



Rwanda Men's Resource Centre (RWAMREC)

Legal Status: Ministerial Order: N° 114 /11 of 3/9/2008

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Terms of Reference for the provision of consultancy services to design the HR INFORMATION SYSTEM of RWAMREC

Background and context

About RWAMREC

Rwanda Men's Resource Centre (RWAMREC) is a non-government organization striving to achieve gender equality through the promotion of positive masculinities and male engagement approaches in preventing gender-based violence in Rwanda. RWAMREC works in the following 4 areas: Community empowerment, building Healthy Families, Promotion of Gender Justice, and Youth Mentorship. RWAMREC operates in 24 districts of Rwanda to promote gender equality and to fight against sexual and gender-based violence.

The third framework of Gender Equality and Women Empowerment Project (GEWEP III) is a five-year program (March 2020-February 2025) that is implemented by RWAMREC in partnership with CARE Rwanda. The program overall goal is **“By 2025, 173,000 poor and vulnerable women and girls in 8 districts in the southern province of Rwanda are economically, politically and socially empowered and exercise their rights”**.

Purpose of the assignment

The purpose of this assignment is to support RWAMREC through the Human Resource Information System of all staff

Expected outcomes

At the end of this assignment, we expect to have:

- Well-designed and functional Human Resource Information System.
- Improved productivity of the employees in the HR department of RWAMREC. The system is designed to enhance and speed up the efforts of HR management, ...
- A guideline on how to use the HR Information system.

Tasks for the consultant

The consultant will:

- Review the organization documents related to the human resource management (contract management, leave management, attendance management, payroll management with all

deductions; performance management, mission management, online reporting management, staff savings management, advance request management, etc

- Evaluate the situation of Rwamrec HR Management to understand the current status and identify the gap that the system will be addressing.
- Design a web based application, with user friendly interfaces
- Including the database that can be adopted for any additional information.
- The system must not claim any license right or a certain number of users
- Conduct training to the team members on how to use the system.

Deliverables

The consultant will submit:

- Inception report detailing the methodology for the assignment and the work plan
- An HRIS database
- A guideline report on how to use the system and the database.
- A training Report.

Requirements for the consultant

- Proven knowledge and working experience of at least 8 years in designing systems for NGOs, Public and private institutions.
- Proven knowledge of database design.
- Have worked with project-based organizations and understand their information management-related needs over time.
- Have the ability to speak and write fluently in English.

Evaluation criteria

	Criteria	Score
1	Methodology	30
2	Work plan	10
3	Qualification and skills	30
4	Financial proposal	30
	Total	100

Duration of the consultancy

The assignment shall be done in 30 days

Procedure for submission of proposals

Interested candidates are required to submit the following documents not later than **April 6, 2022**, at **2:00 PM**

- A technical and financial proposals
- Timeline and delivery dates.
- Examples of previous work

- Detailed CVs / Company description
- Application letter including contact information of references.
- Certificate of good completion for a similar service.

Applications should be addressed to the RWAMREC Executive Director by e-mail at info@rwamrec.org

Done at Kigali, March 23, 2022

RUTAYISIRE Fidele
Executive Director



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