

TERMS OF REFERENCE

Pensions Scheme Advisory Services for CBM South Sudan

Background

CBM is an international Christian development organization, committed to improving the quality of life of people with disabilities in the world. CBM addresses disability as a cause and consequence of poverty and works in partnership to create an inclusive society for all.

CBM has over the last 6 years built a pension fund where both the employer and employees contribute 17% and 8% respectively per month for National Social Insurance Scheme. Additionally, CBM also pays gratuity in line with the labour laws of the Republic of South Sudan. The organization seeks the services of a consultant to draft guidelines compliant with the applicable laws that will design and implement an effective and robust pension fund for its employees in South Sudan

Objective

The overall objective is provision of Scheme Administration Services and Professional Advice to the management on the set up and management of CBM pension scheme.

Scope of consultancy

1. Draft the Trust Deed and Rules to guide the administration of the pension funds that is compliant with the pension law
2. Guide in appropriate record keeping helping members track their contributions.
3. Research the financial market for suitable products and investment funds and provide an analysis of pros and cons of each option to help assess the different schemes.

Deliverables

1. Draft of Trust Deed and Rules
2. Sample templates for record keeping.
3. Report on different suitable products and investment fund options in South Sudan

Required Experience and Skills:

1. Experience in designing pension scheme set up
2. Technical experience in pension consultancy
3. Market awareness
4. Excellent report writing skills

Evaluation

The expression of interests will be evaluated based on set criteria, as well as on the basis of competitiveness and value for money.

Application

Application documents should be addressed to reach CBM Human Resources through info.southsudan@cbm.org, by 31st May 2024. All submissions must include the following:

1. Company profile to include official contacts, copies of Company Registration Certificate PIN registered and valid Tax Compliance certificates.
2. A technical proposal describing the approach to be taken, proposed implementation schedule, proposed outcomes, and evaluation methods to be used. This should also include detail of the Firm's experience in pension administration and consultancy services, with at least three NGO within the last five years
3. Financial proposal - in United States Dollars and list all costs and expenses associated with the assignment, including taxes.
4. Appendices
 - a. Names and Resumes of professional resource persons proposed to carry out the exercise
 - b. References- Names, phone numbers and contact people at three similar organizations who have been your clients during the last 18 months
 - c. Any supporting information about similar projects completed for others and the corresponding results.

CBM encourages persons with disabilities who qualify to respond.

Approved Copy for circulation

Francis Orech Okello
Country Director CBM South Sudan
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