



TERMS OF REFERENCE

CONSULTANCY FOR SOFTWARE SYSTEM DEVELOPMENT FOR STAFF TIMESHEET, JUBA SOUTH SUDAN

BACKGROUND

ForAfrika formerly Joint Aid Management was Founded in 1984 in South Africa, ForAfrika is an International faith-based, non-governmental organization working in South Sudan and duly registered with Relief Rehabilitation Commission with its head office located at UAP Equatoria Tower 4th Floor in Hai Neem, Juba South Sudan. ForAfrika works to save lives, overcome poverty and create a sustainable living for communities. We work exclusively in Africa (Angola, Mozambique, Rwanda, South Sudan, South Africa, Sierra Leone, and Uganda) implementing programs in food security, livelihoods, nutrition, WASH, and economic recovery. ForAfrika is supported by affiliated offices in Canada, Germany, Norway, Switzerland, the United Kingdom, and the United States of America.

In South Sudan, we have Programs in Aweil, Aweil East, Kuajok, Bentiu, Bor, Boma, Pibor, Pocholla, Twic East, Wunrok, and Juba.

ForAfrika is seeking the service of Software System Engineer and developer to develop online staff time sheet.

CONSULTANCY OBJECTIVES;

- Engage a consultant to develop a Timesheet Software system where over **337** staff can fill their timesheet online, automatically divides and allocate hours worked and the percentages charged 100% according to the Donor Project Codes.
- The timesheet should be approved online by the supervisor/Line Manager.

ACTIVITIES/DELIVERABLES;

- Develop Timesheet Software System for filling staff timesheets online
- Timesheet Software system should be able to automatically divide and allocate hours worked and the percentages charged at 100% according to Donor Project Codes



- Timesheet Software system should be able to distinguish normal working days, Annual Leave days from recognized public holiday
- Supervisor/Line Manager should be able to approve staff timesheets online
- Training supervisors on how to fill, approve, and print Timesheets online
- Software System Administrator be able to host the Software for the Timesheet system
- Able to update and upload new Donor project codes on the Software system
- Able to include all staff type of leave on the online timesheet system
- Install the Timesheet Software system on all staff Laptops and or desktops
- Supervisors should be enabled to generate and send timesheets of all staff as per ForAfrika payroll system and share with HR Coordinator on the **28th of Every month** for printing or filing
- The system should be able to produce a monthly automate report with staff names of those who would have completed the timesheet and those whose timesheet will be missing.

DURATION AND MANAGEMENT

- The consultancy will be for 3 working days in Juba, under the supervision of HR Coordinator and Grants Management Specialist.

Deliverables	Estimated Duration
<ul style="list-style-type: none">• Develop and install the Timesheet Software system on all staff Laptops• Assess the ForAfrika Number of staff on Payroll• Review current Timesheet Template and Project Codes and the percentage allocations	1 day on Propose Date, Monday 22 nd , April 2024 in Juba
<ul style="list-style-type: none">• Training of staff and install software Timesheet system and Provide Reports	2 days



and recommendations to ForAfrika Management for action	
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QUALIFICATION AND EXPERIENCE

- ❖ Proven experience in Software System development on online timesheets
- ❖ Demonstrate knowledge and advanced skills and of at least 5 years of previous experience in Software Engineering in developing Timesheets Software systems with INGOs
- ❖ Excellent facilitation and communication skills in English
- ❖ Excellent interpersonal skills
- ❖ Ability to relate ForAfrika Core values with performance results

FORAFRIKA RESPONSIBILITY

1. Cover the cost of professional fees for developing the software system
2. Provide a monthly List of staff to be included in the Timesheets Software system
3. Provide a list of Project Codes to be uploaded to the Timesheet Software system

SUBMISSION PROCEDURE:

- Firms/Individual consultants that wish to show their interest in undertaking the prescribed work are to email and/or send copies of the following:
 1. **Technical Proposal that will include:**
 - Interpretation of the TOR
 - Methodology to be used in undertaking the assignment
 - Programs, Time and Activity Schedule
 - Organizational and/or Personnel Capacity Statement
 - Relevant experience related to the assignment. Must submit a list of clients/events handled. At least three professional references should be provided for similar role.
 - A brief profile of the firm/individual and Curriculum Vitae of the Team Leader and any other senior team members with background in Bachelors of Science in



Software Engineering, Bachelor of Science in Computer Engineering, Bachelor of Science in Computer Science is preferred.

2. Financial proposal

- Consultants daily rate in USD

CONDITIONS:

1. ForAfrika reserves the right to accept or reject proposals
2. ForAfrika will Not cover the cost of flight ticket, Lodging, Feeding, Visas, Work permit. Medical insurance treatment, Transport and Accommodations. The consultant will obtain his/her own flight ticket, lodging, Feeding, Visa, Work permit, Insurance Treatment and Accommodations
3. All training materials related to the Timesheet filing, approval and Printing by supervisors will be provided by the facilitator/Consultant.
4. Only shortlisted candidates/Firms shall be contacted
5. Full payment shall be done upon completion and submission of final report

DEADLINE:

6. Your proposals should be addressed to the Procurement Committee ForAfrika, Juba South Sudan. The dateline for submission of your proposal is **22nd March, 2024 at 5:00 pm**, you can send your proposal to jams.logs@jamint.com/j.samuel@forafrika.org or you can hand deliver your proposal to ForAfrika Head Office located at UAP Equatoria Tower 4th Flour, Juba South Sudan.