



REQUEST FOR QUOTATION

Main Facts Table	
RFQ reference	RFQ FY23- Payroll Service Provider for Plan International Poland
RFQ launch date	27 th June 2023
Contract Manager	Sue Ellen Stefanini, Head of Mission , Poland
Deadline for submission of offers	<u>10th July 2023 EXTENDED TO 2nd AUGUST 2023</u>

Submission of offers to procurement@plan-international.org

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



1. Background Information on Plan International

Our Organization:

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 80 years and are now active in more than 70 countries.

Plan's Purpose:

We strive for a just world that advances children's rights and equality for girls.

Values:

Four value statements guide our work and relationships:

1. We strive for lasting impact.

We strive to achieve significant and lasting impact on the lives of children and young people, and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused and innovative.

2. We are open and accountable.

We create a climate of trust inside and outside the organisation by being open, honest and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.

3. We work well together.

We succeed by working effectively with others, inside and outside the organization, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams, across Plan International, with children, girls, young people, communities and our partners

4. We are inclusive and empowering

We respect all people, appreciate differences and challenge inequality in our programmes and our workplace. We support children, girls and young people to increase their confidence and to change their own lives. We empower our staff to give their best and develop their potential

2. About the Commissioning Office:

Plan International began operating in Poland in March 2022 to respond to the unprecedented scale of refugees fleeing the war in Ukraine and the associated needs of children and their families.

Poland now hosts one of the largest refugee populations in the world. More than 6.8 million people have entered Poland through the Polish-Ukrainian border to seek asylum.

For the more than 1.5 million refugees remaining in Poland, savings are being depleted while they seek housing, food and meet other immediate needs. Social networks and services have been overwhelmed by the influx of refugees who need support to deal with the stress, separation and interruption to education they have experienced.

By focusing on the key issues faced by the most vulnerable children, especially girls, among refugee and host communities, we are working where we can have the biggest impact.

Our work in Poland is part of a regional response to the Ukraine crisis which also includes programmes in Ukraine, Moldova and Romania.

Our current priorities include:

Providing immediate and mid-to-long-term humanitarian assistance for Ukrainian refugees

Ensuring the most vulnerable children have access to emotional support and quality education

Preventing violence, exploitation and supporting children who are survivors of abuse

Strengthening the capacity of civil society organisations and national institutions to respond to the needs of refugees and host communities.

To find out more about our activities in Poland please visit: <https://plan-international.org/poland/>

3. Purpose:

The conflict in Ukraine is resulting in a major humanitarian crisis with over 4 million people have fled to neighboring countries, and millions displaced within Ukraine. Plan International is responding to the crisis and working in partnership with civil society organizations in Ukraine, Poland, Romania, and Moldova to meet the key needs of those affected by the crisis as well as host communities.

Ukraine Response offices include Ukraine, Romania, Moldova, and Poland response offices. 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.

The successful service provider will be awarded a Long Term Agreement for an initial term of 12 months (FY24 to FY25) as Plan's new financial year (FY24) commences on 1st July 2023. The contract will be renewed based on the service provider's performance of the services.

Approach: The service provider will be required to understand Plan International's values and principles, particularly the reward principle and policy to effectively manage the process. The service will be required to sign of Plan International's code of conduct and safeguarding of young people and program participants policy and any relevant data privacy policies.

The service provider should ensure transparency, on-time payment and report back to Plan International Poland office to the respective HR focal person after each payment cycle. The service provider will be accountable to maintaining all the compliance requirements as per country local regulations.

4. Background of Plan International Poland:

Plan International Poland is registered as a Foundation in Poland under KRS Number 0000975642 and has its business entity in Marszalkowska Centre, 124-136, Marszalkowska Street, Warsaw.

Plan International Poland's strategic vision is to implement programme in the following areas :

- (1) Provide direct life-saving humanitarian assistance
- (2) Enhance Child Protection Systems
- (3) Expand availability of Mental Health and Psycho-Social Support services
- (4) Protect and promote Sexual Reproductive Health Rights
- (5) Scale up response to Gender Based Violence
- (6) Ensure continued formal and alternative quality education and learning

Plan International Poland have 20 roles in total under its organizational chart and aims to onboard national staff in those roles. Between June and August 2023, 9 national staff will be onboarded and it is expected that within the next year Plan International Poland will hire 11 national staff in the vacant roles. Hiring of these 11 roles is subject to programmatic scope and funding availability. Staffing needs may vary from time to time due to funding and program priorities.

Plan International Poland is on the process of implementing its own HR set up , launching its country specific HR Manual fully compliant with the local law and to offer staff a contract with Plan International Poland. At the moment Plan International Poland is hiring its national staff through a 3rd party contractor.

Plan International Poland is seeking to contract the services of a payroll service provider for its national staff that is operating within Poland 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 Poland 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

4.1 Requirements:

PAYROLL CALCULATION And TAX DEPARTMENT:

- Salary calculation for new employees, including income tax, health insurance and social fund.
- Staff salaries to be processed and paid once per month at the end of month. End of month payment to be paid not later than 25th of the month.
- Ensure deduction of income tax, health insurance and social fund 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 annual increments or COLA adjustments for national staffs as approved by Plan International Poland in the respective grade in coordination with the Human Resource unit of Plan international Poland.
- Make necessary deductions as instructed by Plan International HR focal person; i.e. Unpaid Leave, through the salary advice.
- Manage other payroll relevant calculations, such as calculations regarding allowances and salary related to business trip days.
- Register with the labour authority and any other relevant authority about the information of new joiners at least before 2 working days on behalf of Plan International.
- Provide final calculation for final settlements of the outgoing staff within max 25 calendar days after getting notified by the Plan International HR focal person for the leavers and ensure all the Tax liabilities are maintained while payment as per local legislation.

- Calculate or pay any other additional fringe benefits as determined by Plan International as supported by the HR policy.
- Provide payslip to the respective staffs after any such payment has been transferred to the staff's account.
- Provide all necessary document for the Quarterly or Annual Financial report to the Government of Poland.
- Annual clearance at end of contract
- Able to run dummy payroll for the staff under global contract to determine their tax implications in country.
- To be flexible enough to meet any requirement from Plan international's Human Resources team or relevant authority to face any query from donors, audit authority to share any payroll-related documents for any audit purpose. 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.
- **End of year tax calculations and providing PIT (Personal Income Tax)to staff**
- **Informing about new local policies, for example PPK (Employee Capital Plans)**
- **Providing work certificates for terminated employees**
- **Please indicate if you are able to prepare salary file to be uploaded directly into banking system, or offline version only.**

Optional deliverables:

- 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.

5. Plan International's commitments for effective payroll management:

1. Updated payroll report will be shared by Plan International, Inc. In Poland 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 Poland to avoid any potential delay due to any holiday. Plan International, Inc. In Poland 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.

6. Service Provider Knowledge, Skills, and Experience required:

- Practical in-depth knowledge and experience of payroll processing in Poland
- Good knowledge of local labour legislation in Poland
- 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

7. Selection Criteria

	Criteria	description	Weighting
Technical Proposal (65%)	Experience	Relevant Skills & Expertise with similar organisations	25%
	Knowledge	Contextual knowledge (labor law, industry practices)	25%
	Implementation	Implementation Plan and Account Management	5%
	Systems	Adequate knowledge of the accounting system used by Plan International Poland (SAP)	10%
Gender Responsive (5%)	Gender Sensitive Practices and Policies	<p>Supplier meets one or more of the following:</p> <ul style="list-style-type: none"> • Headed up by a woman • 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. • The % of women in management positions is over 35% • % of women workers is 55% or above • Robust gender equality initiatives are in place and active. E.g. WEPs signed, gender equality procurement policy, any additional gender-sensitive program implemented. 	5%
Financial Proposal (30%)	Pricing Schedule	<ul style="list-style-type: none"> • Fixed pricing • Economically advantageous for the organisation 	30%

8. List of documents to be submitted with the RFQ

Proposals submitted by interested parties must contain:

Document	Form
1. Company profile and information	PDF (1 page)
2. Technical Proposal including: <ul style="list-style-type: none"> ○ Details on how you meet all service requirements above and portfolio of offered services ○ Details on relevant experience in Poland. ○ Detailed implementation Plan and timeline ○ Account Management and customer service details ○ 3 x Client References including company name, company contact name and email address and services provided (please state contract dates) 	PDF (5 pages max)
<ul style="list-style-type: none"> ○ 3. Financial Proposal: Please include a detailed breakdown of fees, services and all potential additional costs for Plan International Prices and fees must be given in the local currency (PNL Zloty) and Euros. 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. 	PDF or excel (1 Page)
Note: Proposals must be submitted in English. The Service Provider should be able to communicate fluently in English but knowledge of the Polish language is desirable but not a must.	

9. Submission of offers

Proposal must be submitted by ~~10th July 2023~~ **2nd August 2023 23:59** (CET) via email to Procurement@plan-international.org. Please include the RFQ reference "**RFQ FY23- Payroll Service Provider for Plan International**" in the email subject heading"

10. 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.

11. 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.

12. 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)

13. 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 and Please include the RFQ reference number **"RFQ FY23- Payroll Service Provider for Plan International Poland"** in all email subject.

Thank you for your proposal.