



## Human Rights Commission of the Maldives

Human Rights Commission of the Maldives (HRCM) is looking to procure a Human Resource 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.
- 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 etc.
- 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).
- Staff on leave, by type of leave reports (organization/department/section/unit/staff).
- Attendance Dashboard (statistics for HR User Role Staff).
- Greetings and personalized messages (individual/group).
- Report generation, daily, monthly, annually, selected time period (Excel, PDF).

### **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 SMS or email.
- Staff birthday notification.

### **Module 5: Training and Staff Development**

- Announcement for trainings opportunities. Update from the software, email notification or SMS to staff.
- Registered trainings (future dates, alerts).
- Existing and ongoing trainings.
- Completed trainings (Past records).

### **Module 6: Other automatic features**

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

### **Responsibilities**

- Developing or customizing a Human Resource 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.
- Assisting HR to sort technical difficulties/troubleshooting.

#### **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.
- Maintenance of the software for **ONE year**.

#### **Duration**

- This work shall commence within 01 week of awarding the contract. The work should be completed within **TWO months**.

