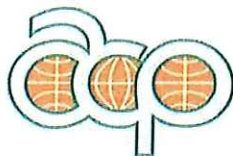


Organisation of African,  
Caribbean and Pacific States  
(OACPS)



Organisation des États  
d'Afrique, des Caraïbes et du  
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Ref.: Ref.4/1/2 (Vol.3).31  
[BUDGET]HND

Brussels, 23 February 2021

**Attention: Expert Firms offering Social Secretariat Services in Belgium**

Dear Sir / Madam

**Call for proposal for provision of Social Secretariat services to OACPS**

The Organisation of African, Caribbean and Pacific States (OACPS) invites your firm to take part in the competitive procedure for the provision of above.

The Call for proposal is attached for your kind reference.

We look forward to receiving your proposal before the deadline specified in Point 8 of the Call for Proposal addressed to the Focal person mentioned in points 6.3 and 7 in the Call for proposal.

Should you decide not to participate in this call for proposal, we would be grateful if you could inform us in writing, indicating the reasons for your decision.

Yours sincerely

**For the Secretary General**

**Mrs Isatou AUBER FAAL  
Assistant Secretary-General  
in charge of Administration,  
Finance and Human Resources**

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## **CALL FOR PROPOSAL**

### **PROVISION OF SOCIAL SECRETARIAT SERVICES TO THE OACPS**

and Humanitarian matters; Sustainable Development; and Private Sector and Investment, which on average also meet twice a month. In addition, there are also Working Groups for cotton, sugar, banana, rice, and countries under sanctions.

### The Joint Institutions

The Cotonou Agreement established the ACP-EU Council of Ministers as the principal decision-making body of the ACP-EU partnership that meets once a year. The Agreement also created the ACP-EU Development Finance Cooperation Committee and the Joint ACP-EC Ministerial Trade Committee. They usually meet once a year and report to the Joint Council. The ACP-EU Joint Parliamentary Assembly acts as a consultative body, under the Cotonou Agreement, and meets twice yearly.

Furthermore, the ACP-EU Conventions (including the Cotonou Partnership Agreement) created the ACP-EU Committee of Ambassadors in order to “assist the Joint ACP-EU Council of Ministers in the fulfilment of its tasks and carry out any mandate entrusted to it by the Joint Council”, which usually meets once a year.

## **2. The Current state of affairs in the relevant sector**

The OACPS has been working with the same service provider for numerous years and would like to give the opportunity to other expert firms in Belgium to provide Social Secretariat services to the OACPS..

## **DESCRIPTION OF THE ASSIGNMENT**

### **2.1 Global Objective**

OACPS wishes to recruit a new expert firm to provide Social Secretariat services to the OACPS and assist in the administration of payroll and related matters for the staff holding the nationality of Belgium and recruited/to be recruited under the category called: Local Staff. The tentative number of local staff is from 15 to 35.

### **2.2 Specific Objectives and Requested Services**

#### **KEY TASKS:**

#### **(1) Payroll calculation and administration for Local/Belgian staff employed by the OACPS**

- Registering the employer, OACPS and its relevant employees with the applicable authorities as and when required.
- Salary calculation, including applicable taxes, social security contributions and other contributions to be made by staff as per applicable Belgium legislations, vacation pay, end-of-year bonuses, notice pay and other supplements,
- Issuing of related legal and social documents such as pay slips

### **3. RISKS**

The risk to the success of contract may arise from the non-availability of information that might be required by the expert firm providing the Social Secretariat services. To mitigate this, the expert firm to provide a clear, accurate, complete list of information they will need in order to provide the services required by OACPS in an effective and efficient manner.

### **4. EXPECTED OUTCOMES**

1. Proof of registration of employer and employee with the relevant authorities in Belgium as per Belgium applicable legislations.
2. Online submission of Individual Pay slips of staff concerned on a monthly basis or whenever else required.
3. Separate pay slips, social security forms, tax forms and other required forms as per Belgium legislations for each of the following : Overtime, Holiday Pay, 13<sup>th</sup> month, early retirement or early dismissal or end of contract, etc.
4. A monthly report showing salary computed on a monthly basis to enable OACPS to follow the monthly trend and / or pick up any "extraordinary" item.
5. Declarations filed with Social Security Service Office (ONSS) , Tax authorities and other required authorities in Belgium.
6. Proof of payment of social security contribution and taxes withheld from staff salary to the relevant authorities.
7. Basis of computation of each item on staff pay slips.
8. Timely communication of any change in the basis of computation and the reason underlying the change.
9. Provision of Socio-legal or any advice required by OACPS in written format to OACPS, clearing making reference to and attaching the applicable legislation concerned.
10. Responding to queries from staff directly or OACPS or auditors in a timely, accurate, simplified manner.

### **5. EXPECTED PROFILE**

#### **Competencies and skills**

1. Social Secretariat Company / Expert firm Incorporated in Belgium.

## **8. SUBMISSION OF PROPOSAL**

**Deadline for submission of proposal: BY 1 March 2021**

Mode of submission: In sealed envelopes addressed to the Focal point person on else, in PDF formats, by email, to the Focal point person mentioned in points 6.3 and 7 above.

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