

Terms of Reference

For the Evaluation of Outsourcing of Payroll

1.0 Background

AGRA's mission is to catalyze an agricultural transformation in Africa through innovation-driven, sustainable, productivity increases and access to finance that improve the livelihoods of smallholder farmers. AGRA's overall vision of success is centered on two headline goals to achieve by 2020 through its efforts to catalyze, convene, and align with an alliance of partners and grantees:

- Double the incomes of at least 30 million farm households through productivity improvements and access to markets and finance.
- Ensure all focus countries are on a pathway to attain and sustain an agricultural transformation through sustainable agricultural productivity growth and access to markets and finance

Since inception AGRA has had two offices, in Nairobi and Accra. In 2013 AGRA began implementation of the Scaling Seeds Technology Program (SSTP) which was being implemented in 7 countries including Kenya, Tanzania, Ethiopia, Ghana, Senegal, Malawi and Mozambique . This necessitated having staff stationed in offices other than Nairobi and Accra which had fully fledged offices and could offer the full range of services including payroll management and statutory compliance.

In 2017 AGRA embarked on on a new strategy where AGRA has decentralised operations into 11 countries in Africa where AGRA is either hosted by other institutions or have office presence . Recruitment has been ongoing in some of the countries. In 4 of the countries, i.e. Ethiopia, Malawi, Mozambique and Tanzania. AGRA has adopted a non-hosted, hosted or hybrid model. AGRA currently has 29 staff in those countries and the number is continuing to increase. AGRA is seeking to find an cost effective way of supporting this critical function.

2.0 Project Objective and Scope

The outsourced payroll service provider is required to render the following services to AGRA country offices (other than Nairobi and countries where AGRA is hosted):

- Implementation of an outsourced payroll system for AGRA
- Deductions and disbursement of funds according to statutory requirements regarding staff on payroll. This will include but not limited to: -
 - Processing of appointments and resignations on the payroll system, including leave pay-outs including commutation of leave;
 - Pay staff their net salaries into their bank accounts in a timely manner
 - Individualised Bonus Calculations for staff;
 - Processing benefits via payroll for staff
 - Pension/Provident Fund
 - Insurance payments
 - SACCO payments
- Setting up and processing of Special Runs
- Provide monthly pay slips (generated via the system or via a self-service portal)
- Generate periodic tax and other statutory reports for staff as required in their jurisdictions.
- Provide schedules for Monthly Salary payments including pension, medical aid, PAYE, and other deductions made on behalf of third parties, e.g. garnishee orders.
- Processing of travel and other related staff claims upon AGRA approval.

3.0 Deliverables

- Monthly Payment Schedules & Variance Reports to be submitted to AGRA for approval and sign off;
- Submission of Tax and other statutory deduction reconciliations and evidence of submission and filing in accordance with local statutory requirements
- The Service provider and AGRA Operational Management Team shall meet as often as is reasonably necessary but in any event not less than twice per annum throughout the term of the agreement to ensure the successful implementation and the monitoring of the services against agreed Service Levels.
- The Service Provider to advise AGRA on changes in legislation and other acts governing the payroll and Tax amendments as proposed by the Taxation Laws;

- The Service Provider and AGRA shall designate, in writing, their representatives to attend such meetings. Minutes of such meetings will be recorded and provided to management;

4.0 Required Competencies

- The Firm should have demonstrated experience of consultancy engagements in the field related to this Terms of Reference.
- Good analytical, problem solving and facilitating skills with a high sense of responsibilities and results-orientation; and
- Excellent written and spoken English.
- Ability and competence to deliver the assignment within agreed timelines.
- The firm should have presence in the earmarked countries or demonstrate ability to provide service in those countries with experience of using automated payroll tools that cuts across different countries
- Ability of the firm's payroll system to capture and store employees data and readily available when requested by AGRA.