



**REQUEST FOR PROPOSAL FOR LEGAL SERVICES, HR SERVICES AND PAYROLL  
ADMINISTRATION**

**INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

**Augustine Juma Fannah**  
**Finance and Administration Manager, Country Operation**  
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**I. GENERAL INFORMATION**

**A. Purpose:** This request for proposal (RFP) is to contract for legal services, HR Services, and Payroll Administration to be provided to Seed Global Health (herein referred to as "Seed") to start up operations in Sierra Leone. Seed intends to award agreements and/or purchase orders as a result of this solicitation. However, Seed does not guarantee any specific quantities or amounts until such time that a successful firm/company is selected and an agreement and/or purchase order is executed.

**B. Who May Respond.** Attorneys currently licensed to practice law in Sierra Leone, or law firms including such attorneys, may respond to this RFP. Agencies who only provide HR Services and Payroll Administration may also respond and submit a proposal for those particular services. .

**C. Instructions on Proposal Submission.**

1. **Closing Submission Date.** Proposals must be submitted no later than **4:00 pm on January 29<sup>th</sup>, 2021**
2. **Inquiries concerning** this RFP should be submitted by **January 29th, 2021**
3. This RFP requires the following materials from interested firms/companies. All submitted materials should be responsive to the service specifications as outlined in Scope of Services.
  - a. Completed and signed quotation form (Annex A); or equivalent form from your firm/company.
  - b. Product brochure and/or organizational narrative.
  - c. Past performance list, including three recent client references. Please include NGO clients if possible.
  - d. Indication of whether your firm/company can engage Seed on an invoicing basis, with payment terms of net 30 days. More detail found at bottom of Annex A .

## II. COMPANY OVERVIEW

Seed Global Health is an international non-governmental (INGO) humanitarian organization headquartered in Boston, Massachusetts. Seed educates a rising generation of health professionals and health Educators, bolstering the pipeline of healthcare providers who have local knowledge and deep ties to the region. By teaching local health professionals, entire communities and countries can benefit from the “ripple effect” created when more skilled clinicians are better prepared to care for the population and serve as Educators themselves for and alongside their local peers. Seed Global Health Inc currently operates in four countries.

## III. SCOPE OF SERVICES.

The Proposer shall be readily available to perform the following services, as requested by Seed Global Health Inc:

- a.
- b. Advise on the different types of permits, licenses, company and NGO registrations that would be required to run operations in Sierra Leone and support in obtaining these permits, licenses, and registration as an INGO;
- c. Advise and support Seed on all employment/labour related and administrative issues as may be required for both National and International Staff relating to labor issues and payroll services;
- d. Recommend competitive compensation and benefits packages—which include legal, regulatory, and statutory requirements as well as what other international organizations and NGOs are offering in country;
- e. Provide assistance on immigration requirements for international staff on work and resident permits, visas, licensures (for medical and nursing staff), taxes, and other work-related issues in accordance with the laws of Sierra Leone;
- f. Advise on legal issues related to agency and tax-exempt organization status;
- g. Advise on individual labor and employment matters;
- h. Provide accurate and timely legal advice to Seed that will ensure the organization is operating within the current and future laws of Sierra Leone on business operational requirements, payroll taxation, National Social Security and Insurance Trust, including but not limited to filing obligations; and
- i. Act as the employer of record on behalf of Seed Global Health Inc in Sierra Leone to recruit staff, provide HR support, and payroll services to individuals who are hired.
  - For proposers who are unable to provide this service, please provide a list of reputable firms that can.
  - For proposers who are only able to provide this service, you may still submit a proposal for this sole service.

## IV. PROPOSAL CONTENTS

The Proposer, in its proposal, shall, as a minimum, include the following:

- A. **Expertise and experience.** The Proposer should describe its expertise and experience related to the areas outlined in the scope of services above. There is a particular interest in the following topic areas: nonprofit and tax-exempt organizations. Additionally, if applicable, provide a description of any experience advising organizations comparable to Seed that offer similar programs and government-funded services.
- B. **Organization, Size, Structure, and Areas of Practice.** The Proposer should describe its organization in terms of the following:

- size
- structure,
- areas of practice
- office location(s)
- small or minority-owned business

C. **Professional Qualifications.** The Proposer should separately attach a description of the qualifications of professionals to be assigned to the representation of Seed. Descriptions should include:

1. Professional and education background of each professional .
2. Overall supervision to be exercised.
3. Prior experience of the individual attorneys with respect to the required experience listed above. Include resumes only of attorneys likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.

D. **Price.** The Proposer's proposed price should include information on the hourly billing rates of each attorney or other staff who are expected to work on this representation and charges for expenses, if any, such as legal research, copies, faxes and electronic communication. Also include a retainer amount that would be charged to advise Seed on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. Seed reserves the right to negotiate with the Proposer on the structure of the billing and/or retainer fee.

## V. **PROPOSAL EVALUATION.**

A. **Submission of Proposals.** All proposals shall include attachment of all relevant documents.

B. **Evaluation Procedure and Criteria.** Proposals will be reviewed in accordance with the following criteria:

1. Proposed approach to scope of work.
2. Level of experience of the individual(s) identified to work on this matter.
3. The Proposer's experience with similar clients and legal matters.
4. Cost.
5. Interviews, if conducted.

**ANNEX A : QUOTATION FORM**

Offeror's Name and address:

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

*\*Text in blue is illustrative*

Item No.	Description of Services	Unit	Quantity	Unit Price	
				Unit Price	Total Price
	<i>Consultant Services</i>	<i>Day/hour</i>	<i>##</i>		
<b>Subtotal (exclusive of all taxes)</b>					
<b>Taxes</b>					
<b>Grand Total</b>					

Validity of Quote: \_\_\_\_\_ calendar days from deadline

Ability to engage invoice-based payment, with net 30 days payment period:

YES  NO

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***The offeror may use their own quotation format but must provide all information as required in this quotation form.***