

**TERMS OF REFERENCE FOR HIVSA PAYROLL AND ACCOUNTING BACKUP SUPPORT AND MONITORING**

**31st January 2024**

1. **Introduction and background**

HIVSA is a non- profit organisation established in 2002. The organisation delivers community- based interventions aimed at health and social systems strengthening and has strategic partnerships with both the Departments of Health and Social Development

HIVSA is seeking the services of a company to ensure that payroll and accounting system backups are monitored and ensure support is provided by consultant when required.

1. **Scope of work**
* The following detailed service parameters are the responsibility of the Service Provider.
* The following Services are to be covered.
* Maintenance of Iron Tree / Attix 5 / Redstor backup software including upgrades
* Backup selection amendments as required.
* Ensuring correct backup selection as requested
* Daily Backup and Data Selection Monitoring
* Reinstallation of Iron Tree / Attix 5 / Redstor backup software when necessary
* Restore of data as required – Response time to emergency:
* Daily / Weekly Backup System monitoring
* Qualifications /competencies of bidder
* 5 years or more experience in payroll and accounting system backups and monitoring.
* Track record of similar work with 3 references provided.
1. **Timelines for the submission of proposals**

All interested companies should submit a proposal in relation to the scope of work described above by the 31st January 2024.All proposals should be sent to this email address: phirif@hivsa.com.If you need more information, please do not hesitate to contact the following: Megan Abrahams email address : Abrahamsm@hivsa.com.