









## Requirements:

### HR Policy:

1. Define Holidays.
2. Define exceptional working days.
3. Define OT rates and OT policy.
4. Define employee benefits.
5. Define deductions and loan schemes.
6. Define leaves.
7. Define standard shifts.
8. Define automatic duty rosters.
9. Define special duty rosters.
10. Define minimum work hours.
11. Define late, absent, and other penalty rates.
12. Define employee disciplinary records.
13. Define training requirements and training policy.
14. Define performance appraisal process.
15. Define and update policies, SOPs.

### HR Operations/HR manager:

1. Structure of the Commission.
2. Recruiting employees for the empty posts in the structure and generating the necessary documents.
3. Termination, job change, retirement chit's generation.
4. Job announcements notifications to staff.
5. Employee registration and profile update.
6. Generating staff related documents such as letters and notifications as per Employment Act,
7. 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.
8. Employee personnel file management.
9. Assigning employees to groups in accordance to organizational structure. Appointing supervisors as per organization structure.
10. Staff loan deduction for loan schemes management.
11. Staff promotions/job change management.
12. Generating HR related reports and graphs.
13. Staff disciplinary actions management.
14. Staff duty roster management.
15. Overtime final approval.
16. Staff leave final approval.
17. Staff benefits/pay final approval.
18. Final approval of appraisal.
19. Corporate announcements.
20. Attendance report (organization/department/section/unit/staff by date and defined periods).



21. Staff on leave, by type of leave reports (organization/department/section/unit/staff by date and defined periods).
22. Leave balance reports.
23. Attendance Dashboard (statistics for HR User Role Staff).
24. Greetings and personalized messages (individual/group).
25. Report generation, daily, monthly, annually, selected time period (Excel, PDF).
26. Training reports, selected time period.

### **HR Operations-Supervisors:**

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

### **HR Operations-Staff:**

1. Viewing duty rosters and work description set by Group supervisor.
2. Viewing personal file and personal data.
3. Viewing corporate regulations and SOPs.
4. Viewing corporate announcements.
5. Viewing pay slip.
6. Viewing attendance.
7. Leave request and update of actions.
8. Viewing leave balance.
9. Viewing leave chit.
10. Staff can request for Sick Leave/FRL via the system.

### **Training and Staff Development:**

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

### **Automatic features:**

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



## Responsibilities:

1. Developing or customizing a Human Resource Management software as per the requirements of NDMA.
2. Propose the software for further approval and changes.
3. Staff data migration.
4. Prepare and maintain software documentation for the duration of the agreement.
5. Host the application on server.
6. Assisting HR to sort technical difficulties/troubleshooting.
7. Generate letters, references, reports, chits, job descriptions, agreement etc... in English and Dhivehi language as required.

## Deliverables:

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

## Duration:

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

