

Specific Procurement Notice Request for Proposals

Country: Sint Maarten
Name of Project: Emergency Income Support and Training Project
Contract Title: "Recruitment and Payroll Services"
RFB Reference No.: SX-NRPB-121880-NC-RFP
Date of publication: August 13, 2019

1. The Government of Sint Maarten with financing from the World Bank toward the cost of the Emergency Income Support and Training Project, intends to apply part of the proceeds toward payments under the contract for "Recruitment and Payroll Services"
2. The National Recovery Program Bureau (NRPB) now invites Proposals from eligible Bidders for the mentioned services. This contract requires the firm to provide recruitment and payroll services connected to the implementation of a household listing survey.
3. Bidding will be conducted through national competitive procurement.

Interested eligible Bidders may obtain further information from:

National Recovery Program Bureau
Attn: Procurement
#57 Walter J.A. Nisbeth Road
Philipsburg, Sint Maarten
Email: procurement@nrpbsxm.org

4. The Terms of Reference in *English* is attached to this procurement notice.
5. Proposals must be received on the address below on or before *August 30, 2019, at 15:00, Sint Maarten time*. Electronic Bidding will be permitted by sending an e-mail to the address below. Late Proposals will be rejected.
6. The address referred to above is:

National Recovery Program Bureau
Attn: Procurement
#57 Walter J.A. Nisbeth Road
Philipsburg, Sint Maarten
Email: procurement@nrpbsxm.org

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National Recovery Program Bureau

Terms of Reference

OUTSOURCING OF RECRUITMENT AND PAYROLL SERVICES

1. BACKGROUND

The Government of Sint Maarten is benefitting from the Sint Maarten Recovery, Reconstruction and Resilience Trust Fund that is financed by the government of the Netherlands, managed by the World Bank, and implemented by Sint Maarten's National Recovery Program Bureau to support the implementation of the **Emergency Income Support and Training Project (EISTP)**.

Component two of the EISTP aims to strengthen the information system in the Ministry of Health, Social Development and Labor (VSA), which will play an important role in improving the delivery of Social Protection and Labor Market programs and services during the recovery period and in the future.

The development of the Integrated Social Registry System (ISRS) will contribute to the consolidation of several administrative processes linked to targeting and registering individuals for several assistance programs (including those in the recovery), thus reducing administrative costs. All in all, the implementation of the ISRS is an enabler for the Governments transformative agenda that would streamline processes for accessing social programs and contribute to reducing the burdens borne by residence when registering for and accessing social programs.

Social Registries are information systems. Information is the core input and output of Social Registries. The information for the ISRS will be collected by 50 data collectors who would visit households in Sint Maarten to capture information using a census-based approach.

The Department of Statistics will monitor the day to day performance of the data collectors through the department's data collection tool and through the department's field coordinator. The Department of Statistics will then submit a monthly payment report to the NRPB's Project Coordinator (PC) who in turn verifies and submits the report to the income/salary support firm to pay the data collectors.

To this end the NRPB, for the EISTP seeks to employ a firm/agency/company to recruit and provide mass payroll processing for 50 data collectors.

The firm will be expected to coordinate closely with NRPB and VSA ministry staff, including the project coordinator.

2. Objectives of the Assignment

The objective of the assignment is to procure and manage payroll of approximately 50 data collectors' salaries upon receipt of monthly payroll report and supporting invoices from the NRPB's PC.

3. Duration

The procurement and management of payroll for 50 data collectors will last for a period of 4 months.

- At most 1 month to procure
- 3 months for payroll management

4. Scope of Work

The scope of work for the Firm will be guided by the objective to procure 50 data collectors based on WB procurement guidelines and pay their respective salaries based on the reports received from the NRPB's project coordinator.

Specific Responsibilities and Tasks

In particular, the firm shall perform and be responsible for all the services described below. The Services shall include, but not be limited to, the following:

RECRUITMENT

- To recruit and contract approximately 50 data entry consultants based on the job profile in annex 1.
 - To conduct a registration drive to source and register 75 persons interested in becoming data collectors.
 - To coordinate with the PC to notify registered candidates about performance-based training which will result in the shortlisting of the top 50 candidates to issue a contract to. (Note that the training of individuals will be done by the Department of Statistics. Individuals who attend training will also be paid a stipend by the Department of Statistics and not the firm).
 - To participate in a 4-day training activity with the Department of Statistics with the objective of shortlisting 50 out of the 75 participants.
 - To issue contracts to and collect the required information for salary payments and other deductions for the 50 shortlisted candidates.

SUPERVISION AND MONITORING

- The responsibility for management and supervision of the data collectors will be the responsibility of the Department of Statistics with oversight by the PC. The firm will be expected to follow up with the PC to obtain the monthly reports that will enable them to process payments.

PAYROLL

- To conduct a simple verification of the calculation on the payroll report that would be submitted by the PC of NRPB based on the following:
 - The proposed fields in the report from statistics would include, name, banking information, number of surveys completed, price per survey and total.

- Data collectors would be paid net USD\$5.00 for each completed survey.
- In addition to the USD\$5.00 per completed survey, Data collectors would be paid USD\$100.00 per month as a transportation allowance.
- The firm will conduct simple calculations to verify that the calculations in the report are correct.
- The firm will coordinate with the PC from NRPB in cases of uncertainty and errors.
- To make salary payments to data collectors based on the verified payment report. The following should be noted:
 - The report will be sent from the NRPB PC to the firm by the 25th of the month.
 - Payment to data collectors will be made by the last day of the month.
- The firm must NOT under any circumstances pass on any costs to the data collectors –not in registration fees, nor administration costs. The firm will be expected to make its money by including a payment processing fee and/or administer fee.
- The firm must pay data collectors using a method that ensures that the individuals are paid by the last day of each month.
- The firm must ensure that all required Deductions including but not limited to SZV and other appropriate insurances are verified and paid.
 - The Firm will be paid half the total salary amounts plus administrative fees within 2 weeks of contract signing and upon receipt of inception report.
 - The insurance deductibles will be calculated by the firm paid to the relevant agencies. The firm will then be reimbursed upon submission of invoice with supporting documents.
 - Data Collectors are responsible for their own tax administration.
- The firm is responsible for the provision of Monthly Pay slips for data collectors who are paid.

5. Reporting Deliverables

Deliverables	Timeframe
An inception/kick off meeting with VSA, NRPB and Department of Statistics to explain the objective of the exercise and the implementation plan	Within one week of contract signing
Inception report	1 week after contract signing.
Report on procurement of data collectors	One month after contract signing
First monthly report detailing the payment for the month including copies of pay slips and details related to insurance and SZV.	Two months after contract signing
Second monthly report detailing the payment for the month including copies of pay slips and details related to insurance and SZV	Three months after contract signing

The reports shall be submitted in English. Reports and documents relevant to the firm's services shall become the property of the NRPB and thus the Government of Sint Maarten.

6. Working Arrangements

The PC of the NRPB for the EISTP will have oversight and supervise the work of the Firm and will ensure that the report is presented to the firm on time to enable payroll processing. The report will be submitted via email by 5:00pm on the 25th day of each month to ensure time stamped delivery to the firm. The firm will not be held responsible for late payments if the reports are submitted later than the date/time specified in the previous sentence. The coordinator will provide technical guidance, advice and operational oversight in guiding the Firm towards the accomplishment of the assigned tasks.

The firm is expected to work from their own office space but make themselves available for meetings at with NRPB and Ministry of VSA when necessary.

In the conduct of work, the Firm shall cooperate fully with the relevant departments and units of the NRPB and the Government of Sint Maarten.

7. Qualifications and Skill Requirements

The Firm should meet the following minimum requirements of 5 year's experience in the following:

- (i) The Firm should have 5 year's experience with hiring and contracting individuals.
- (ii) The firm should have 5 year's experience in mass payroll administration
- (iii) At least one payroll administration should have at least 3 year's experience in payroll administration.

- (iv) 5 year's experience insurance deductions calculations.
- (v) Proven knowledge of the Sint Maarten financial/ tax administration procedures.
- (vi) Relationship with Government projects is an advantage.

PROPOSAL

Interested firms should submit a bid by the August 30, 2019 to procurement@nrpbxm.org

The proposal should include the following:

- Proof of experience in similar assignments
- Name and CV of staff members responsible (i) for overseeing the work; (ii) for undertaking the work.
- Proposed payroll approach including payroll software
- Fee proposal and costs estimate, indicating the basis of calculation of fees.

Appendix 1

Freelance Interviewer

Main tasks:

- Participate in interviewer trainings
 - The training will be delivered and coordinated by staff from the Department of Statistics
 - The training will last for a period of 4 days and participants will be paid a stipend
- Conduct interview with individuals at their homes using a census-based approach
- Collect data from households/individuals via tablets
- Collect & record location data of housing units
- Attend regular progress meetings with fieldwork supervision staff from the Department of Statistics
- The actual field work will last for a period of 8 weeks.

Job Requirements:

- Minimum secondary school level education
- Tablet/computer literate
- Excellent communication skills
- Able to understand maps
- Well organized and good time management
- Flexible work hours
- At least 18 years of age
- Multiple languages a plus
- Driving license and own transportation a plus