Terms of Reference

Human Resource Management software

Human Rights Commission of the Maldives (HRCM) is looking to procure a Human Resource Management software with the mobile application meeting the module requirements and operations of Human Resources.

Requirements:

Module 1: HR Policy

- Define Holidays.
- Define exceptional working days.
- Define OT rates and OT policy.
- Define employee benefits.
- Define deductions and loan schemes.
- Define leaves.
- Define standard shifts.
- Define automatic duty rosters.
- Define special duty rosters.
- Define minimum work hours.
- Define late, absent, and other penalty rates.
- Define employee disciplinary records.
- Define training requirements and training policy.
- Define performance appraisal process.
- Define and update policies, SOPs.

Module 2: HR Operations-HR manager

- Structure of the Commission.
- Recruiting employees for the empty posts in the structure and generating the necessary documents.
- Termination, job change, retirement chit's generation.
- Job announcements notifications to staff.
- Employee registration and profile update.
- Generating staff related documents such as letters and notifications as per Employment Act, Human Rights Act.
- Executing payroll and automatic generation of salary, pension reports, salary slips etc in compliance to the standards set in Public Finance Act/Laws and standards set by MoF.
- Employee personnel file management.
- Assigning employees to groups in accordance to organizational structure.
- Appointing supervisors as per organization structure.
- Staff loan deduction for loan schemes management.

- Staff promotions/job change management.
- Generating HR related reports and graphs.
- Staff disciplinary actions management.
- Staff duty roster management.
- Overtime final approval.
- Staff leave final approval.
- Staff benefits/pay final approval.
- Final approval of appraisal.
- Corporate announcements.
- Attendance report (organization/department/section/unit/staff by date and defined periods).
- Staff on leave, by type of leave reports (organization/department/section/unit/staff by date and defined periods).
- Leave balance reports.
- Attendance Dashboard (statistics for HR User Role Staff).
- Greetings and personalized messages (individual/group).
- Report generation, daily, monthly, annually, selected time period (Excel, PDF).
- Training reports, selected time period.

Module 3: HR Operations-Supervisors

- Assigning day-to-day work to the staff in their group.
- Giving appraisal points based on performance (Setting targets. Review. Appraise).
- Overtime approval.
- Group staff leave approval.
- Attendance report of Group.
- Staff on leave, by type of leave reports (Group).

Module 4: HR Operations-Staff

- Viewing duty rosters and work description set by Group supervisor.
- Viewing personal file and personal data.
- Viewing corporate regulations and SOPs.
- Viewing corporate announcements.
- Viewing pay slip.
- Viewing attendance.
- Leave request and update of actions.
- Viewing leave balance.
- Viewing leave chit.
- Staff can request for Sick Leave/FRL via the system.
- Staff birthday notification.

Module 5: Training and Staff Development

- Announcement for trainings opportunities. Update from the software, email notification.
- Registered trainings (future dates, alerts).
- Existing and ongoing trainings.
- Completed trainings (Past records).
- Training materials (PPTs, Videos, evaluation forms).

Module 6: Other automatic features

- Electronic attendance synchronizing from fingerprint and office card.
- All payroll calculations as per policy and dates.
- All leaves and leave balances as per policy and dates.

Responsibilities

- Developing or customizing a Human Resource Management software as per the requirements of HRCM.
- Propose the software for further approval and changes.
- Staff data migration.
- Prepare and maintain software documentation for the duration of the agreement.
- Host the application on server. Cloud based will be an added advantage
- Assisting HR to sort technical difficulties/troubleshooting.
- Mobile Application
- Generate letters, references, reports, chits, job descriptions, agreement etc⋯ in English and Dhivehi language as required.

Deliverables

- Technical proposal.
- Project timeline with detailed activity breakdown.
- Weekly update meetings with HR and ICT.
- A design template of user interface which has to be approved from HR & ICT.
- Testing of the final product in collaboration with HR and ICT.
- Creation of unlimited user IDs with necessary licensing.
- Training for HR & ICT.
- Training Sessions for end users.
- Training to all users addressing user issues, post-implementation.
- Technical documentation with diagrams.
- User manual/guide with screenshots.
- The software should not be subscription based. A once off lump sum payment.
- Maintenance of the software for **ONE year.**

Duration

- This work shall commence within a week of awarding the contract. The work should be completed within **TWO months.**