



BID ANNOUNCEMENT

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Date	17- December -2024

RFP Title: **INVITATION FOR BID TO DEVELOP HR PAYROLL AND EMPLOYEE DATA MANAGEMENT SYSTEM**

SOS Children's Villages in Liberia is seeking a reliable and experienced software developer or company to design and deliver an efficient, error-free HR payroll and employee data management system. Software Requirements:

- HR management
- Payroll processing and compliance
- Employee self service
- Reporting and analytics
- Biometric
- A user-friendly interface for HR and payroll tasks
- Secure storage of employee data with real-time updates

All interested individuals or Company must submit their bids before 4:00 pm on January 2, 2025. All bids must be submitted in both electronic and hard copy marked SOS_CV_LBA/12/17/2024 and titled Bid to develop **HR payroll and employee data management system** and delivered a hard copy to SOS Children's Villages in Liberia National Office, Old Matadi - P.O. Box 1924.

Bid received later than the specified date will not be accepted. SOS Children's Villages in Liberia reserves the right to accept or reject any or all bids and waive any formality in the bidding process when necessary. All bids must be accompanied by Up-to-date Tax clearance and a valid Business Registration Certificate.

Kindly send all electronic copies of the bidding to these email addresses: recruitment.hr@sosliberia.org and copy roseline.duo@sosliberia.org. Refer any questions to roseline.duo@sosliberia.org



Background of the organization

SOS Children's Villages is an international childcare and child protection organization whose vision is a world where "Every child belongs to a family and grows with love, respect, and security. SOS Children's Villages started operations in Liberia in 1981. Since then, SOS Children's Villages has been active in the area of child safeguarding, youth empowerment, family strengthening, health, education, community development, advocacy, and partnerships for quality care. SOS Children's Villages in Liberia core programmes are:

- Innovate Alternative Child Care
- Strengthen Families
- Advocacy & Partnership for Quality Care