



ITALIAN TRADE AGENCY

Addis Ababa Office

## TECHNICAL SPECIFICATIONS

The service covered by the contract **consists of staff outsourcing and payroll management as per the following:**

### EMPLOYMENT SERVICE - RECRUITMENT AND SELECTION

- The winning company in collaboration with ICE-Agency will determine the qualifications required for the vacant positions. ICE-Agency will provide a job description and job specification.
- The winning company will provide contact details of any suitable employees in their lists. If no suitable employees can be found in the above-mentioned lists, the winning company will advertise for the vacant positions, conduct recruitment and preliminary interviews and shortlist candidates for the final interviews in collaboration with ICE-Agency.
- The winning company will follow up with successful candidates to collect all the mandatory joining documents required from the new employees.
- The winning company will issue the offer letter and employment contract to the new employees indicating their role, salary and benefits. These shall include among others their leave entitlement, medical benefits, provident fund, allowances as may be specified in the employment contract.
- The winning company can only dictate the salary payable, appraisals, salary increment, bonuses payment and the dismissal of the employee only if communicated by ICE-Agency.

### CONTRACT PREPARATION

- Preparing contracts as per the governing rule of each respective employee's country (Kenya, Uganda, Tanzania and Rwanda).
- The contract must be reviewed and accepted by ICE-Agency.

### MONTHLY PAYROLL PROCESSING

- Handling the payroll processing, remit monthly salary to the employee's bank account for deployed resources as per the agreed day and prepare the pay slips for the employee's records.

- Managing all the statutory deductions and any other deductions as per the governing rule of the country of the employees and the following information. Please note that the net pay must not exceed nor be lesser than the given figures stated under.

<b>KENYA</b>					
GROSS PAY	Employer Contribution	SERVICE CHARGE	TOTAL COST	NET PAY in Euro	TOTAL COST PER YEAR
				950.00	
<b>TANZANIA</b>					
GROSS PAY	EMPLOYER CONTRIBUTION	SERVICE CHARGE	TOTAL COST	NET PAY EURO	TOTAL COST PER YEAR
				950.00	
<b>UGANDA</b>					
GROSS PAY	EMPLOYER CONTRIBUTION	SERVICE CHARGE	TOTAL COST	NET PAY	TOTAL COST PER YEAR
				950.00	
<b>RWANDA</b>					
GROSS PAY	EMPLOYER CONTRIBUTION	SERVICE CHARGE	TOTAL COST	NET PAY	TOTAL COST PER YEAR
				950.00	
<b>TOTAL DESK COST PER YEAR</b>					

- Managing all the deduction including insurance payments as per the written law of the country.
- Processing resignation of the employee as per the governing rule of the country and as per the communication given by ICE-Agency.
- Processing any additional payment which the employee is entitled to as per the communication given by ICE-Agency.

**LEAVE AND APPRAISAL MANAGEMENT**

- Handling annual leave pay, maternity pay, sick leave, rest day pay, Public holidays as per the local law and the communication of ICE-Agency.
- All the leave requested from single employees need to be directly addressed to ICE-Agency office and the winning company will be responsible to submit a scheme of all the leaves taken from single employees as required.
- Processing employee`s appraisal as per the ICE-Agency communication.

**PAYMENT METHODS**

Monthly payments will be made in one solution following the provision of the service and will be subject to the success of the service that must be guaranteed by the person in charge of the procedure.



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The payment to entitled employees will have to be made upon agreed day of the month. The transaction will be made upon receipt of payment request together with a proof of payment to be sent every month addressed to:

**ICE – Italian Trade Agency**

Trade Promotion Section of the Embassy of Italy - Addis Ababa

Embassy of Italy - Keberna,

Addis Abeba - P.O. Box 1105

Tel. +251111240770

[addisabeba@ice.it](mailto:addisabeba@ice.it)

ICE-Agency will pay by bank transfer within 10 days upon receipt of payment request together with a proof of payment.

**PENALTIES**

The ICE-Agency reserves the right to apply penalties for irregularities in the event that the following circumstances are verified:

- Delay on the payment of the employee salary without any prior notice 5% of the monthly service fee
- Violation of the rules and regulation of the country in which each employee resides 5% of the monthly service fee, plus take charge of all the responsibility for all legal and financial consequences.

**TERMINATION CLAUSE**

ICE-Agency reserves the right to terminate any activities with bidders, if bidders find themselves in the following conditions:

- participation in a criminal organizations
- corruption
- fraud
- money laundering
- child labor and other forms of human trafficking
- Violation or non-fulfillment with the obligations related to the payment of taxes or social security contributions in the corresponding country (KENYA, UGANDA, TANZANIA and RWANDA)

Riccardo Zucconi

Trade Commissioner

Italian Trade Agency - Addis Abeba Office

