

**International Rescue Committee**

**Request for Proposal (RFP)**

**Global Life Insurance Minimum Standards Design and Implementation**

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##### INTRODUCTION:

1. ***The International Rescue Committee***

The International Rescue Committee, hereinafter referred to as RESCUE, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict.

RESCUE responds to the world’s worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, RESCUE offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 28 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure.

##### PROJECT BACKGROUND AND DELIVERABLES:

1. ***Background***

The IRC is looking for a global Life Insurance consultant to help develop and implement a global minimum standard life insurance benefit for all IRC employees.

**Expertise:**

* Experience and expertise in life insurance benefit plans
* Experience in implementing life insurance benefits for employees in the countries where IRC has employees (various African, Middle East and Asia countries)
* Have excellent interpersonal skills in a multicultural team
* Have excellent English communication and written skills

**Expected Outcomes:**

* Work with the Sr Director, Global C&B and Director, Global Benefits to design a competitive and appropriate minimum standard Life Insurance benefit plan including the appropriate benefit amount, participation eligibility, payment eligibility, allowed beneficiaries and more.
* Coordinate with benefits team to clearly define, document and extract data required for cost and impact analysis
* Develop deck for the IRC leadership team providing business case, recommendation, impact, cost and resources required to implement recommended minimum standard.
* Assist in developing communications for country leadership data gathering and implementation. In addition, a communication for all employees describing the new minimum life insurance.

1. ***Expected Deliverables***

IRC expects the advisor to give appropriate guidance on the risk requirements for our international and local employees by:

* Providing strategic direction, planning and anticipating future changes
* Providing benchmarking
* Having an in-depth knowledge of the international Risk insurance market
* Dealing with multi-country issues, in particular around African, Middle Eastern and some Asian countries
* Keeping abreast of compliance issues and providing compliant solutions
* Assisting with the integration of plans where necessary

Please outline how you would manage a project/market review of the current arrangements, including:

* Your approach
* Markets you would approach
* Timescales
* What is important to consider in the remarketing of the program
* Providing analysis and cost impact of implementing minimum standard where we have a gap
* Negotiation

Please outline how you would manage the implementation of the minimum standard including:

* Describing approach for securing life insurance(s) for all countries, where needed
* Assistance around communication of benefits
* Outlining how you would alleviate workload for IRC
* Ensuring costs are kept to sustainable levels

Additional information

* Provide examples where you have demonstrated innovation
* Outline any additional services that your company provides that differentiates itself from your competitors

1. ***The RFP Documents***

The Agency is expected to examine all instructions, forms, terms and specifications in the bidding documents prepared for the selection of authorized suppliers.

|  |
| --- |
| *The RFP is comprised of the following documents:*   * *Intent to Bid Form* * *The Request for Proposal – RFP (this document)* * *Scope of Work (SOW)* * *Supplier Information Form* * *IRC Way Code of Ethics* |

1. ***Timeline***

|  |  |
| --- | --- |
| **Issue Request for Proposal** | January 13th, 2022 |
| **Suppliers Return Signed Intent to Bid Forms** | January 20th, 2022 |
| **Questions from Suppliers Due** | January 28th, 2022 |
| **Answers to Suppliers Questions Due** | February 2nd, 2022 |
| **Bid Submission Due** | February 14th, 2022 |
| **Supplier Presentations (via MS Teams)** | February 18tht-March 4th, 2022 |
| **Select Supplier to Award Business** | March 10th, 2022 |
| **Estimated Contract Start Date** | March 28th, 2022 |

1. ***Clarification and Questions***

A prospective Bidder with outstanding questions related to this RFP packet of the Bidding Documents may notify **Mary Weber** [mary.weber@rescue.org](mailto:mary.weber@rescue.org) **and Sidrah Hyder** [**Sidrah.Hyder@rescue.org**](mailto:Sidrah.Hyder@rescue.org) **and copy Hilary Steinman at** [**hilary.steinman@rescue.org**](mailto:hilary.steinman@rescue.org)**.** The request for clarification must be received no later than Tuesday January 28th 2022. The team will respond by e-mail providing clarification on the bid documents on Friday 2nd February, 2020.

##### III. REQUIREMENTS:

1. ***Documents Required to Submit***

The submitted bid must include the following information. Failure to supply all requested information or comply with the specified formats may disqualify the bidder from consideration.

|  |
| --- |
| ***Submission***   1. *Company Profile* 2. *Response to Expected Deliverables* 3. *Service Package and SLA’s* 4. *Cost/Fees Breakdown*   ***Company Registration***   1. *W9* 2. *Three (3) References from current or past clients (at least one in the last year)*   ***Presentation***   1. *Presentation (virtual)* |

##### SUBMISSION OF BIDS

1. ***Submission of Bids:***

Bidder shall submit bids via email to **Hilary Steinman at** [**GSC-RFPSubmissions@rescue.org**](mailto:GSC-RFPSubmissions@rescue.org)and copy **Mary Weber** [mary.weber@rescue.org](mailto:mary.weber@rescue.org) **and** **Sidrah Hyder at** [**Sidrah.Hyder@rescue.org**](mailto:Sidrah.Hyder@rescue.org)by **Thursday, February 11th, 2022.**

***Format***

The proposal shall consist of a profile of the company in a power point/PDF presentation alongside a proposed scope of services and pitch of creative elements. Budget to be shared in within this pitch or in a MS Word or Excel format to be shared with the project team. Agency will need to also provide all documents requested including financial documents and references.

##### EVALUATION

1. ***Evaluation and Comparison of Bids***

Bids determined to be substantially responsive as per section 5 above will be considered for the evaluation process with the below scoring criteria.

|  |  |  |
| --- | --- | --- |
| **EVALUATION CRITERIA** | **Description** | **Weight (%)** |
| **Quality and**  **Understanding of Scope** | Bidder provides strong content and demonstrates that the services they provide are not only industry standard, but of good quality. They have the capacity and expertise/ability to commit to the breadth and depth of deliverables. | 40% |
| **IRC Fit and Experience** | Refers to Bidders ability to demonstrate relevant experience, expertise and knowledge of the services required, overall fit, and experience working with INGOs. | 25% |
| **Financial Proposal** | Cost Structure and Budget in-line with IRC forecast. | 35% |

##### AWARD TERMS AND CONDITIONS

1. ***Contract award and notification***

IRC will award the Contract to the notified successful Bidder(s) whose bid has been determined as the best evaluated bid considering price/performance factors, provided further that the Bidder is determined to be qualified to enter into a service agreement.

1. ***Business Review***

The nature of this RFP is to select a partner for service as a potential on-going partner. There is an expectation of robust reporting and business reviews of the selected partner’s progress throughout the contract term. There is no guarantee of engagement with the supplier, but there is an expectation of reporting and review following the completion of this project for future opportunities.

***Disclaimer***

*RESCUE reserves the right to alter the dates of the timetable.*

*RESCUE does not bind itself to accept the lowest or any proposal.*

**Ethical Operating Standards**

The IRC Way: Standards for Professional Conduct (“The IRC Way”), the IRC’s code of conduct, and IRC’s Combating Trafficking in Persons Policy. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does “not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.” IRC’s procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC’s operations.

IRC requests that a supplier (i) informs IRC upon becoming aware that the integrity of IRC’s business has been compromised during the RFP process, and (ii) report such events through IRC’s confidential hotline, Ethics point, which can be accessed at [www.ethicspoint.com](http://www.ethicspoint.com) or via toll–free (866) 654–6461 in the U.S., or collect (503) 352–8177 outside the U.S.