

Call for proposals for Human Resource Information system (HRIS).

“Make a difference to thousands in the land of a thousand hills”

VisionFund Rwanda (VFR) is Rwanda’s largest microfinance Institution. VFR is committed to the development of Rwanda through providing affordable financial services (savings and loans) to the less privileged throughout its 4 zones in Rwanda.

VisionFund Rwanda (VFR) has zero tolerance to abuse and sexual exploitation of children and adults beneficiaries. We expect all our employees/affiliates to commit to protecting children and adult beneficiaries from harm and abide by our Safeguarding Policy.

In order to improve its employee management, VisionFund Rwanda (VFR) is looking for Human Resource Information management software to performance some of HR Functions.

Terms of Reference (ToR) for Human Resource Information Management system (HRIS)

The software will be typically focus on digitizing personnel management, ensuring compliance with local labor laws, and automating HR functions, here is a structured guide to creating a ToR for HR software.

1. Project Background and Objective

- **Goal:** Select a vendor to supply, install, configure, and train staff on a Human Resource Information System (HRIS).

2. Scope of Work (Functional Requirements)

The software must cover the following modules, tailored to Rwanda's regulatory environment:

- **Employee Information Management:** Secure digital files, including contracts, personal data, and onboarding.
- **Payroll Management:** Automated calculation of salaries, local taxes (PAYE), and statutory contributions (RSSB, MAT,...) and non-statutory deductions
- **Leave and Attendance:** Digital leave plan & application, approval workflows, and integration with biometric systems.
- **Performance Management:** Goal setting, performance tracking, performance evaluation.

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Technical Specifications

- **Access:** Employee Self-Service (ESS) portal for employees to view payslips and apply for leave, see their performance progression.
- **Compliance:** Compliance with Rwanda Revenue Authority (RRA) and Rwanda Social Security Board (RSSB) reporting standards.
- **Data Security:** Role-based access controls and secure data hosting.
- **Migration:** Migration of historical data from the old system where necessary.

4. Implementation and Support

- **Installation & Configuration:** Setup of the software according to company policies.
- **Training:** Comprehensive training for HR users and general employees.
- **Maintenance:** Technical support and regular updates for at least one year.

5. Vendor Qualification Criteria

Interested firms must submit:

- **Registration:** RDB Business Registration Certificate.
- **Experience:** Proven experience (at least 3-5 successful projects) in implementing HR systems.
- **Compliance:** Valid tax clearance certificate from RRA & RSSB contributions
- **Ongoing technical support by the vendor in case there is a need**

6. Deliverables

- Inception Report & Implementation Plan.
- Installed and Configured HR System.
- Training Manuals and User Training Session.
- Final Project Completion Certificate.

7. Submission Procedure

- **Proposal:** Technical and financial proposals submitted separately.
- **Deadline:** As specified in the advertisement (e.g., usually 2-3 weeks from posting). Well written bid documents prepared in English will be sent to this email address info@vfcrwanda.rw with "**Bid documents for HRIS**" in Subject not later than 25th June 2026 at 5:00 pm

Done at Kigali on 5th June 2026

Grace DUSHIMIMANA
Chief Executive Officer

