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TOR for Human Resource Information System

Maldives Bureau of Statistics

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Introduction

Maldives Bureau of Statistics (MBS) is the lead agency of the Maldives Statistical System (MSS) headed by the Chief Statistician appointed by the President of Maldives. MBS is responsible for providing official statistics on social, economic, environment and many other sectors. MBS is located under the broad Umbrella of Ministry of National Planning, Housing & Infrastructure

Objective

The objective of this application is to manage Human Resource activities in MBS. We need an automated system that collects, processes, stores and disseminates information about employees in the organization to support decision making, planning, payroll generation and analysis of various human resource functions.

Scope of Work

All staff information should be available in this module. HR Officer must be able to upload all these information for each Staff. This module is divided into 2 sections which includes:

Personal Information

- Full Name (English & Dhivehi)
- Address (Permanent and Current)
- Age
- Date of Birth
- Gender
- Nationality
- ID Card No.
- Contact Number
- Emergency Contact Details (Name, Address, Relationship & Phone)
- Photo
- Personal Email
- Job Information
- Designation (English & Dhivehi)
- Classification (English & Dhivehi)
- Rank
- Assigned to (Division/Section/Unit)
- Record Card No.
- Appointed Date
- Termination Date
- Salary
- Chit Number
- Service
 - Technical
 - Support
 - General

Staff Information

- Job Number
- Probation
 - Start Date
 - End Date
- Allowances
 - Service
 - Phone
 - Special Duty
 - Technical Core
 - Supporting Core
 - Ferry
 - Over Time
 - Living
 - Ramadan
- Bank
 - Account Details
 - Name of the Bank
 - Account Number
- Job Role
 - Internship
 - Wage Employment
 - Contract Employment
 - Permanent
 - Work at Home
- Political
- SAP Number
- Status
 - Active
 - Deactivated

Once the HR officer updates the Staff information the record should be saved in his/her Job history

Attendance

- System must be compatible with ZKTeco fingerprint readers
- Attendance module should fetch all time data from the fingerprint machine, this includes:
 - Check In / Check Out
 - Break In / Break Out
- Bulk attendance upload

Leave

Staff should be able to apply for leave through this module. The fields in this consists of:

- Type of Leave (Annual, FRL, No Pay, Pay Leave, Paternity, Maternity, Hithaanee, Hajj)
- Reason
- Start Date
- End Date
- Work handover details
 - Which Staff
 - Work Details

Once the leave is submitted Supervisor must Approve/Disapprove the Leave with justification. After that HR officer should be able to view the status of the leave which will then be passed to the respective Staff which they can then view. Leaves should be seen in Attendance Status once it's approved.

HR Officer should be able to add/edit leave details for each staff, this includes, Number of Days of Annual Leave, FRL, Certificate Salaam, Normal Salaam, Pay Leave, No Pay Leave.

Organization Structure

Must be able to create/edit division/section/unit in this module. The fields include: Name Type (Division / Section / Unit) Status (should be able to disable if a division/section/ or unit is no longer active)

Teams

HR Officer should be able to create Teams and Assign members to each Team, this should be editable.

Holidays

- Able to add/edit Government Holidays every year
- Holidays must reflect on Attendance sheet

Notice Board

HR Officer should be able to create and delete Notices which every staff should be able to view.

Loan Schemes

Add /Edit Loan Schemes, this includes the following fields

- Financial Institute
- Loan Amount
- Repayment Duration
- Applied Staff

Pay Roll

This module should automatically calculate the following functions: Calculations have to be done from 16th day of previous month to 15th of Current month

- Overtime (after 44 hours on working days, full OT on weekends)
- Late Fine
- Absentees
 - Deducted from Salary
 - Service Allowance
 - Special Duty Allowance
- Ferry Allowance
 - Hulhumale
 - Vilimale'
- Pension Contribution
- Social Club Contribution

Values that should be deducted will be provided to the developer separately.

The HR Officer should be able to:

- Adjust Salary Details
- Add / Edit loan schemes (individual)

Once all the calculations are made, the final Salary sheet should have the following information:

- Staff Details (Name, SAP No, Designation, Classification)
- Salary (Monthly Salary, Job Salary)
- Allowances (Mentioned in Staff information)
- Loan Scheme, Pension, Absentees, Ferry Allowance, Late fines, OT
- Total

Each staff should be able to view their salary sheet and must be able to generate salary slip in PDF format. HR Officer should be able to generate salary sheet individually and in SAP, Bank & Pension format.

Users

This module will be divided into 4 levels

Staff

- Each staff should have an authorized login page which uses office email and a password to access their respective profiles.
- Once logged in they should be able to view their dashboard, which includes their personal information, job information, leave details, leave application status, salaam details and their daily attendance log.
- They must be able to view salary slips of every month
- Able to apply for leave
- Able to view their loan schemes
- Able to change their password
- Dashboard will differ based on their authorized level, eg: Supervisor, HR Officer or System Administrator

Supervisor

- Should be able to approve or disapprove Staff leave
- Should be able to view which of his Staff is on leave, salaam, FRL etc.

HR

- Modify Attendance Status
- Add/Edit Staff Information (If a new Staff, Information can only be added once the Administrator have created a login for that particular Staff)
- Modify Attendance status
- Modify time for each staff
- Update Staff Leave details
- Add/Edit Organization Structure, Government Holidays, Notices, Loan Schemes and Pay Roll

System Administrator

- Create / Modify Attendance Statuses
- Create / Disable Staff Login
- Able to modify user passwords
- Able to modify working hours and other rules according to CSC guideline

Dashboard

- All users must be able to view the dashboard.
- Staff should be able to view their Leave details (No of days remaining, Leave renew date, Leave Approval Status etc), Personal & Job Information.
- They must view notices and holidays
- They should also be able to view their Attendance log which should have a search filter to search their log from a selected timeframe.
- HR Officer should be able to view all Staff Attendance for each day with a search filter to view a specific Staff during a selected timeframe.
- HR Officer must be able to view number of Staff attended, on Salaam and FRL everyday
- They should also view the number of Staff on leave

Back & Front End

The design and functions should be presented and approved by MBS, design should also be user friendly and responsive. Must be developed using PHP, MYSQL (Framework can be used). Initial setup should be for 50 Staff at MBS, this amount should be increased when required (This include 1500 users which we need to cater for the duration of the Census period).

Training & Warranty

The developer warrants for a period of 1 year from the delivery date that all the features in the software functions properly and systematically. Developer should provide training for HR and IT team.

Report Generation

The system should generate:

- Daily, Monthly & Yearly Report (Individual and Overall)
- Report Generation for Attendance, OT, Leave, SAP and Pension
- Should be able to generate report based on a selected timeframe
- Individual Salary Slip

Future Enhancement

The system should be able to integrate the following applications:

- Inventory System (under development)
- Meeting Room Booking System (under development)

Payment and Deployment

- Each bidder must submit only 1 quotation (multiple options should not be provided).
- This should be a 1 time payment (yearly payment option is not allowed and it should not be a user based payment modal; i.e. the pricing shouldn't increase with the number of users).
- System should be deployed in house.

Note: Detailed information about required fields and field types will be given to the winning bidder.