

PAYROLL SYSTEM DEVELOPMENT

Background on Lutheran World Federation.

The Lutheran World Federation Kenya-Somalia is responsible for carrying out response to humanitarian emergencies and human needs in Kenya and Somalia.

LWF is currently in the process of improving its automated processes & therefore, the Organization seeks to procure a payroll software for the purpose of automating and easing the payroll processing and to provide accurate reports on a timely manner.

TOR FOR PROCUREMENT OF PAYROLL SOFTWARE

The proposed payroll should be able to achieve but not limited to the goals below.

1. Fully Integration

- An easy to use, automatic, and fully integrated system.
- It should be cloud based.
- Automated back-up system.
- Compatible with multiple mainstream ERP systems.
- Capability to import payroll transactions and staff bio data.
- Real-time cell phone and e-mail notifications (Microsoft 365) for action required including periodic reminders.
- Compatibility to other HR softwares.
- The system should have flexible configuration for specific pay structures.
- Capability to handle various authorization levels.
- The system should allow for Payroll simulations, re-runs, reversal and back-pay calculations
- The system should be able to produce variance reports on all aspects of the payroll
- Capability to handle individual (multiple persons) access passwords including OTP.
- Safety features to protect data against external threats.
- Easy to use and user-friendly homepage & icons.
- Streamlines payroll processes into a single platform for ease of use Eg. No double entry and can easily integrate with other systems. Example
 - i. Payroll integrates harmoniously with all the other HR softwares;
 - ii. Time & Attendance,
 - iii. Performance Management,
 - iv. Payroll, Benefits, Compliance
 - v. All to work together effortlessly & concurrently on one platform.

compliant

- Automate calculations and error-free,
- Integrated to all online banking platforms.

- Compatible to standardized practices in Kenya and Somalia i.e. should be capable of multi country payroll.
- Capable of multi-currency transactions.
- Completely compliant on Payroll and can handle all of the heavy lifting of statutory changes.

Comprehensive & compatible Reports

- With real-time and ready-to-download detailed reports, e.g. PAYE, NHIF, NSSF, NITA, HELB,P9 & all other payment and deduction elements both single element, multiple elements, including multiple months & annual.
- Capability to download both PDF and excel PAYE, NHIF, NSSF, HELB, NITA,P9 compatible templates ready for import into the various agencies portals.
- STAFF LISTING with staff details and any other payroll reports needed.

Easy Access to Payslips

- Employees can view or download their payslips from anywhere and anytime.
- Authorizers can authorize and review the payroll from anywhere and from any device including cell phone.

Convenient Self-Service

- Employees can access individual payroll information and services real Time E.g. payslip, P9, P10,Salary detail, NSSF, NHIF, KRA Number,
2. Database software - The backend database software to be used ought not to have size restrictions. The estimated number of staff is 3000 categorized as Kenyan nationals, Incentive refugee staff and Somalia nationals
 3. Licensing – we recommend that it should be one off.

Submission of the Proposals

Interested service providers, who meet the above requirements, should submit their proposals through email to procurement.nairobi@lutheranworld.org with the subject line reading “PAYROLL SOFTWARE” to

The Procurement Committee, Lutheran World Federation Kenya-Djibouti,

procurement.nairobi@lutheranworld.org

Closing date: Monday 25th November 2022 at 5.00 pm

Only short-listed candidates will be contacted