



FORUM FOR AFRICAN WOMEN EDUCATIONALISTS (FAWE) UGANDA CHAPTER

TERMS OF REFERENCE (ToR) FOR DEVELOPMENT AND IMPLEMENTATION OF A HUMAN RESOURCE INFORMATION SYSTEM (HRIS)

1. Background

Forum for African Women Educationalists (FAWE) Uganda Chapter was launched in February 1997 as part of a network of FAWE National Chapters across Africa. FAWE Uganda's vision is "A Uganda in which girls and women lead dignified lives," and its mission is "To enhance opportunities for girls to attain quality education and skills through sponsorship, social protection, institutional strengthening, and advocacy."

To effectively deliver on her mandate, FAWE Uganda relies on efficient human resource management systems and processes. Currently, several HR functions are handled manually or through fragmented systems, which limits efficiency, data accuracy, reporting and timely decision-making.

In line with the FAWE Uganda's commitment to improving operational efficiency, strengthening data security, and enhancing employee experience, FAWE Uganda seeks to procure and implement a comprehensive Human Resource Information System (HRIS).

The system will provide a centralized, secure, and user-friendly platform to manage employee information, automate HR processes, support strategic decision-making through real-time analytics, and improve overall organizational effectiveness.

2. Scope of Work

The selected consultant/firm will be responsible for the design, development, customization, installation, and implementation of a Human Resource Information System tailored to FAWE Uganda's needs as well as training staff on the same.

Specifically, the consultant/firm will:

1. Assess FAWE Uganda's current HR processes, systems, and requirements.
2. Design and develop a customized HRIS aligned to FAWE Uganda policies and workflows.
3. Configure and implement the following modules within the system:
 - Performance Management
 - Leave Management
 - Payroll Management
 - Timesheets Management
 - Grievance Management

- Disciplinary Management
 - Travel Planning and Management
 - Recruitment and Selection
 - Salary Advances Management
 - Onboarding and Off-boarding
 - Reward and Recognition
 - Mentorship and Training
4. Ensure the system includes:
 - Employee self-service portal
 - Role-based access controls and data security features
 - Reporting and analytics dashboard
 - Compliance with relevant statutory and organizational requirements
 5. Migrate existing HR data (where applicable) into the new system.
 6. Test the system to ensure functionality, security, and usability.
 7. Train FAWE Uganda staff and system administrators on system use and management.
 8. Provide user manuals and technical documentation.
 9. Offer post-implementation support and maintenance for an agreed period.
 10. Provide other related after sales services as may be needed from time to time

3. Expected Deliverables

The consultant/firm will deliver:

1. Inception report outlining understanding of the assignment, methodology, and work plan.
2. Needs assessment report detailing system requirements and specifications.
3. A fully developed and customized HRIS with all required modules.
4. Data migration report (where applicable).
5. System testing and user acceptance report.
6. Training of staff and administrators.
7. User manuals and technical documentation.
8. Final system deployment and go-live report.
9. Post-implementation support plan and maintenance framework.

4. Duration of the Assignment

The consultancy is expected to take approximately **60 working days**, commencing upon signing of the contract.

5. Required Qualifications and Experience

For Individual Consultants:

- A bachelor's degree in information technology, Computer Science, Software Engineering, or a related field (master's degree is an added advantage).

- At least 5 years of experience in developing and implementing HR Information Systems or similar enterprise systems.
- Demonstrated experience in payroll systems and compliance with statutory requirements.
- Proven experience in implementing similar systems for NGOs, development partners, or corporate organizations.
- Strong technical, analytical, and problem-solving skills.
- Excellent training, documentation, and communication skills.

For Consultancy Firms:

- Registered firm with demonstrated expertise in software development and HR systems implementation.
- A qualified multidisciplinary team with expertise in system development, HR processes, and data security.
- Proven track record of at least three similar assignments completed in the past five years.
- Capacity to deliver end-to-end solutions including development, deployment, training, and support.

6. Reporting and Supervision

The consultant/firm will report directly to the Executive Director or her designate.

Technical oversight and coordination will be provided by the Head of Human Resource & Administration, with support from IT Officer.

7. Application Requirements

Interested applicants should submit a technical proposal detailing understanding of the assignment, methodology, and work plan, a financial proposal, CV(s) of proposed consultant(s) or team members and at least three relevant references or samples of previous work by **5:00 pm, Monday 27th April 2026**

Hand deliver your proposal to the address below;

The Chairperson – Procurement Committee,
Forum for African Women Educationalists (FAWE) Uganda Chapter,
Plot 328, Magulu Close, Bukoto, Kampala, Uganda.

OR

E-mail: procurement@faweuganda.org