Payroll Software

Title	Payroll Software
Purpose	Supply of Payroll Software
Location	Lusaka
Expected Contract Duration	One Year
Starting Date	1st January 2024
Deadline for Application	31th December 2024
Open to	Payroll Software Service Providers

1. Company Description

SNV is a not-for-profit international development organization working in Agrifood, Renewable Energy and Water. Founded in the Netherlands in 1965, we have built a long-term, local presence in more than 24 countries in Asia, Africa and Latin America. Our global team of local and international advisors works with local partners to equip communities, businesses and organizations with the tools, knowledge and connections they need to increase their incomes and gain access to basic services – empowering them to break the cycle of poverty and guide their own development.

For more information on our operations in Zambia, visit our website: www.snv.org

2. Payroll

Payroll refers to the system of compensating staff for specific periods at specific dates. It is part of our staff management to ensure that their salaries are timely prepared; correctly computed, processed, approved, and paid to respective staff and that statutory payments (PAYE, NAPSA, NHIMA, Personnel Levy, Skills Tax and other regulations) to the respective authorities are made. We undertake this function in-house (without outsourcing).

SNV is looking for a Payroll Software to support the administration of the payroll, from inputting of staff information, processing and computation of all incomes and deductions.

The payroll package required will come with two installations to separate computations for local staff, and computations to support the effective administration of expatriate staffs' taxable emoluments for purposes of accurately determining taxes payable on all emoluments. The system must be compatible with our operating system (Microsoft Windows - SUBI 10). It must be user-friendly, efficient, secure, and **provide for migration of old payroll data from old system** which can still be auditable in future. This means, SNV requires a software which if data is migrated into it, we can still extract historical data and export in standard templates that are easy to review. Most importantly, the software must be recommended by tax authorities.

3. Scope of work:

a. Delivery of ready solution

b. Required customization needed to fit for the HR & Payroll

c. Installation (Central deployment at SNV Lusaka site)

d. Provide training to all aspects of the system (setting up, administration, user credentials, backups etc.)

e. Maintenance and support

4. Specific tasks include:

The software must be able to ensure:

a) Accurate calculation of salaries in respect of legal obligations and taxes in Zambia.
b) The software identified should have the following features: i. Time attendance (reports and time sheets)

The Software must demonstrate capabilities of:

i. Payroll system and salaries calculation in local currencies with provision to input in foreign currency that can be converted in local currency.
ii. Taxes calculation – Accuracy according to Zambia Revenue Authorities obligation
iii. NAPSA, NHIMA, Council Social security calculation - Accuracy according to countries obligation
iv. Generating and sending pay slips
v. Domiciliation and link with bank details

vii. Extraction of different reports (Excel and pdf) (Schedules for; Income, Expenditure, Payslips, Net Pay, PAYE, NAPSA, NHIMA, Personnel Levy, Leave Balance, e.t.c)

SNV Zambia is looking to buy the software or to have annual access/registration.
The software reports should be delivered in English.

5. **Timeframe**

The consultant will be engaged from 1st January 2024 to December 31st 2024.

6. Conclusion:

In view of the above, Vendor has to deliver and deploy ready HR and Payroll solution which will work seamlessly. Obviously, the mentioned specifications have to reflect the system requirements including capability of adopting future technologies.