



Swedish Committee for Afghanistan

Date: 07 October 2020

To: Interested Qualified Bidders

From: Swedish Committee for Afghanistan, Kabul Management Office

No. of Pages: Eight (8) with three sections (Sections 1-3)

Subject: RFP ref: KMO- RFP - 2020- 22

Procurement and installation of a Human Resources Information System (HRIS) for SCA

REQUEST FOR PROPOSAL: RFP # KMO- RFP – 2020 - 22

Dear Sir/Madam:

The Swedish Committee for Afghanistan, Kabul Management Office (hereinafter called “the SCA”) invites you to submit your quotation for Procurement and installation of a Human Resources Information System (hereinafter called “the Service”) of SCA as specified in the Request for Quotation and attachments hereto (hereinafter called “the RFP Documents”).

Tender Instructions

1. You must submit your technical and financial proposal in separate sealed envelope in case of hard submission. And in separate file in case of online submission for all service in respect to this RFP.
2. Your quotation shall be addressed and submitted at the below specified address or email address no later than 21st October 2020:

Swedish Committee for Afghanistan
Jalalabad Main Road, Paktia Kot
PO Box 5017
Kabul Afghanistan

Attn.: Procurement Unit;
Email for Electronic submissions: bids@sca.org.af

3. Any quotation received by the SCA after the deadline will be rejected.
4. A pre-bidding meeting for interested firms and companies will be conducted through skype 5 days after the announcement, All companies who are interested to participate should send their skype address to: bids@sca.org.af
5. Your quotation and all correspondence shall be made in the English language.
6. Your quotation shall be according to these instructions:
 - 6.1 It shall contain the completed forms in Sections 2 and 3. Failure to complete these forms may result to rejection of your quotation
 - 6.2 All prices quoted shall be made on the terms specified in the RFPdocuments
 - 6.3 All prices shall be quoted in Afghani
 - 6.4 All prices shall be quoted including taxes reference to Article 72 of Afghanistan Tax Law.
 - 6.5 Your quotation shall be valid for a period of 45 days past deadline for receipt of quotation
 - 6.6 Your quotation shall bear the RFP Reference Number and Title indicated above.
7. SCA will examine the received quotations to determine its completeness and whether there are computational or arithmetical errors, whether documents are properly signed, and whether the quotations are general in order. Arithmetical errors will be rectified as follows:
 - 7.1 If there is a discrepancy between the unit price and the line item total, the unit price shall prevail and the line item total shall be corrected, unless there is an obvious misplacement of

the decimal point in the unit price, in which case, the line item total as quoted shall govern and the unit price shall be corrected.

- 7.2 If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotal shall prevail, and the total shall be corrected.
8. Prior to the price evaluation, SCA will determine the substantial responsiveness of each quotation. A substantially responsive quotation is one, which conforms to all the terms and conditions of the RFP documents without material deviations. Deviations from, or objections or reservations to critical provisions will be deemed to be material deviation. The SCA may waive any minor informality, or irregularity in a quotation, which does not constitute a material deviation, reservation, or omission.
 9. During evaluation of the quotations, the SCA, at its discretion, may ask you for a clarification of your quotation. The request for clarification and the response shall be in writing, and no change in the prices or substance of the quotation shall be sought, offered, or permitted. Failure to respond timely to a request for clarification may result in the rejection of your quotation.
 10. If a quotation is not substantially responsive, it will be rejected by the SCA and may not subsequently be made responsive by correction of the nonconformity.
 11. The SCA shall compare all substantially responsive quotations to determine the quotation containing the best Quality and Cost.
 12. Award will be made to the company whose quotation is determined substantially responsive to the requirements of the SCA and whose quotation contains the best-evaluated price, based on Quality and Cost Selection.
 13. The SCA reserves the right to accept or reject any quotation, and to annul, in whole or in part or to suspend the process and reject all quotations at any time prior to the award, without thereby incurring any liability to the affected company or companies or any obligation to inform the affected company or companies of the reasons for the SCA's action.
 14. Nothing in or relating to this RFP shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the SCA.
 15. Please address all your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits.

Procurement Unit
Swedish Committee for Afghanistan, Kabul Management Office
Email: bids@sca.org.af

Requirements of the Company

The firm must provide evidence for the following items while submitting proposal.

1. Valid Certificate of Registration (Ex: From AISA or Ministry of Commerce)
2. Bank Account in the name of the company. Individual/personal bank accounts will not be accepted.
3. Local firms must have Tax Identification Number (TIN)

Firms who do not submit evidence for the above-mentioned requirements will be automatically disqualified.

A. Background

Swedish Committee for Afghanistan (SCA) has been present in Afghanistan since the beginning of the 1980s. Currently, SCA operates in 14 out of 34 provinces in Afghanistan. SCA's presence in Afghanistan consists of the Kabul Management Office (KMO), five Regional Management Offices and three Liaison Offices. SCA receives funds from various international and private donors, mainly from the Swedish International Development Agency (SIDA) With over 6,000 Afghan employees it is one of the largest Organizations in the country.

SCA utilizes the Rights Based Approach in its programming. SCA supports Education, Health, and Disability programming and contributes to development in Rural areas. As an Organization, SCA puts more emphasis on capacity development of individuals and Organizations, including Civil Society Organizations (CSOs), with the aim of enhancing their capacity to advocate for their rights. SCA also supports empowerment and rights of women throughout its programs.

SCA requires the services of a software firm to develop a customized Human Resource Information System (HRIS) to be owned by SCA and accessed through its server. The system should be user friendly, agile, flexible and need to be developed with the latest technologies and trends available in the market and can fully integrate with the current ISCALA finance and other systems in place.

B. Context

SCA has over 6,000 employees in different categories working across the country. The HR functions across the program are supported by 8 HR staff based in Kabul and an HR Senior officer and HR Assistant for HR administration in each of the Regional Management Offices (RMOs). A digital attendance clock in – clock out system (fingerprinting) is in place in the KMO while the RMOs operate a manual system. An employee data system is also in place, centrally managed in Kabul but not linked to the attendance system.

The current systems (Personnec) accommodates data for about 1,400 staff. Other HR functions and processes such as Payroll, leave management, Recruitment, Performance management, Learning and Development etc. are not automated. As part of system strengthening, SCA is seeks to integrate the attendance, employee data system with a Leave tracking and payroll management system to develop a broad and comprehensive HR Information system (HRIS) to manage employee data. The integrated system should also blend and interface with current Employee database, the attendance clock in – clock out and the ISCALA finance systems to create a near seamless processing of the monthly payroll, HR administration and reporting.

Part of the 2020 – 2021 strategic plans is upgrading systems and ensure an integrated approach linking Procurement, Logistics, and Finance systems with HR for easy management of staff and other SCA resources. SCA envisions an HRIS that will enhance the efficiency of HR staff, improve data accuracy, speed of retrieval, reduce processes and data redundancy; reduce costs and improve

employee engagement. In future, SCA plans to purchase additional modules such as Recruitment, Training and Development and Performance Management. This will eventually lead to a complete HRIM System automating employee history: **from hire to retire.**

C. Objectives

The main objective for SCA is to have a System that is not only legally compliant but also versatile and effective. The system should be:

1. User friendly, Trusted Accurate, and highly secure with multiple access/access control features
2. Multiple payroll groups (per RMO)
3. Multiple currency (USD, AFN)
4. Back up facility with ability to keep and retrieve historical data.
5. Dynamic Report Generating System
6. Integration of different modules (Recruitment, Training and Development, Performance Management)
7. Compatible with current and future HR and finance software and technology.
8. Ability to export and import data to Excel, PDF etc.
9. Web based software allowing anytime anywhere access (mobile phone, laptop etc.)

D. Scope of work

The system should have the following modules and features:

HRIS Modules:

1. Employee Master List

- List of all employees
- Employee Profile (including complete name, current and permanent address, photo, contact information, education background, work experiences, date of birth, marital status,
- Employee Status (Active vs inactive)
- Employee Profile (with Attachments such as contracts etc.)
- Organization Chart

Note: An employee database/ system is already in place. The data will be transferred from the existing system to the new HRIS.

Human Resources Administration

- Employment, re- hires etc.
- Promotions
- Transfers, re-deployments etc.
- Designation change
- Disciplinary actions: Warnings, suspension, processing of terminations, resignations etc.

2. Attendance, Time and leave management:

Attendance

- Daily Attendance Report
- Weekly Attendance report
- Monthly Attendance Report
- Integration of HRMS with fingerprint devices and or face recognition.

Leave management

- Online application with easy access and Self-service leave request
- Granting rights to Line managers, supervisors, and HR department with capabilities of approving or rejecting leave requests. check subordinates leave balances etc.
- Allowing all employees to view their leave history and tracking balance.
- Integration with workforce management: scheduling time and attendance tracking, accrued vacation time and usage.
- Generation of leave report (leave percentage for the whole year, quarterly, monthly, Per Unit, Location etc.)
- Metrics and analytics, including underutilization, absence levels, trends etc.

3. Payroll

- Full statutory compliance: Deductions (Taxes & Salary advance etc.)
- Integration of attendance report with payroll (regular days worked, Holidays, overtime adjustment, leave without pay)
- Pay slips including automated email pay slips and or self service access.
- Employee information (Names, position, hired date, field location, basic salary, allowances, bank details and employee ID number in cost point) interface with the current Employee data system) **linked from the data system.**
- Grant allocations (Cost center allocations) where necessary
- Conversion of different currencies (AFN & USD)
- Audit (Building of useful audit trail)

Benefits Administration:

- Pensions Computation and accruals where necessary.
- Severance pay computation and accruals
- Unutilized leave days (10 days leave balance carried forward as per the SCA staff handbook)
- Healthcare - Medical Insurance Cover

4. Online Questioner/survey:

- Dynamic system for creating, editing, and deleting questioners, sending group messages, reminders etc.
- Online need assessment (such as Internship assessments, Training needs etc.) template creation.

E. Methodology:

The following will be the methodology adopted to arrive at the final product; after approval and successful bidding/proposal:

- i. Face to face meetings with SCA HR, IT, Finance, and key staff to understand how the Administration Unit and support departments operates.
- ii. Review of current manual payroll, Leave tracker, Attendance, Recruitment (Work buster) and employee database system.
- iii. Demonstration of proposed HRI system to SCA HR, IT and finance team.
- iv. Adjustment of changes and submission of final proposal and work plan for implementation.

F. Specific duties and deliverables for the consultant(s):

The successful Consultant is expected to deliver the following outputs for this assignment:

- a) Assess the current SCA Human resources data and process and general HR workflow.
- b) System design and implementation as per customization requirements
- c) Installation of the HRIS
- d) Importation of existing data (manually, Attendance and Employee Database)
- e) Training of HR and finance staff (Payroll module) and other modules
- f) Corrective measures after test run such as procedure for HRIS backups (Recoverability), verification of data accuracy (Integrity) and define and implement access controls to the HRIS data (Security)
- g) Develop a user manual and any related tools.
- h) **Final Report:** The consultant is expected to combine all deliverables in the final report and the main findings/gaps, outputs, and recommendations.

The firm is expected to among other tasks:

- Quote server based HRIS
- Clearly specific the license fees and renewal cycle if any.
- Have contact persons for support both on and offsite.

Specific duties of SCA

The major roles and responsibilities of SCA includes:

- To provide relevant related data, information, and documents,
- SCA will provide transportation within Afghanistan. Accommodation and meals will be provided at the SCA facilities.
- Provide an office space if needed,
- SCA will provide consultancy fee, flight ticket and other transportation as per the agreement which may be deposited in the bank account of the consultant (will cover in the financial proposal)
- SCA will NOT cover the necessary visa, insurance, and vaccination costs as per agreement (this should be included in the financial proposal)

- SCA will provide necessary security updates and guidance during the stay of consultant in Afghanistan/regions if needed.

Payment terms and schedule:

The payment terms will in line with the consultant deliverables as below:

Description	% payment	Estimated timelines
Meetings with HR team, Assessment of the current SCA Human resources data and process and general HR workflow.	10%	3 working days
System design and implementation as per customization requirements	30%	2 weeks
Installation of the HRIS Importation of existing data (manual data, Attendance and Employee Database/ systems)		2 weeks
Training of HR and finance staff (Payroll module) and other modules		1 week
Corrective measures after test run such as procedure for HRIS backups (Recoverability), verification of data accuracy (Integrity) and define and implement access controls to the HRIS data (Security) Develop a user manual and any related tools.	30%	2 weeks
Final Report: The consultant is expected to combine all deliverables in the final report and the main findings/gaps, outputs, and recommendations.	30%	2 weeks

Payment will process via wire transfer to company bank account and applicable tax will be deducted.

G. Professional Qualifications and experience

- At least 10 years of work experience in the field of HRMIS/Database development and implementation in INGOs, previous work experience in Afghanistan or similar context an added advantage.
- The key personnel to lead on the assignment must have atleast master’s degree in Information Systems, Computer Science, Information Technology and or Human Resources Management/ Organization Development.
- Experience in developing and customizing detailed technical specifications for HRMIS application software,
- Knowledge of Afghanistan Labour Law Tax, and other statutory requirements.
- Strong analytical, interpersonal and communication and problem-solving skills with the ability to grasp and understand key HR policies and its integration into HRMIS.
- Results-oriented and committed to respect deadlines
- Highly proficient in written and spoken English

This consultancy is open to both national and international consultants.

Reporting & Supervision: The HRIS Consultant will report to the HRM and HR Advisor.

Eligibility Criteria:

- i. Proposal submitted by or before the deadline.
- ii. Proposal meets all TOR specifications.
- iii. Consultant availability to conduct the assignment during the specified period (**October – December 2020**)

H. Proposal Submissions

1. Company/firm profile, indicating qualifications, experience relevant to the assignment and three professional/ work related referees/recommendations. Firms to attach CVs of all people who will be involved in the exercise including team leader and other team members.
2. Interested Company/firms are required to Submit a technical proposal clearly outlining:
 - a. Their understanding of the terms of reference (TOR)
 - b. Company profile
 - c. Detailed Work plan
3. Financial Proposal detailing the cost (per module), consultancy fees, travel costs and any other costs related to this consultancy.
4. Any other costs associated with the Assignment (flight tickets, visas, per diems etc.)
5. Afghanistan tax, which is 2% for Afghan registered company and 7 % for international company.

1. Quality Evaluation (technical)

SCA will, after checking eligibility of proposals, evaluate them based on the following general criteria:

1. Institutional capacity/credentials – maximum 12 points
 - Company profile, relevant to the TOR
 - Organizational capacity to conduct the scope of work, experience with similar organization
 - Relevant HR Information Systems related certification and licenses.
 - HRIS specific experience in terms of sale, installation and specialization including team organization with their CVs (attached to the offer).

Each criterion is scored 0-3 points. Minimum is 8 points (2 each) to qualify

2. Technical proposal – maximum 18 points
 - The approach and methodology
 - System integration, adaptation, and module content
 - User interface, data security and integrity features.
 - Execution, including timelines
 - Dynamic Reporting features
 - Deliverables and recommendations.

Each criterion is scored 0-3 points, minimum is 12 points (2 each) to qualify

3. Technical proposal comprehensiveness – demonstrates understanding of all aspects of the technical design, maximum 6 points

- Understanding of the TOR, relevant and good proposal
- Completeness of the proposal

Each criterion is scored 0-3 points. Minimum is 4 points (2 each) to qualify

4. Companies which pass the above evaluation criteria will be required to conduct a demonstration/ simulation of how the system works. This will be used as the 4th and final part of the evaluation.

Maximum score – 9 points

- Integration of the proposed system with current SCA systems
- User interface, access restrictions and controls, system security.
- Report generation – data segregation and reliability.

Each criterion is scored 0-3 points. Minimum is 6 points (2 each) to qualify.

Maximum points:

Each quotation will be given a technical score and rejected at this point if it fails to achieve the minimum technical score 2 point in each above sections. Quotations that passed the minimum technical score is qualified for financial evaluation.

Financial evaluation

The lowest priced quotation will be given the maximum financial score of 100 points. The financial scores of other qualified quotations will be computed as follows: Financial score = 100 x Lowest price/price of relevant quotation.

Final evaluation score

The quotations will be ranked according to the combined Quality Evaluation and Financial Evaluation scores using the following weights:

T = Quality evaluation weight 70%.

F = Financial evaluation weight 30%

Final score = 0.7 x T + 0.3 x F

Award of contract

Award will be made to the company whose quotation achieved the highest combined technical and financial score. If the final score is equal between two bidders, the score of

Section 2 – Quotation Forms

(Complete and sign the Quotation Forms and Section 2 Additional Requirements)

Section 2 – A QUOTATION SUBMISSION FORM

Date: (Bidder to insert the date)

RFP No. KMO- RFP- 2020 – 22 ; Procurement and installation of a Human Resources Information System (HRIS) for SCA

To: Swedish Committee for Afghanistan
Kabul Management Office

Dear Sir/Madam:

We acknowledge receiving your RFP Documents and its accompanying attachments. We, the undersigned, have examined the same and offer to provide Procurement and installation of a Human Resources Information System (HRIS) for SCA that conforms with your RFP.

We agree to abide by this quotation for a period of 90 calendar days past the deadline for the receipt of quotation as specified in RFP. Our quotation shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any quotation that you may receive.

(Bidder to insert name and signature of duly authorized representation.

Section 2 – B

QUALIFICATION INFORMATION FORM

General Information

1. Name of Bidder:
2. Street Address: Postal Code:
3. P.O. Box and Mailing Address:
4. Telephone Number:
5. Fax Number:
6. E-mail address:
7. www Address:
- 8a. Contact Name:
- 8b. Contact Title:
9. Type of Business:
10. Year Established:
11. Number of staff employed:



Swedish Committee for Afghanistan

Section 3 CONSULTANCY COST/PRICE SHEET

Items	Unit	Qty	Price per unit (USD)	Sub-total (USD)
Procurement and installation of a Human Resources Information System as per above requirement. (Breakdown per module and or per deliverable shall be accepted)	Lump sum	1		
Any other costs associated with the Assignment (flight tickets, visas, per diems etc.)	Day			
Additional cost				
Total				
Comments:				

Note: SCA will deduct applicable tax from your payment, 2 % for National Company and 7% for international company so kindly include it in your unit price.

