REQUEST FOR PROPOSAL (RFP): REF. NUMBER: PHN-RFP019/23

Recruitment Agencies for Recruiting Project HOPE Namibia North Africa Saving Lives & Livelihoods Project Staff in 5 Northern Africa Countries: Morocco, Mauritania, Tunisia, Libya, And Algeria

Role: Recruitment Agencies
Division: Project HOPE Namibia (PHN)
Project Name: North Africa Saving Lives and Livelihoods (NASLL)
Duty Station Countries: Morocco, Mauritania, Tunisia, Libya, and Algeria

Number of Contracts: One per country or one for several country if the recruitment agency can operate in any 5 countries.
Start Date: As soon as possible
Duration: 6 months, renewable pending availability of funds.

PHN ORGANIZATIONAL OVERVIEW:

Project HOPE Namibia is a health non-profit organization dedicated to providing long-lasting solutions to health problems and improving the quality of life in Namibia and beyond most vulnerable people, especially women and children. Project Hope Namibia has a broad range of health projects focusing on HIV/AiDS, tuberculosis (TB), reproductive maternal new-born and child health, and non-communicable diseases. Our work has involved strengthening health systems through established functional health management information systems and strengthening the health work force to improve quality and delivery of care. Project Hope Namibia has also been involved with providing aid setting up COVID-19 Vaccination Centres (CVCs) and mobile outreach teams, conduct training, and recruit vaccinators and support staff to contribute towards vaccinating the population with safe and effective COVID-19 vaccines.

PROJECT BACKGROUND:

Saving Lives and Livelihoods (SLL) is an Africa-wide partnership between MasterCard Foundation, the Africa CDC, all African Union (AU) Member States and several Africa-based implementing partners, including Project HOPE Namibia (PHN). SLL aims to increase African Union (AU) Member States’ COVID-19 vaccination capacity by helping to establish new or bolster existing COVID-19 Vaccination Centres (CVCs) in African countries, thereby achieving 60% vaccination coverage among...
eligible populations. Project HOPE Namibia (PHN)'s North Africa Saving Lives and Livelihoods (NASLL) project component supports the provision of training, additional health workers and supplies to operate fixed CVCs and mobile outreach vaccination teams. PHN and its partners will work with Ministry of Health in the respective countries and existing CVC managers to create surge staffing plans for each CVC and mobile outreach team, train health worker cadres of and in, the process, boost national EPI (Expanded Program of Immunization)'s capabilities to administer vaccines while ensuring adequate data collection, monitoring, tracking, information systems (including electronic health information systems) as well as the necessary tools for data collection, analysis and reporting are in place. NASLL's 3-year project agreement was signed 1st October 2022 and provides funding of approximately USD 17.9 million over the life of the project.

ASSIGNMENT SUMMARY:

To ensure PHN's NASLL project can quickly commence strengthening capacity of vaccination programs in the target populations across North Africa, and PHN has commenced its official registration process as a Foreign NGO in 5 Northern Africa Countries: Morocco, Mauritania, Tunisia, Libya, and Algeria. While that process is being pursued to attain full registration, PHN requires the services of an accredited Recruitment Agency to recruit selected staff, deploy them in the 5 Northern Africa Countries and perform all their payroll functions. Once PHN is officially registered, these recruited staff will be transitioned to PHN's official payroll. This SOW will represent an integral part of a tender soliciting competitive bids from 5 Northern Africa countries Recruitment Agencies recommended to PHN. PHN's Procurement Committee will approve the winning bid, after which PHN will sign a contract with the selected Recruitment Agency in each country or as appropriate.

SPECIFIC ROLE RESPONSIBILITIES:

Under the contract to be signed between the 5 Northern Africa Countries: Morocco, Mauritania, Tunisia, Libya, and Algeria Recruitment Agencies and PHN, the Recruitment Agencies will be expected to deliver the following services:

1. Complete onboarding process for approximately 6 staff per country who will be selected by PHN based on the advertisement of vacancies currently underway.
2. If applicable obtain entry visas, residence permit and work permit/licenses for all the international staff and their families from their home countries to Morocco, Mauritania, Tunisia, Libya, and Algeria.
3. Deploy the selected staff to work in the PHN SLL Country Coordination Office.
4. Perform all payroll functions for the selected staff; including monthly salary payments, in all selected North Africa Countries including tax and social security as well as statutory deductions required to be withheld or remitted by the countries law as well as required by each selective country law.
5. Manage selected staff timesheets and maintain adequate personnel files for all selected staff.
6. Submit monthly timesheets and personnel action records and receipts to PHN.
7. Submit monthly financial statements in accordance with PHN grant compliance requirements.
8. Anticipate, alert, and collaborate to resolve and document any personnel related issues that might arise in relation to the recruited PHN staff.
9. Participate in monthly HR meetings with the project Director to provide updates and strategic discussions related to the staff they manage.

**CODE OF CONDUCT:**

All PHN staff recruited temporarily by the Recruitment Agency will be obliged to adhere to all PHN internal staff policies, standards, and procedures in addition to all applicable countries laws, policies, standards, -and procedures. At PHN we believe that it is our shared responsibility and obligation to treat each other with respect, take affirmative steps to prevent matters involving Sexual Exploitation & Abuse and Trafficking in Persons, and to disclose all potential and actual violations of our Code of Conduct, which may include Conflicts of Interest, Fraud, Corruption, Discrimination or Harassment. Together we can reinforce a culture of respect, integrity, accountability, and transparency.

**APPLICATION PROCEDURES:**

1. Submit a letter of engagement containing acceptance of this SOW, adding any other additional services to be performed by the Recruitment Agency at no extra cost.
2. Submit a detailed budget in US Dollars indicating the percent of total recruitment costs which the Recruitment Agency will charge as its management fees.
3. State the acceptance by the Recruitment Agency to enter a contract with PHN HQ in Windhoek, Namibia
4. State the acceptance by the Recruitment Agency to receive all contract payments through direct bank wire transfers from PHN HQ in Windhoek, Namibia. Since PHN is not yet officially registered in all 6 countries, PHN does not yet have a bank accounts, nor can it issue checks drawn on their banks.
5. State the validity period of the offer (60 calendar days) from the date of submission.
6. All RFP questions should be sent to the following e-mail address: ahaitembu@projecthope.org
7. Submit all the above by email to NamibiaProcurement@projecthope.org on or before 25 August 2023.