



HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM

TERMS OF REFERENCE

INTRODUCTION

Ripples International Trust (RI) is a not for profit Christian, indigenous Kenyan Civil Society organization founded in 2002. RI is a child rights organization committed to serving children through community focused initiatives in partnership with stakeholders as inspired by the teachings of Jesus Christ. The organization seeks to protect and promote respect for the rights of women and children.

The Ripples International, under its improvement programme, is planning to implement Human Resource Management Information System (HRMIS) Integrated with Payroll to promote efficiency, transparency, and accountability.

Systems Objectives

- a) Personal information (about the individual)
- b) Organizational information (positioning in the organization)
- c) Job/ career experience (current and previous)
- d) Performance and potential assessment (ratings and feedback)
- e) Qualification, training and competency (provided and identified)
- f) Payroll and benefits management
- g) Recruitment and onboarding
- h) Development and succession plan
- i) Others (disciplinary, medical, references, absenteeism)
- j) Any other important input data.
- k) Able to track and process Employment, Promotion, Transfer, Deputation, Designation Change, Department Change, Increment, appreciation, Disciplinary actions, Increment held up, temporary salary deduction, suspension, processing of termination, resignation etc.
- l) Generation of reports such Skills inventory, Training and development, Compensation, Employee, benefit record, Turnover, Absenteeism, Human resource plans and others ad hoc reports.

Technical criterial for the system evaluation:

1. Stability and reliability
2. Live system demo with integration features Excel and other systems
3. Clear License details with essential credentials
4. User and admin manual/guide
5. Reliable Support
6. Secure cloud hosting with automated Online Backup



7. Two Level Authentication login
8. Different User access levels/rights (Demo)
9. Business Intelligence
10. Login Audit trail
11. Local (Kenyan) Clients
12. Training materials
13. Affordable maintenance & support (As per yearly budget)
14. Workflow features (Demo)
15. User Friendly
16. Realtime Dashboards
17. Efficiency & Efficacy
18. Scalability
19. Ready templates for basic reports
20. Easy to search or query
21. Report visualization (graphically rich reports in different formats)
22. Applicant tracking

Duration

Estimated time for the successful launch of the system is two months from the contract start date.

How to apply

Please submit your technical and financial proposals by email to procurement@ripplesintl.or.ke or info@ripplesintl.or.ke by 19th February, 2022 with the following documents:

1. Profile of the company emphasizing similar previous works
2. Address of the company (Physical location, website and telephone numbers)
3. Brief outline of proposed implementation strategy
4. Detailed cost of the project including all taxes and logistics
5. Warranty