

**INVITATION FOR EXPRESSION OF INTEREST
DOCUMENT**

FOR

**SUPPLY & IMPLEMENTATION OF A GLOBAL
HUMAN RESOURCE INFORMATION SYSTEM (HRIS)
AND PAYROLL SOLUTION FOR CHURCH WORLD
SERVICE (CWS)**

CWSRSC/EQUIP/0014/17/12/2021

**Church World Services
Deputy Director for Administration CWS Africa
P.O. Box 14176-00800
Nairobi, Kenya
www.cwsglobal.org**

December 2021

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR SUPPLY AND IMPLEMENTATION OF A GLOBAL HRIS AND PAYROLL SOLUTION FOR CHURCH WORLD SERVICE

CWS is an international non-government organization registered in the US as a 501(c)(3) tax exempt organization. CWS assists refugees, immigrants, and migrants; responds to disasters; facilitates sustainable development, and advocates with and for the most vulnerable. CWS currently operates in nearly 20 countries with over 1,250 staff from nearly 35 countries. The expectation that CWS will grow over the next six-to-nine months to approximately 1,750, including launching offices in three-to-five new countries. The largest growth is expected in Africa and the United States. Globally, limited growth is being considered for Asia, Latin American and the Caribbean, and Europe. CWS Africa currently has more than 600 employees in the three offices, the majority of whom are currently based in Kenya. CWS Africa's employee numbers are growing rapidly and the organization expects to launch offices in at least three new countries in Africa over the next year. The resettlement program, which employs most of the staff, is funded by the United States Government, hence has to comply with specific donor requirements and regulations as stipulated in the Co-operative Agreement and being compliant to 2 CFR 200. CWS adheres to a policy of equality of opportunity in procurement and purchases without regard to race, color, national origin, religion, sex, age, disability, marital status, sexual orientation, gender identity, veteran status or any other characteristic protected by law. It also encourages the participation of small, minority and women owned businesses.

Both CWS HQ and CWS Africa currently use the same HRIS and payroll software and are looking to select and rollout a new global HRIS and payroll solution.

The scope of work for the global HRIS and Payroll project includes the following functionalities and modules: HR, Benefits Administration, Payroll, Time and Attendance, Talent Acquisition (e.g. Recruiting, Onboarding), Talent Management (e.g. Performance, OKR setting, Training) and other functionality deemed necessary during internal needs assessment phase. Both a single software solution and multiple complementary solutions will be considered. The global HRIS and payroll solution will be used for both CWS HQ (US) and CWS Africa.

The choice of software solution will be driven by product functionality (system features mapping to CWS's needs), degree of integration across modules/functions, ease of use, vendor profile and implementation support, technical fit and value for money.

CWS invites the expression of interest from prospective consultants for the supply and implementation of a global HRIS and Payroll solution that will automate its HR and Payroll business processes.

EOI is open to all firms / companies having the required experience. Interested Bidder should obtain the EOI documents from tenders@cwsafrica.org. EOI documents are immediately available after date of publication of the notice.

The request must clearly state “**EXPRESSION OF INTEREST – SUPPLY AND IMPLEMENTATION OF A GLOBAL HRIS AND PAYROLL SOLUTION FOR CHURCH WORLD SERVICE**”. All documents constituting the application for EOI must be submitted in English language.

The response to the EOI should be submitted through email in a PDF format only to tenders@cwsafrica.org and addressed as follows:

Deputy Director for Administration

CWS RSC Africa,

P.O. Box 14176-00800,

Nairobi, Kenya.

EOI Ref. No: CWSRSC/EQUIP/0014/17/12/2021

Not later than 7-January-2022 4:00PM EAT

Late applications shall be rejected.

1. INVITATION FOR EXPRESSION OF INTEREST

1. CWS intends to invite applications from interested consultants, who fulfill the criteria stated on the EOI document for this project to supply and implement a global HRIS and Payroll System.
2. Evaluation of EOI Applications:
 - a. A Bidder whose EOI Application is determined by CWS to be responsive and as meeting the prequalification criteria specified in Section 3 below shall be designated as a "Shortlisted Bidder".
 - b. A Bidder whose EOI Application is determined by CWS to be non-responsive or as not meeting the prequalification criteria shall be disqualified from the bidding process.
3. Requests for Proposal shall be issued only to Shortlisted Bidders.
4. This is an EOI and not an invitation to bid. The envisioned outcome of this document is the receipt of EOI submissions.
5. Further, this document shall not be construed as a request or authorization to perform work at the expense of CWS. Any work performed and/or expenditure incurred to facilitate submission of an EOI, will be at the respondent's own discretion and expense.
6. Both a single software solution and multiple complementary solutions will be considered. The choice of software solution will be driven by product functionality (system features mapping to CWS's needs), degree of integration across modules/functions, ease of use, vendor profile and implementation support, technical fit and value for money.

2. INSTRUCTIONS TO BIDDERS

1. Applications shall be submitted using Application Forms (A-1 to A-4) annexed with this document.
2. The name and mailing address of the bidder shall be clearly marked on the email.
3. Applications shall be prepared in English language and all relevant forms shall be filled out in English.
4. Bidders must respond to all questions and provide complete information as advised in this document (Application Forms A-1 to A-4 annexed with this document). Failure or omission to provide the essential information will result in disqualification of the Bidder.
5. CWS reserves the right to cancel the Expression of Interest process and reject all applications without liability or obligation to inform Bidders.
6. Shortlisted Bidders may participate only in one proposal for the project. If a Shortlisted Bidder submits more than one proposal for the project, all proposals that include that Bidder shall be rejected.
7. Participants are expected to complete the application forms A1 to A4 and attach only the requested documentary evidences. Participants should not attach any marketing materials including Brochures.

3. EOI EVALUATION CRITERIA

1. Bidders that meet the minimum eligibility criteria set out below regarding financial soundness and technical strength (as demonstrated by the Bidder's responses in the Application Letter and Application Forms A-1 to A-4 annexed with this document) shall stand shortlisted:

Financial Soundness		
F1	Minimum Annual Turnover last three years (for each year)	US\$ 500,000
F2	At least one HRIS and Payroll implementation contract of minimum Note: 1 Presenting more than one contract of minimum USD 500,000 will result to higher score during evaluation and short listing 2. The bidder should demonstrate participation as a prime supplier or Joint Venture member	US\$ 400,000

Technical Strength		
T1	Minimum experience in proposed HRIS and Payroll implementation	5 Years
T2	HRIS and Payroll implementation authorized certification Note: The bidder should present a current /up-to-date Authorized Original Equipment Manufacturer (OEM) Partner Certificate (if applicable)	Authorized OEM Partner (if applicable)
T3	Proven track record of a HRIS and Payroll implementation & support	More than 5 clients
T5	Implementation & Hosting	Preferred solution to be hosted on cloud

Note: Bidders shall submit, with appropriate referencing in Application Form, the following documents as proof of its eligibility:

Documentary Evidence	
D1	Certificate of Incorporation or registration with registrar of firms /Business License that is up to date/renewed
D2	Teaming or Joint Venture agreement (if applicable)
D3	Audited financial statements. <input type="checkbox"/> FY 2017-18 <input type="checkbox"/> FY 2018-19 <input type="checkbox"/> FY 2019-20

D4	Reference name, contact detail of client and contact person of projects with contract amount of at least US\$ 500,000. [use form A-1]
D5	HRIS and Payroll solutions OEM partner certificate and partner status with list of partnership categories
D6	List of minimum 5 clients with respect to implementation of HRIS and Payroll solution. [use form A-1]

2. Applicants shall also be required to submit an affidavit on a stamp paper affirming and declaring according to form "A4".
3. CWS reserves the right to waive minor deviations if these do not materially affect the capability of a Bidder to perform the contract. In such case, similar relaxation shall be extended to all Bidders similarly affected.
4. CWS reserves the right to seek additional information, missing information, and/or clarification of submitted information, from any Bidder. In such case, opportunity shall be provided to all Bidders similarly affected.
5. CWS may verify information provided in Expression of Interest documents through any means necessary and reserves the right to disqualify a proposal at any stage of the bidding process if the Bidder is found to have intentionally misrepresented information.

Bidder Company General, Financial and Managerial Inquiries	
Contact 1	Contact 2
Telephone 1	Telephone 2
Email 1	Email 2

6. This Application is made with the full understanding that:
 - a) Proposals by Shortlisted Bidders will be subject to verification of all information submitted for EOI at the time of bidding.
 - b) CWS reserves the right to cancel the Expression of Interest process, and reject all applications.
 - c) CWS shall not be liable for any such actions or consequence of and shall be under no obligation to inform us of the grounds for actions at 6 (b) here above.

Form A-1 Company experience

Assignment Name:	
Country:	Value of the contract (in current US\$)
Name of Client:	Duration of assignment (months):
Address of Client:	Value of the services provided by your firm (in current US\$)
Client Contact Name:	Contact Telephone: Contact E-mail address:
Start Date (Month/Year):	Completion Date (Month/Year):
Name of Associated Consultants, If Any:	Project Status:
System Implemented:	
Modules Implemented:	
Description of actual services provided by your staff within the assignment (indicate the nature of service provided – implementation, post implementation support or both):	

Form A-2 General Information

[Bidder for EOI is required to complete the information in this form.]

1	Name of Company/Firm	
2	Head Office Address	
3	Telephone	Contact Person: Name: Title:
4	Fax	Email
5	Place of Incorporation / Registration	Year of incorporation/ Registration
6	No. of Permanent Employees	No. of full-time technical resource persons

Form A-3 Financial Information in USD

[The information supplied should be supported with audited financial statements of the Bidder]

FINANCIAL DATA	Year		
	2019-20	2018-19	2017-18
A. Information from Balance Sheet			
1. Total Assets			
2. Total Liabilities			
I. Net Value (1-2)			
3. Current Assets			
4. Short-term debts			
II. Working Capital (3-4)			
B. Information from Income Statement			
1. Total Revenue			
2. Pre-tax Profits			
3. Losses			

Application Form A-4 Affidavit

I, the undersigned, on behalf of _____ affirm and declare, to the best of my knowledge that:

- a) Neither the organization nor any director/ partner has been declared or in process to be declared as bankrupt or liquidation proceedings;
- b) There is no misrepresentation or concealment of any material fact and detail;
- c) neither any partner nor director has ever been convicted for, fraud, corruption, collusion or money laundering;
- d) we are not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
- e) We do not fall within any of the circumstances for ineligibility or disqualifications;
- f) Neither our organization nor any partner/director has been blacklisted by Government / Semi- Government / Agency or Authority.

For and on behalf of

Name: _____

Designation: _____

Signature: _____

Date: _____

NEW YORK . NAIROBI . BANGKOK . BELGRADE . BUENOS AIRES

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