

Call for Expression of Interest (EOI) for Software Service

Project No. 18.9206.6-001.00 (GIZ-Büro Bagdad)

Project Name: GIZ Country Office Iraq

GIZ in Iraq is seeking a contractor to implement an Applicant Tracking System (ATS). The goal is to establish a robust system to manage recruitment and streamline hiring processes across the organization and Options to customize the ATS to reflect the organization's branding and internal processes. Eligible contractors will be invited to participate in the bidding process for the proposed project. During the bidding process, GIZ will evaluate each contractor's proposal based on a range of criteria, including the functionality of the proposed ATS, ease of use, scalability, security features, integration capabilities with other HR tools, and the overall cost effectiveness of the solution. Contractors will be expected to provide detailed information about their approach to customization, support services, data protection compliance, and implementation timelines. The selected contractor will play a critical role in transforming GIZ's recruitment practices, enhancing its ability to attract top talent, and enabling more efficient hiring decisions. Through this partnership, GIZ aims to build a sustainable, adaptable recruitment framework that can evolve with the organization and support its long-term goals.

Objective

GIZ is inviting interested parties to express their interest in providing an Applicant Tracking System (ATS) to support the organization's recruitment processes in Iraq. This system will play a crucial role in achieving GIZ's objectives by streamlining the hiring process and enhancing overall recruitment efficiency. Bidders are encouraged to submit their expressions of interest to participate in the project, outlining their capabilities and solutions for the proposed ATS implementation.

Interested Companies or Service Providers that are requested to send a Letter of Interest with following documents:

Administrative Requirements:

- Introduction of Firm/Company or profile and the Average number of employees and managers for the past three calendar years with their CVs.
- A scan copy of the firm registration in Iraq or KRI.
- Bank details under the company's name with all details from a local bank (Bank Name, Account Holder, IBAN, Account number, currency).
- Provide Affidavit that the firm has been neither blacklisted by any Government, semi-governmental institute or private institute nor involved in any litigation in the current or during the last two (2) years or a (self-disclosure).

Financial Capacity Requirements:

- Firms should have the financial capacity to perform the required services and at least 3 annual turnover reports must be provided.
- Cost-effectiveness and value, with no hidden fees costs clear.

Technical Requirements:

- Experience and expertise in ATS implementation with references.
- Technical capabilities Experience and expertise in ATS implementation
- To what extent can the ATS be customized to reflect the organization's branding, workflows, and unique requirements?
- Customer support and after-sales service
- Compliance: Data Protection and cloud services Is the ATS compliant with relevant data protection laws and regulations
- Is the ATS user-friendly for both candidates and internal stakeholders (HR, hiring managers, etc.)?
- Maintenance and Upgrades: How does the vendor handle system maintenance, updates, and upgrades? Is there a clear schedule or policy?

This EOI is market research to identify service providers with verified technical and financial capacity to perform the services required. GIZ keeps the right for appropriate selection of the best qualified contractor(s) for future demand of Software services.

This EOI does not constitute a solicitation. GIZ reserves the right to change or cancel this procurement process or any of its requirements at any time during the process; any such action will be communicated to all participants.

All supporting documentation listed above shall be prepared in accordance with the instructions provided and sent by email to Procurement.Iraq@giz.de no later than **Sunday 26.05.2024 at 17:00 local time**. Please insert the subject line as following: EoI ATS services- Insert bidder Name.

Please note that GIZ email is automatically rejecting any email size more than 20 MB, if your document size is bigger, you can send your response in multiple email; however please highlight in the body of the email as email 01 of XX, Email 02 of XX and so on.

After the deadline for submission, GIZ will evaluate responses received and will notify eligible participants of the outcome of the evaluation.

Yours Sincerely,

Procurement and Contracting Unit Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

E procurement.iraq@giz.de

I www.giz.de