" shall mean any information:

a) Concerning customers, trade secrets, methods, processes, procedures or any financial or business information of DACAAR or this is identified as proprietary of confidential.

b) With respect to all such Confidential Information to be kept confidential. The consultant will not provide or make available the Confidential Information to any person other than those employees who have a need to know in connection with the performance of the services;

c) Not reproduce the Confidential Information except for use reasonably necessary to the performance of this Agreement;

d) Return or destroy all such Confidential Information, and any copies thereof, upon the request of **DACAAR** or termination of the agreement.

Warranty

The services will be performed by appropriate qualified and trained personnel with due care and diligence and in accordance with all applicable professional standards for the field of expertise. Any Deliverables under this Agreement shall be free from defects in material, workmanship and design; shall conform to all applicable reports, setup documentation; shall be suitable for their intended purposes; and, shall be free from all liens and encumbrances.

Budget and Payment

The budget will be negotiated between the consultant and DACAAR based on their response to this Terms of Reference. The consultant should submit a proposal on how s/he intends to address the ToR with an attached budget breakdown. The payment shall be made in three instalments. 20% of the payment will be paid at the time of signup the service agreement, 80% will be paid after handover the software and completion of training and remaining 10% Bank Guarantee will be paid after warranty period. The bidder should mention the warranty period in their proposal/offer.

Consultant's Qualification

Individuals, Software Development firms, coalitions, (referred to as Consultant in the document) are eligible to apply. Considering the magnitude of the tasks, it is expected that the software will be developed by a team consists of at least three to four software programmer, skilled and experienced to develop similar type of software.

Profile of qualities and characteristics of the consultants:

- The Consultant should have registered trade license;
- Have experience to generate HRMIS Software;
- Previous Experience to work with different large companies;
- The Consultant and team members have sufficient qualification and training to perform the job.

Acceptance

After primary selection of the Consultant, the two parties will sign an Agreement for developing software and related services regarding this. The agreement will include all the terms of this ToR and such other things about consultancy period, completion timeframe, installation, fees/ payments, warranty period, maintenance, after delivery services, etc. and DACAAR will issue Work Order to the consultant.

Pre Presentation

A full briefly pre presentation for DACAAR HRM and ICT Staff about you're a similar project done by your company if DACAAR request your company after shortlisted.

Payment:

The payment shall be made in three instalments. 20% of the payment will be paid at the time of signup the service agreement, 80% will be paid after handover the software and completion of training. 10% Contract Performance Guarantee will be refunded after the completion of warranty period.

Taxes:

2% Tax will be levied on the companies that has valid business license and 7% Tax will be levied on the companies that have invalid business license, on individuals who do not have business license and on the companies from aboard, will be deducted from the contractor as a withholding tax and DACAAR will pay that amount to Ministry of Finance of Afghanistan, the amount starts from (1 AFN).

Child Labour:

DACAAR (Logistics Unit) adheres to National and International laws on child labour. DACAAR makes sure all its vendors abide by such laws preventing child labour in all DACAAR activities countrywide.

Humanitarian Organizations:

The Humanitarian Organizations (HO) may conduct on- site visit in the contractor's premises (or may take similar measures) to ensure compliance.

Award of the contract:

Award of contract will be based on the price, capacity & potentiality of the bidders that will be decided after evaluation of the consultancy. DACAAR reserves the right to make the decision of awarding contract.

Penalty:

In case of delay without logical reasons in Performance of Contract 0.5% of total cost will be charged as penalty for each official day of delay.

Inquiry:

For questions and clarifications, please contact Mr. Ziaurahman Nuristani, Head of ICT Unit at ziaurahman@dacaar.org and phone + 93(0) 799 428 758, and Cc to jamal@dacaar.org and faizullah@dacaar.org

Submission Procedures:

Firms from abroad can submit soft copies of their bids/proposals electronically on the following email addresses;

jamal@dacaar.org or faizullah@dacaar.org

Firms inside country (Afghanistan) are required to submit the sealed hard copies of their bids/proposals to DACAAR Main Office located in House No. 273, Street No. 12, Qala-e-Fathullah, Kabul, Afghanistan.

Please note that the subject line of your emails must be (DACAAR RFP 03 PRF-744/0001-00/FSK05-01/05-0101.08.2019).

Sincerely Yours,
Manager - Logistics
Date: September 04, 2019