



Project/Activity Name	SAHEL Initiative
Agresso Work Order:	
Country:	Ivory Coast / Mali / Niger

REQUEST FOR PROPOSALS

No. [HPI.2026.05.003SN]

[Selection of a Professional Employer Organization (PEO) service provider for the Sahel Dairy Project (MeLiTeJi-WASU)]

Date of publication of the request for proposals:	May 7, 2026
Execution period:	May 2026 – May 2027
Deadline for submission of proposals:	May 15, 2026
Deadline for submitting questions/requests for information:	May 13, 2026
Electronic submission to:	For the attention of the “Procurement Department” with the subject line “Professional Employer Organization Services”
Electronic submission:	procurement-sn@heifer.org
Contact information for any inquiries regarding this request for proposals :	procurement-sn@heifer.org



I. Background

As part of the implementation of the Sahel Dairy Project (MeLiTeJi-WASU), a five-year initiative funded by the Mastercard Foundation and aimed at creating 50,000 jobs in Senegal, Côte d'Ivoire, Mali, and Niger, Heifer International is leading the "Livestock and Dairy Sector" pillar to strengthen the dairy value chain, improve smallholder incomes, and expand economic opportunities for women and youth.

Heifer International is legally registered in Senegal and operates in neighboring countries through partnerships and hosting arrangements compliant with local legislation. The deployment of project staff in Côte d'Ivoire, Mali, and Niger—countries where Heifer is not registered—requires an employment arrangement compliant with locally applicable labor, tax, and social security laws.

In this context, Heifer International seeks to recruit a qualified PEO (Professional Employer Organization, also known as Employer of Record) to provide legal hosting, payroll, benefits administration, tax compliance, and HR administration for Heifer-sponsored project staff in these three countries.

II. Purpose and Objective

The primary objective of this request for proposals is:

- a. The purpose of the assignment is to select a PEO provider responsible for providing legal hosting and comprehensive administrative management of Heifer-sponsored project staff in Côte d'Ivoire, Mali, and Niger, in support of the implementation of the Sahel Dairy Project.
- b. The objective is to enable Heifer to rapidly mobilize the required country teams in full compliance with regulations by delegating all employer obligations to a specialized partner, while retaining control over strategic direction, recruitment, and functional supervision of the teams.

Expected Results

The service must enable Heifer to:

- Ensure fully compliant employment relationships for project staff based in each of the three countries concerned;
- Benefit from accurate, timely, and auditable payroll, social security contributions, tax filings, and benefits administration;
- Secure the employment lifecycle, from onboarding to separation, through responsive and localized HR support;



- Reduce legal, financial, and reputational risks associated with employment in countries where Heifer is not registered;
- Engage country teams in a phased manner, with Côte d'Ivoire as the pilot country, followed by a gradual expansion to Mali and Niger according to the agreed-upon launch conditions.

III. Scope of Services

The selected service provider will be responsible for carrying out the following five (5) major service areas: Legal employment and integration:

- Act as the legal employer of record for staff sponsored by Heifer;
- Issue employment contracts in compliance with local requirements, aligned with the job descriptions and salary scales defined by Heifer;
- Complete all mandatory registrations (social security, health insurance, tax administration, immigration if applicable);
- Ensure a structured administrative onboarding process within the agreed-

upon timeframes. Payroll and Taxation:

- Process monthly payroll in local currency, with accurate calculation of gross-to-net amounts;
- Withhold and remit all taxes, social security contributions, and other statutory deductions by the required deadlines;
- Issue pay stubs and monthly consolidated payroll records;
- Submit all mandatory employer declarations to the relevant authorities. Employee

benefits and social protection:

- Enroll staff in mandatory programs (social security, health, retirement);
- Administer the supplemental benefits requested by Heifer (private health insurance, life insurance, allowances);
- Advise Heifer on benefit packages aligned with the local

market. HR Administration and Employee Support:

- Manage leave, absences, attendance, and transfers;
- Assist with visa and work permit applications as needed;
- Provide a dedicated Account Manager as a single point of contact for Heifer;
- Support Heifer on performance, discipline, and grievances, in strict compliance with local law and Heifer's safeguarding standards.

Reporting, Governance, and Risk Management:

- Deliver a standard monthly reporting package by country (payroll, contributions, headcount, contracts, exceptions);
- Produce a quarterly compliance and risk report;



- Proactively alert Heifer to any legislative or regulatory changes impacting current contracts;
- Participate in a quarterly service review with the Heifer regional team.

The service covers five (5) project staff members per country, namely: a Project Manager, a Finance Manager, a Monitoring & Evaluation Manager, and two Livestock Technicians. Actual deployment will be phased and initiated by Heifer based on project progress.

Expected Deliverables

The expected deliverables are as follows:

- A kick-off report covering the deployment plan, payroll schedule, system access, and SLAs by country, within fifteen (15) business days of the contract signing;
- Compliant employment contracts signed for each sponsored staff member, with valid social security and tax registrations, in accordance with the agreed SLAs;
- A monthly payroll package (pay stubs, ledgers, proof of contributions, country report) no later than the 5th of the following month;
- A quarterly compliance and risk report, within fifteen (15) days following the end of the quarter;
- An annual service review accompanied by a continuous improvement plan;
- A closing report in the event of contract termination or withdrawal from a country.

IV. Required Expertise

The service provider must:

- Demonstrate legal registration and active operations in at least one of the target countries (Ivory Coast, Mali, or Niger), with the capacity to cover all three directly or through a network of verified partners;
- Have proven experience of at least five (5) years in providing PEO / Employer of Record services, preferably with international NGOs, donor-funded programs, or multinationals operating in West Africa;
- Possess in-depth and up-to-date expertise in labor law, taxation, immigration regulations, and social security in the relevant countries;
- Provide a secure and auditable payroll and benefits management system;
- Have a dedicated team fluent in French (English strongly preferred);
- Have written policies on data protection, data backup, and anti-corruption;
- Demonstrate financial stability supported by two (2) years of audited financial statements and adequate employer/professional liability insurance coverage;



- Have a track record free of sanctions or unresolved material litigation;
- Experience with international NGOs and in French-speaking West Africa is a major asset.

a) Relationships and Responsibilities

Heifer will designate the [People Director] to coordinate the implementation of this activity. The contractor will keep Heifer informed of progress. During implementation, the contractor may request and receive additional advice or guidance from the aforementioned staff.

V. Requirements for Proposal Submission:

All interested bidders shall submit their proposals accompanied by the following information:

- A technical proposal outlining their understanding of the assignment, the proposed methodological approach (by country), the team structure, and the CVs of key personnel (dedicated account manager, country payroll manager, compliance/legal manager, data security manager);
- A detailed financial proposal, denominated in USD, outlining the monthly PEO fees per profile and per country, one-time onboarding and offboarding fees, as well as estimated statutory costs re-billed on an actual basis, with an indication of the exchange rate used and its reference date;
- Relevant references for similar assignments, including the location, the client, a brief description of the service provided, the duration, and the number of employees managed;
- Supporting documents for legal registration, audited financial statements for the last two years, insurance certificates, and policies regarding data protection, security, and anti-corruption.

Proposals will be evaluated based on the understanding of the assignment, the relevance of the proposed methodological approach, the service provider's experience in the target countries, and the quality of the profiles Late submissions and verification

Proposals received after the submission deadline will not be considered. It is the responsibility of bidders to ensure that their proposals are submitted in accordance with the instructions set forth in this document.

Heifer reserves the right to terminate this request for proposals or modify the requirements after notifying the bidders.

VI. Selection Criteria

Submitted proposals must clearly demonstrate compliance with the terms of reference described above, with an appropriate level of detail. An agreement will be signed with the bidder whose proposal complies with the instructions in this request for proposals. Proposals will be evaluated according to the following criteria:

Proposal Evaluation Criteria	Percentage
Accuracy and relevance of the proposed technical approach and methodology	20%



Completeness of the proposal in accordance with the request for proposals (general information , work plan, budget, team expertise, etc.)	15%
Proposed team: expertise and skills to address the components of the project	20%
Relevance and capacity/skills to implement/manage the project	15%
Budget justification and cost realism	30%
Total	100

The selection committee will evaluate the technical proposal based on the criteria listed above, and the financial proposal will be evaluated based on the reasonableness of the costs and the cost-effectiveness of the budget.

VII. Validity of Proposals

Submitted proposals will remain open for acceptance for 90 days from the specified deadline for receipt of proposals. This includes, but is not limited to, prices, terms and conditions, service levels, and all other information. If your organization is selected, all information contained in this document and the negotiation process are contractually binding.

Heifer will issue a framework agreement with an initial term of twelve (12) months from the date of signature, renewable for the remaining duration of the Sahel Dairy Project. The contract will be denominated in USD. Côte d'Ivoire will serve as the pilot country, with gradual expansion to Mali and Niger upon fulfillment of the agreed-upon start-up conditions.

Once the award is issued, it will include a payment schedule with the deliverables specified above.

VIII. Restrictions

This Request for Proposals does not constitute a commitment to award a contract, to pay costs incurred in preparing a response to this request, or to purchase or contract for services or supplies. Heifer reserves the right to fund all or part of the submitted proposals and reserves the right to accept or reject, at its sole and absolute discretion, any proposal received in response to this Request for Proposals. Intellectual Property

IX. Intellectual Property

Section 10.1. Ownership in General. Subject to Section 8.2 below, all intellectual property (including, but not limited to, copyrights, trademarks, service marks, and patents), intellectual property rights, deliverables, manuals, works, ideas, discoveries, inventions, products, writings, photographs, videos, drawings, lists, data, strategies, materials, processes, procedures, systems, programs, devices, operations, or information developed in whole or in part by or on behalf of the Contractor or its employees or agents in connection with the Services and/or the Goods (collectively, the "Work Product")



Work”) shall be the exclusive property of HPI. Upon request, the Contractor shall sign all documents and take all necessary steps to confirm or perfect HPI’s exclusive ownership of the Work Product.

Section 10.2. Prior Intellectual Property. Any intellectual property owned by a party prior to the effective date (“Prior Intellectual Property”) remains the exclusive property of that party. With respect to any Prior IP of the Contractor included in the Work Product, the Contractor retains ownership thereof and hereby grants HPI a perpetual, non-exclusive, royalty-free, worldwide, and irrevocable right and license to use, copy, reproduce, publicly display, modify, revise, perform, and distribute such intellectual property, in any format or medium whatsoever, in connection with the Work Product.

Section 10.3. Work Made for Hire. To the extent that copyright laws apply to the Work Product, the parties agree that (a) HPI has specifically commissioned or sponsored the Work Product, (b) the Work Product is a “work made for hire” within the meaning of U.S. copyright laws, and (c) HPI shall be deemed the author thereof and shall hold all rights, title, and interest therein. To the extent that such rights, in whole or in part, are not vested in HPI as a “work made for hire,” the Contractor irrevocably grants, assigns, and transfers to HPI, exclusively and in perpetuity, all of the Contractor’s rights of any kind, known or unknown, in and to the Work Product and in connection therewith, and HPI shall be the sole and exclusive owner of all rights therein and in its components, including, but not limited to, all related, ancillary, subsidiary, incidental, and adaptation rights. The Contractor hereby waives all rights known as “moral rights” and all similar rights it may have in connection with the Work Product. The description of the Services and/or Goods provided in this Agreement does not in any way limit how HPI may use the Work Product.

X. Applicable Regulations

Bidders must be legally registered to conduct business in [Côte d’Ivoire or Mali or Niger] and comply with applicable local laws, including, but not limited to, labor laws, financial requirements, taxes, etc.