



APPENDIX A- STATEMENT OF WORK HRIS PAYROLL SOFTWARE

The International Rescue Committee, hereinafter referred to as “The IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons, and victims of oppression and violent conflict. The IRC has been operating in over 40 countries and in 22 US cities to restore safety, dignity, and hope to millions who are uprooted and struggling to endure. IRC’s human capital strategy is a planned approach to attracting, developing, inspiring, and retaining the right people with the right skills to achieve strategic results. The human capital strategy is owned by leaders across the organization and supported by Human Resources. It is viewed as critical to securing the business strategy. The HRIS payroll software services advertised in this RFP will complement the strategy for overall business success. Effective HR payroll software tracks employees’ remuneration, day off accruals, employee sick leave and calculates overtime, all at the click of a button. This type of Payroll Software also enables the organization’s staff to be completely self-serving. No HR department wants, or needs to input this type of information manually into the system. Not having to manually manage this type of information for each employee will save the business lots of time and resource

About Yemen

IRC has been working in Yemen since 2012 and is implementing Health, Nutrition and Water, Sanitation and Hygiene (WASH) programs in response to the impact of conflicts in Yemen. Currently IRC Yemen is operating in eight governorates in the south and north of Yemen.

About South Sudan

IRC has been working in South Sudan from 1987 since offering emergency assistance in the areas of public health, protection and rule of law, integrated community case management, women protection and empowerment as well as economic recovery and development. While the organization has been forced periodically to suspend our efforts due to violence, the IRC continues to provide lifesaving support to vulnerable South Sudanese in hard-to-reach areas. Currently, the IRC-South Sudan operates a country office in Juba, as well as 7 field locations in the states of Lakes (Rumbek Office), Unity (Nyal, Ganyiel, Bentiu, Ajoung Thok and Pamir) and Northern Bahr el Ghazal (Aweil East and Aweil South).

About Ethiopia

IRC has been working in Ethiopia since 1999 and is implementing integrated, community-managed programs aimed at improving the quality of lives and recovery of livelihoods of disaster-affected populations through promoting individual participation, strengthening institutions and emergency response.

Currently IRC is operating in Somali, BGRS, Tigray, SNNPR, Oromia, and Gambella regions on refugee’s assistant and livelihood.

Below is a summary table showing the number of staff in each location

Country	Number of staff
South Sudan	472
Yemen	400
Ethiopia	976 local and 11 international staff

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I. BACKGROUND TO THE ASSIGNMENT

IRC South Sudan, Yemen & Ethiopia programs over the years have been processing payroll using an Excel Spreadsheet. The HR Department consolidates the payroll data before it is shared with Finance for validation. Due to change in the current legal and other requirements and lack of some functionalities in the current system, it is imperative to look for a better and robust Payroll Software that accommodate new features which fulfill the requirements.

II. OBJECTIVES OF THE RFP

The main objective for IRC is to identify and select a suitably qualified and responsive vendor to provide a Payroll System which is robust and effective and that meets the following requirements

- 2.1 Simple and easy to use software that involves lesser maintenance costs
- 2.2 Robust software that reduces the associated risks with regards to data management and security.
- 2.3 Functionality-rich package that caters to payroll related tasks.
- 2.4 Cloud-based and client based server software that allows anywhere, anytime, any device access.
- 2.5 Friendly customer service.
- 2.6 Easy report generation.
- 2.7 Apart from these, customizability and interoperability are also considered to be vital for a good payroll management software.

III. TECHNICAL CAPABILITIES

The new payroll system should include but is not limited to providing the following modules

- 3.1 Employee information
- 3.2 Company information
- 3.3 Payroll information
- 3.4 Historical data - two years with option of carrying forward accruals
- 3.5 Salary / Cost allocation to grants.
- 3.6 Leave Tracking
- 3.7 Severance and gratuity pays and accruals
- 3.8 Pay slip generation
- 3.9 Back Pay
- 3.10 Reports (including grant allocations).
- 3.11 Import and Export Functionality
- 3.12 Payroll Audit which help Finance to prove accuracy of the current month Payroll based on previous month report.
- 3.13 Deductions (Tax, PF, pension, family allotment, salary advance, NSSF program advance, and any other applicable locally)
- 3.14 Overtime and it's summery
- 3.15 Journal Voucher and its export to SUN system
- 3.16 In built Data integrity features (Trusted, High Accuracy and Secure)
- 3.17 Multi-User with different level of security and roles
- 3.18 Multiple payroll groups
- 3.19 Backup / Restore facility
- 3.20 Reconciliation summary
- 3.21 Other functionalities which may be added during requirement analysis meeting.

Other additional features required for Ethiopia program include

- 3.22 Maintaining IRC job banding
- 3.23 Salary Mapping
- 3.24 Open position tracking

IV. METHODOLOGY

The following will be the methodology adopted to select the final product;

- 4.1 Proposal submission
- 4.2 Proposal review by procurement committee
- 4.3 Supplier presentations and demonstrations of the proposed system\
- 4.4 IT assessment
- 4.5 Vendor shortlisting
- 4.6 Face to face meetings with Key IRC Staff to understand the required scope of operations



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- 4.7 Review of current payroll system
- 4.8 Adjustment of changes and submission of final proposal
- 4.9 Pilot review, Implementation and on boarding

V. SCOPE OF WORK

The company is expected to among other tasks:

- 5.1 Quote both web and server based Payroll System
- 5.2 Have contact persons to support IRC Staff

VI. TIMEFRAME

- 6.1 IRC would like to implement the system by June 2018

VII. DELIVERABLES

The awarded Company is expected to deliver the following outputs for this assignment:

- 7.1 Payroll system Customization or development proposal.
- 7.2 Payroll System Design/Requirement analysis and implementation as per customization or development
- 7.3 Testing/Installation
- 7.4 Importation of existing data
- 7.5 Training of personnel
- 7.6 Corrective measures after test run
- 7.7 User manual
- 7.8 Setup/Installation Files delivery (USB, DVD/CD)

VIII. PROPOSAL REQUIREMENTS TO UNDERTAKE THIS PROJECT INCLUDE:

- 8.1. Statement of qualifications of firm
- 8.2. Name and CV of staff members responsible
 - (i) For overseeing the work; (ii) for undertaking the work.
- 8.3. Proposed Payroll and Leave system and approach to the work.
- 8.4. Fee proposal and costs estimate, indicating the basis of calculation of fees. The fees should be provided per country project.