



# REQUEST FOR QUOTATION

<b>Main Facts Table</b>	
RFQ reference	RFQ FY23- Payroll Service Provider for Plan International Ukraine
RFQ launch date	27 <sup>th</sup> March 2023
Contract Manager	Soren Uhre- People & Culture Manager, Ukraine
<b>Deadline for submission of offers</b>	<b><u>10<sup>th</sup> April 2023</u></b>

Submission of offers to [procurement@plan-international.org](mailto:procurement@plan-international.org) and [konstantin.Nesterenko@plan.de](mailto:konstantin.Nesterenko@plan.de)

***Please include the RFQ reference number “RFQ FY23- Payroll Service Provider for Plan International Ukraine” in all correspondence***



## Background Information on Plan International

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls.

We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And it's girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.

We have been building powerful partnerships for children for over 85 years, and are now active in more than 75 countries.

Read more about Plan International's Global Strategy: **Girls Standing Strong** at <https://plan-international.org/strategy>

The escalation of conflict in Ukraine has caused thousands of civilian casualties, widespread destruction and has forced millions to flee their homes. More than 7.8 million refugees from Ukraine have fled to neighbouring countries and 6.5 million more are displaced internally.

Considering the scale of humanitarian needs caused by the crisis, Plan International established a permanent presence in Ukraine in August 2022.

We work alongside Ukraine's strong civil society organisations focusing on internally displaced persons, those returning to the country and communities in the newly accessible areas of Kharkiv, Mykolaiv, and Kherson Oblasts.

We ensure our work in Ukraine promotes gender equality and emphasises the social cohesion and inclusion of internally displaced people across the country.

Our work in Ukraine is part of a regional response to the Ukraine crisis which also includes programmes in Poland, Moldova and Romania. Plan International is onboarding national staff in all its response offices. This requires adhering to the local laws and regulations to be compliant in the context, with the aim of improved operational efficiency and effectiveness.

Plan International Inc Ukraine's main office is located in Kiev.

## 1. Requirements

Plan International Inc Ukraine are seeking to contract the services of a payroll service provider for its national staffs that is operating within Ukraine. The successful service provider should demonstrate

experience working with a charitable organization, NGO and INGO's and vast expertise in the local labour regulations and how to comply with them. The successful service provider will be awarded with a one year contract with Plan International, Inc.Ukraine, with the option to be renewed subject to satisfactory performance.

The service provider will need to understand Plan International's values and principles, particularly Plan's Reward policy to effectively manage the process. The service provider will be required to sign of Plan International Non-Staff Code of Conduct and other relevant policies

Plan International Inc in Ukraine currently have 15 national staff in Ukraine. This is expected to increase to around 25 or 30 within the next year.

### Requirements (to be met in full):

- Compliance with all relevant payroll and labour laws regulations
- Staff salaries to be processed and paid twice per month: First payment to take place at the end of the month and second payment will take place in the middle of the month. End of month payment to be paid not later than 7th of next month. Mid-month's payment shall not be later than 22nd of the month. A penalty of 5% of total service fee will be charged by Plan International for late payments.
- Ensure deduction of income tax as per local legislation from salary payable, the amount of income Tax to be determined, computed and paid within the timeline to the respective Government authorities as instructed by the local law, the taxes include personal income tax, military tax and social insurance tax.
- Effect gradual increments of staff in coordination with the Human Resources department of Plan international.
- Make necessary deductions as instructed Plan International Ukraine's HR focal point, i.e. Unpaid Leave, staff loan, salary advance etc through the salary advice.
- Manage other payroll- relevant calculations, such as calculations regarding allowances and salary related to business trip days as applicable
- Pay final settlements of the outgoing staff within max 25 calendar days after getting notified by the Plan International Ukraine's HR focal point person about leavers and ensure all the Tax liabilities are maintained as per local legislation.
- Pay any other additional benefits as determined by Plan International, Inc. and as indicated by the HR policy.
- Provide digital and/or physical payslips to the respective staff after payment has been transferred to staff accounts.
- Meet requirement from Plan international's Human Resources team or relevant authority in relation to queries from donors, auditors requests to share payroll-related documents for audit purposes. Any anomalies found will be in account of the payroll providers unless they prove that occurred due to Plan International's lack of support or sharing any wrong information.
- Account management for Plan International Ukraine
- Given that Plan International, Inc. Ukraine use BAS as accounting software, describe how exchange of data would be managed.
- Provide an agile and reliable onboarding service
- Provide a seamless experience for existing and new staff
- Provide training and advice to Plan International staff in Ukraine.

### Optional service requirements:

- HR Specialist support service. This service could include support on all paperwork required for hiring, sign up for labour book, sign up for tax office, termination, paid/unpaid vacation, sick leave,

bonus management, respective reporting to social security fund etc. to assure compliance to Ukrainian legal framework

- Payroll and reward support and advice to Plan International, Inc. in Ukraine

**Plan International’s commitments for effective payroll management:**

1. Updated payroll report will be shared by Plan International, Inc. In Ukraine to the service provider for the month with staff count before 3 working days at least of each payment cycle, however 01/02 days might vary due to any pre-declared holiday during that period. The service provider is expected to set the payment schedule in collaboration with Plan International, Inc. In Ukraine to avoid any potential delay due to any holiday. Plan International, Inc. In Ukraine will share confirmation of live staff, leavers, and staff changes along with any sort of deduction to be made from payroll along with the staff count documents.
2. Notification of leavers will be shared with the service provider within 3 calendar days to ensure the service provider is paying out the leaver’s final settlement within 25 calendar days.

**2. Service Provider Knowledge, Skills, and Experience required:**

- Practical in-depth knowledge and experience of payroll processing in Ukraine
- Good knowledge of local labour legislation in Ukraine
- Experience of working with a global and complex organization.
- Knowledge of payroll systems, including managing databases and extracting information as needed.
- Excellent analytical reporting skills and competent at creating new reports on an ad-hoc basis.
- Ability to handle sensitive and confidential information with a good understanding and compliance of data protection regulations and how it relates to employment
- An understanding of and commitment to Plan International’s purpose and values.
- Reliable and flexible account management and customer service

**3. Selection Criteria**

	Criteria	description	Weighting
<b>Technical Proposal (65%)</b>	Experience	Relevant Skills & Expertise with similar organisations	<b>25%</b>
	Knowledge	Contextual knowledge (labor law, industry practices)	<b>25%</b>
	Implementation	Implementation Plan and Account Management	<b>5%</b>
	Systems	Adequate systems and tools (compatibility with BAS accounting software)	<b>10%</b>
<b>Gender Responsive (5%)</b>	<b>Gender Sensitive Practices and Policies</b>	Supplier meets one or more of the following: <ul style="list-style-type: none"> <li>• Headed up by a woman</li> </ul>	<b>5%</b>

		<ul style="list-style-type: none"> <li>• Supplier is a women-owned business: A legal entity in any field that is more than 51% owned, managed, and controlled by one or more women.</li> <li>• The % of women in management positions is over 35%</li> <li>• % of women workers is 55% or above</li> <li>• Robust gender equality initiatives are in place and active. E.g. WEPs signed, gender equality procurement policy, any additional gender-sensitive program implemented.</li> </ul>	
<b>Financial Proposal (30%)</b>	<b>Pricing Schedule</b>	<ul style="list-style-type: none"> <li>• Fixed pricing</li> <li>• Economically advantageous for the organisation</li> </ul>	<b>30%</b>

#### 4. List of documents to be submitted with the RFQ

Proposals submitted by interested parties must contain:

Document	Form
1. <b>Company profile and information</b>	PDF (1 page)
<b>2. Technical Proposal including:</b> <ul style="list-style-type: none"> <li>○ Details on how you meet all service requirements above and portfolio of offered services</li> <li>○ Details on relevant experience in Ukraine (mandatory) and Romania, Moldova and Poland (optional)</li> <li>○ Implementation Plan and timeline</li> <li>○ Account Management and customer service details</li> <li>○ 3 x Client References including company name, company contact name and email address and services provided (please state contract dates)</li> </ul>	PDF (5 pages max)
<ul style="list-style-type: none"> <li>○ <b>3. Financial Proposal:</b> Please include a detailed breakdown of fees, services and all potential additional costs for Plan International</li> </ul> <p>Prices and fees must be given in the local currency Ukrainian hryvnia (UAH). When fees or process are given in a different currency, such as USD, for example, please clearly indicate how the exchange rate will be determined.</p>	PDF or excel (1 Page)
<p><b>Note: Proposals must be submitted in English. The Service Provider should be able to communicate fluently in English but knowledge of the Ukrainian language is desirable but not a must.</b></p>	

## 5. Submission of offers

Proposal must be submitted by **10<sup>th</sup> April 2023 23:59** (Ukraine time) via email to [Procurement@plan-international.org](mailto:Procurement@plan-international.org) and [Konstantin.Nesterenko@plan.de](mailto:Konstantin.Nesterenko@plan.de). Please include the RFQ reference **“RFQ FY23- Payroll Service Provider for Plan International Ukraine”** in the email subject heading”

## 6. Evaluation of offers

Shortlisted suppliers may be invited to discuss their proposals in more detail at Plan’s discretion.

Plan International, at its sole discretion, will select the successful RFQ.

Plan international shall be free to:

- Accept the whole, or part only, of any submission
- Accept none of the proposals
- Republish this Request for Quotations

Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers.

Part of the evaluation process may include a presentation from the supplier and a site visit by Plan International staff, to offices.

**Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.**

Value for money is very important to Plan International, as every additional £ saved is money that we can use on our humanitarian and development work throughout the world.

Plan International may award multiple contracts and all contracts will be non-exclusive.

## 7. Contract Payment terms

Please note that, if successful, Plan International’s standard terms of payment are **30 days** after the end of the month of receipt of invoice, or after acceptance of the Goods/Services/Works, if later.

## 8. Plan International’s Ethical & Environmental Statement

The supplier should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation (as applicable)

## 9. Clarifications

The onus is on the invited companies to ensure that its offer is complete and meets Plan International’s requirements. Failure to comply may lead to the offer being rejected. Please therefore ensure that you read this document carefully and answer fully all questions asked.

If you have any queries in relation to your submission, or to any requirements of this RFQ, please email: [procurement@plan-international.org](mailto:procurement@plan-international.org) and [Konstantin.Nesterenko@plan.de](mailto:Konstantin.Nesterenko@plan.de). Please include the RFQ reference number **“RFQ FY23- Payroll Service Provider for Plan International Ukraine”** in all email subject.

Thank you for your proposal.