**Statement of Work –Assessment Consultancy Assignment**

1. **Term**

This SOW shall commence in March/April 2022 and terminate by the end of the calendar year (date TBD).

Specific days to be selected based on mutual availability of consultant and selected interviewees.

* Duration

Bidder shall assess project scope and provide a proposed duration based on services. Duration shall be outlined by the bidder, and confirmed by project team.

1. **Services**

Context:

IRC’s global benefits team wants to establish global minimum standards for certain core benefits where all IRC employees across the globe have access to those benefits regardless of their location.

Project Scope:

The Global benefits team is looking for a partner who can help us establish and implement the global minimum standards for life insurance for our entire population. The partner would help with collecting current IRC policies/practices/data relating to life insurance coverage across our 40+ countries. They will provide benchmark data for us to assess the appropriate level of coverage to establish the global minimum standard. Finally, they would assist in procuring that coverage through a global or multiple insurance providers and help us implement/communicate the benefit to staff globally.

Project Objective:

The objective of this project is to establish global minimum standard for life insurance, so all employees globally have access to the same minimum benefit to ensure equity among all our employees. Among many other goals, this will help us achieve equality and inclusion at IRC.

1. **Deliverables**
2. Current Status: Currently at IRC, life insurance is very decentralized and owned by each country. Each country may follow a different criterion when securing life insurance coverage and may have different levels of benefit/exclusions.
   1. Data collection – create a template that can be used to generate detailed current life insurance coverage information from each country, including benefit amount, enrollment eligibility, payment eligibility/exclusions, beneficiaries, provider, cost, etc.. Once the data is collected, should be homogenized for analysis in a report that can be shared with senior leaders within IRC.
   2. Benchmarking data – provide IRC with benchmarking data that outlines competitive level of coverage based on countries, preferably broken down by private sector and peer NGO offerings. Include the level of plan details described above. IRC will be able to provide Birches country benefits reports, as one source of information on our INGO peers.
   3. Plan Design – help IRC establish a philosophy for coverage and global minimum standard such as level of benefit, exclusions, etc. We understand coverage can look different in each country, but we want it to have a core common minimum standard. For example, every country will have an employer paid life insurance coverage for all types of death (not just work related).
   4. Analysis – conduct financial impact analysis by country based on purchase of life insurance by country vs multi-country, regional or global contracts.
   5. Recommendation – assist in the development of a business case, recommendation and impact deck to secure approval from IRC leadership on preferred benefit and provider approach.
   6. Implementation – help IRC procure coverage globally by working with insurance companies
3. More Assessment Points: There may be nuances that makes the benefit offering different in each country but important to have a common minimum standard and then add in benefit/language that makes sense with the cultural/labor context of each country
4. Viability: We may not be able to implement everywhere on the same date because some countries may be in multi year agreements so important ot recognize that even when we get to the implementation phase that it may turn out to be a multi year project
5. **Payment**

Since this is a consultant and broker opportunity, there may have different ways IRC pays for this project. Just for the data collection, benchmarking portion of the project, it would be charged to the benefits team. However, any implementation fees may be a flat fee from IRC or no fee to IRC and a commission from the insurance company.

1. **Expenses**

Any and all expenses in the project will need to be confirmed by the team at IRC before they are submitted for billing.

1. **Timeline**

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| **Deliverable** | **Timeline** | **KPI** | **IRC Support** |
| 1. Data Collection – current life insurance offering at IRC offices globally | April/May 2022 |  |  |
| 1. Benchmarking – providing data on what’s competitive level of benefit to offer | May/June 2022 |  |  |
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| 1. Plan Design – help IRC establish a global minimum standard such as level of benefit, exclusions, etc | July 2022 |  |  |
| 1. Implementation – help IRC procure coverage globally by working with insurance companies | TBD |  |  |
|  | Deliverables due to IRC |