



**Headquarters
Ceasefire & Transitional Security Arrangements
Monitoring & Verification Mechanism
Juba, South Sudan**

REFERENCE: CM/2019/04/295

Date: 15th April 2019

INVITATION FOR EXPRESSION OF INTEREST FOR THE MANAGEMENT OF NATIONAL/LOCAL STAFF

The Ceasefire, Transitional Security Arrangements Monitoring and Verification Mechanism (CTSAMVM) is established under Chapter 2 of the Agreement on the Resolution of Conflict in the Republic of South Sudan (R-ARCSS) 12 September 2018 whose mandate is to monitor, report on compliance and the progress of the Permanent Ceasefire Transitional Security Arrangements by the parties. CTSAMVM is domiciled in TongPing, Juba, South Sudan.

CTSAMVM wishes to invite companies/firms to express their interest for hire and management of National/Local Staff seconded to CTSAMVM to work in different capacities in Juba and elsewhere within South Sudan. The terms of reference are hereto attached.

Sincerely,

Major General Desta Abiche Ageno
Chairman CTSAMVM



Ceasefire & Transitional Security Arrangements Monitoring and Verification Mechanism (CTSAMVM)

TERMS OF REFERENCE FOR THE PROCUREMENT OF LOCAL/NATIONAL STAFF MANAGEMENT SERVICES

BACKGROUND

The Ceasefire, Transitional Security Arrangements Monitoring and Verification Mechanism (CTSAMVM) is established under Chapter 2 of the Agreement on the Resolution of Conflict in the Republic of South Sudan (R-ARCSS) 12 September 2018 whose mandate is to monitor, report on compliance and the progress of the Permanent Ceasefire Transitional Security Arrangements by the parties. CTSAMVM is domiciled in TongPing, Juba, South Sudan.

CTSAMVM is in the process of procuring a Company/firm to manage and hire Local Staff seconded to CTSAMVM to work in different capacities in Juba and elsewhere within South Sudan.

GENERAL SPECIFICATIONS AND REQUIREMENTS FOR THE MANAGEMENT SERVICES.

1. Be a duly registered company/firm in accordance with the laws of South Sudan. All bidders must provide the relevant registration documents, indicate their full address, telephone contacts and physical location of their business.
2. Provide a company profile indicating the total range of services offered by the company/firm
3. Provide Tax Identification Number (TIN).
4. Provide a current valid tax compliance certificate.
5. Provide current legal, business and operating licenses for the company/firm.
6. Provide audited financial account statement(s) for the Company for the financial year 2018.
7. Be capable of interpreting and complying with the relevant laws of South Sudan, including Tax Compliance for employees, Labour Laws.
8. Provide the service cost per staff /person per month in USD.
9. Provide evidence of experience (at least 3 years) in managing staff under a contracted framework.



Successful bidders will be expected to:

- a) Manage local staff deployed within CTSAMVM's operating areas, i.e, within Juba and in other parts of South Sudan;
- b) Recruit and manage of local staff as per CTSAMVM's requirements;
- c) Manage staff payroll including all statutory deductions (Taxes and Social Security), administer leave, conduct local staff appraisal and other administrative matters on a regular basis as per CTSAMVM's requirements;
- d) Manage local staff social insurance/security fund, procure medical/healthcare and group personal accident insurance cover;
- e) Commit to attend to regular contract performance review meeting (s) and perform any other local staff related matters as shall be deemed necessary by CTSAMVM from time to time;
- f) Provide CTSAMVM with evidence of compliance with all statutory requirements such as Social Security and Taxes on a monthly basis;
- g) Conduct routine local staff engagements and furnish CTSAMVM with evidence of such staff meetings at least once in Three (3) months Quarter.

Successful bidder should be capable of managing approximately thirty two (32) local staff seconded to CTSAMVM and situated in Juba and other areas of South Sudan. This number may however, vary depending on CTSAMVM's requirements.

The bids shall be evaluated based upon the above criteria as well as assessment of reputation, financial health, range of services offered by the bidder.

Bid submission

All bids must be submitted (4 copies) in a properly sealed envelope, clearly marked as procurement of local/national staff management services and addressed to **The Chairperson, CTSAMVM** Headquarters, to the attention of the **Procurement Officer**, TongPing Juba, South Sudan not later than Thursday, 3rd May, 2019 at 12.00 noon.

CTSAMVM reserves the right to cancel this invitation in part or in total as suits its internal purpose and no claim can come due to our invitation to participate in this bid or submission of completed bid document. Potential bidders can withdraw at any stage before submission if they think that this costs them or if they think it may lead into a claim of any form of compensation at a later stage. But withdrawal after submission of bid is not permitted.

No oral interpretation will be made to any bidder as to the meaning of the bid specifications or any part thereof. Every request for interpretation shall be made in writing to the Chairperson CTSAMVM.



Every interpretation made to a bidder will be in the form of an addendum to the bid specifications and, when issued, will be on file in CTSAMVM at least five days before bids are opened. In addition, all addenda will be mailed to each person holding bid specifications, but it shall be the bidder's responsibility to make inquiry as to the addenda issued. All such addenda shall become part of the bid specifications, and all bidders shall be bound by such addenda, whether or not received by the bidders. Bidders must acknowledge in writing receipt of addenda and include this acknowledgment with their bids.

Opening of Bids

The opening of the submitted bids shall take place at the CTSAMVM Conference Room on **3rd May 2019 at 2.00 pm** local time.

The successful bidder will be required to sign a contract with CTSAMVM before commencement. The contract shall be effective from 1st June 2019 and run for an initial period of **12 months**. It is CTSAMVM's intent to renew the contract after the initial contract period by negotiation with the bidder depending on the availability of fund and satisfactory contract performance.