

**TOR for Provision of Human Resource Services for Management of Field Personnel for IOM Somalia**

The International Organization for Migration (IOM) is seeking Proposals from qualified Somali based International Organizations with demonstrated capacity to work in Somalia to Manage Contracts for third party Field personnel. This TOR document details the background information, objectives of the activity, responsibilities of the Service Provider, the deliverables and eligibility for application.

**Background**

Since 1991, Somalia has essentially been a collapsed state. Two decades of conflict, worsening cyclical droughts and floods which often cause crop losses, as well as epidemic outbreaks have led to one of the world's most protracted and serious humanitarian crises. Around four million or 53% of the Somali population are in need of humanitarian assistance, out of which 1.4 million are internally displaced persons within the country, according to latest UN estimates. The social costs of war have been enormous, leaving Somalia with some of the lowest human development indicators in the world. The situation in Somalia is highly fluid, and Somalia’s social, economic, and political development faces formidable challenges. Given the long-term absence of a strong central institutions in Somalia, ongoing efforts to support peace and stability and to rebuild law enforcement, governance, and social service institutions remains a priority in Somalia.

Somalia is generally a challenging and volatile environment to work in. The dangerous operating environment means that implementation, monitoring and supervision of program activities and ensuring that assistance is reaching the intended beneficiaries are more difficult than it would be in more secure environments. This is further complicated by the restricted access for international organizations and UN agencies due to insecurity.

IOM-Somalia therefore is seeking to utilize the services of a local or International Organization/firm to handle staff recruitment and contract management on its behalf.

With this in mind, IOM-Somalia is requesting for Proposals from qualified local and international organizations to carry out Human Resources Management for field staff recruited for by IOM. Staff Contracts to be managed under this agreement will are approximately 56 existing staff based both in Nairobi with frequent travel to Mogadishu and field-recruited staff in Somalia. This figure is anticipated to grow in the future as our programmes expand. In addition, recruitment of new staff will be done by IOM-Somalia in compliance with IOM Human Resources policies and procedures.

**Overall objective:**

The objective of this particular service is to contract a reputable Organization to carry out management of Human Resource activities for third party field personnel based in Somalia and Nairobi, Kenya on behalf of IOM Somalia.

The Service Provider is required to exercise fairness and confidentiality through the entire management process, with approval from the IOM-Somalia Resource Management Office. It is envisaged that the day-to-day management of these staff will rest with IOM-Somalia Management in Nairobi.

**Service to be provided:**

The Service Provider is required to provide the following services:

1. Recruitment:

* Service provider should provide clear and detailed information on how recruitment of staff will be carried out including the processes of sourcing, vetting, selection, background checks .etc.
* The service provider will provide logistics support; either locally, regional or internationally, if specifically requested by IOM Somalia.

1. Staff contract management:

* The service provider will issue contracts to staff members as well as monitor their expiries and need for renewals. The Service provider will also issue all correspondences related to recruitment and termination.
* Issue staff identification cards upon recruitment and renewal of contracts

1. Time sheet management:

* The service provider will develop and implement time attendance method and provide a reporting mechanism.

1. Staff payroll management

* Personnel management including payroll services and administration
* Income tax for all Somalia, Somaliland and Kenya based staff to be determined, computed and paid in good time to the respective Governments authorities.
* Staff salaries to be processed and paid by the 25th of each month. A penalty for late payments shall be charged
* Effect increments in grade and step of staff in coordination with IOM Human Resource Unit

1. Manage staff medical insurance:

The Service provider is required to give a detailed account of their proposed medical Insurance Provisions

1. Medical evacuation for staff members:

Provision of timely and efficient en route medical care for injured or very sick staff members requiring urgent care at a better-equipped facility

1. Workers compensation Insurance:

Providing wage replacement and medical benefits to employees injured in the course of employment.

1. Manage staff security and evacuate the staff if needed:

* Personal security training, awareness and hostile environment pre deployment training.
* The service provider to give a description of their proposed staff Security Management plan
* The service provider to give a detailed crisis and incident management plan
* The service provide to give a detailed description of their proposed risk mitigation and in country operational and life support plan and strategy

1. Manage all statutory deductions on monthly basis as per Kenyan and Somalia labor laws.

Other HR administrative activities such as staff leave management:

* For the duration of a staff’s employment Contract, the Service Provider will make provision for leave at the behest of IOM, ensuring management of each and every individual’s allocated leave entitlement.
* Provide all staff members with duration of three (3) months or longer with a paid leave of 2½ working days in a month and a Sick leave of 2 days in a month.
* Service provider should have leave tracking system for the staff.
* Approval of leave to be coordinated with IOM Project Managers and IOM Human Resource Unit.

1. Service Provider to strongly encourage all staff to use all their leave days within one calendar year or a contract and obtain a written approval from IOM in the event a staff may have unused leave days which may be brought forward from the current into consecutive year is 15 and up to maximum of 60 accumulated and unused leave days regardless of contract duration (for avoidance of doubt, this means that after 4 years a staff member can accumulate maximum 60 days of unused annual leave. Any eventually unused leave days from the fifth year onward cannot be brought forward or accumulated after the 60 days threshold.)

**Awards and Funding**

IOM-Somalia will develop and award a Long Term Agreement with the selected Service Provider to undertake Human Resource management of field personnel deployed to Somalia and Nairobi. The contract will last for **12 months** from 1st September 2017 to 30th August 2018.

**Eligible Organizations**

Bid Applications are invited from the full range of non-governmental groups and private sector firms active in Somalia and elsewhere with expertise and capacity in Human Resource Management.

**Applications and Evaluation Process**

**1. Applications**

Applications in response to this RFP must be received by the IOM-Somalia **not later than 5:00 p.m. on 24th July 2017** for consideration.Bid applications that do not meet this deadline will not be evaluated.However, IOM-Somalia reserves the right to consider any Bid application for evaluation at its discretion.

Bid application shall consist of the following documents:

* Technical Proposal
* Financial Proposal
* A copy of the organization’s registration certificate in **Kenya and Somalia**
* Recommendations from UN and other INGOs working in Somalia
* Audited Financial Statements for the last 3 years
* CVs of Professional Managers to work under this Contract (Team Leader, HR Manager, Finance Manager)
* Completed Vendor Information Sheet attached (Fill relevant information)

Bidders shall deliver by hand an original and signed one (1) copy of their Technical and Financial Proposals in English, in a font no smaller than size 12, in a sealed envelope marked “Confidential” and showing the RFP Reference No. ***SOM/30/06/003*** to the following address:

International Organization for Migration - Mission in Somalia,

Gitanga Groove, opposite Braeburn School,

off Gitanga Road,

Lavington area,

Nairobi

As well as an electronic version of the application to the following email addresses: [procurement@rmsomalia.org](mailto:procurement@rmsomalia.org)

All Bid application papers must be signed with an original signature by a representative authorized to commit the resources of the organization. **Applicants are encouraged to write clearly and concisely**.