



NOTICE

Request for Information (RFI) for Supply of Goods and Services

RFI No: RFI-2375-22-001

Title of RFI: Recruitment Software

Date of RFI: 18th January 2022

Closing date for Receipt of RFI: 3rd February 2022

Submission of RFI: emails only to iq-logistics@npaid.org

Commodity/Service category SOFTWARE (HR)

Contact for RFI questions Yasmeen Ghareeb, HR Manager

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Background information

The vision of Norwegian People's Aid is Solidarity in Action. We are a politically independent membership-based organisation working in Norway and in more than 30 countries around the world. Founded in 1939 as the labour movement's humanitarian solidarity organisation, NPA aims to improve people's living conditions and to create societies that are more just and more democratic. NPA's international work covers three core areas: Mine Action and Disarmament, Democratisation and Just distribution of power and resources and Humanitarian Action and Crises response.

NPA has been working in Iraq since 1995. The programme office is based in Baghdad, with sub-offices in Basra, Mosul, Ramadi, Haditha, Muthanna and Anah

Description of requirements

Norwegian People's Aid, MAD programme wishes to identify potential suppliers that offer Recruitment software for our Human Resources department. Software should be able to provide us with following functionalities:

- Job tracking for workforce plan
 - Job posting
 - CV screening and import offline application based on criteria requested by HR
 - Longlist and short list information
 - Database of candidates
 - Profile for each candidate
 - Candidate assessment
 - Reference check and security check
 - Sending Job offer
 - Sending rejection letter
 - On boarding
 - Pool for good CVs but not selected
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Specific requirements

Company profile and services:

- General description of your company
- Brochures of the requested services
- List of existing long-term agreements related to provision of similar software solutions to organisations and companies
- Price options

The NPA **Supplier Application/Registration Form** can be obtained via request addressed by email to iq-logistics@npaid.org .

Note

There will not be reimbursement for any costs for the preparation or submissions. This RFI does not entail any commitment on the part of NPA, either financial or otherwise. NPA reserve the right to accept or reject any or all RFI without informing the affected applicant/s of the grounds. Submission of the RFI does not constitute an obligation by NPA to include any company in the specific roster, neither does it assure that a solicitation exercise will be undertaken in due course.