
**REQUEST FOR EXPRESSION OF INTEREST
FOR
THE PROVISION OF PROVIDENT FUND INVESTMENT MANAGEMENT AND ADMINISTRATIVE
SERVICES**

Reference: EOI No. **HQ_002_2022**

Date: **31 January 2022**

Dear Sir/Madam,

The International Development Law Organization (IDLO) calls for Expressions of Interest (EOI) from qualified and willing international and national Suppliers.

About IDLO

IDLO is the only global intergovernmental organization exclusively devoted to promoting the rule of law to advance peace and sustainable development. IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity.

The IDLO Provident Fund (PF) is a key element of the social security scheme established by IDLO in accordance with the IDLO Employee Regulations and Rules and the Headquarters Agreement with Italy. It is essential that the PF operates effectively and is well-administered and that information about the PF and management of employee contributions is clearly communicated to all members. The PF is a defined contribution scheme with a consistent basic framework since its establishment in the year 2000 – a plan under which employees are obliged to set aside 7% of their salary and IDLO contributes an additional 14%. The PF offers eligible employees the opportunity to invest their contributions in accordance with the general ethical principles of IDLO and according to the accepted risk profile for investments. The PF currently services over 160 individuals in multiple countries, with total PF assets under management exceeding EUR 8 million.

Purpose

The purpose of the EOI is to identify interested suppliers for participation in the subsequent formal solicitation.

The deadline for subsequent formal solicitation will be advised later.

Procurement Arrangements

The formal solicitation will be used to award a Contract to fulfil IDLO's requirements.

Expected Outputs

IDLO seeks a Provident Fund management organization with a minimum of ten (10) years' experience to provide all-inclusive and integrated investment and administrative services with appropriate and demonstrable:

- Financial Strength
- Regulatory Record
- Investment Management Capability
- Administrative, Record-keeping and Custody Capability
- Investment Performance
- Fund Management Approach; and



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- Staff Competencies and Qualifications

- Ability to conform to IDLO internal protocols and measures to ensure personal data protection
https://www.idlo.int/sites/default/files/personal_data_protection_policy_2021.pdf

In pursuit of its mission and to perform its mandate, IDLO processes personal data. Given the increasing relevance in the international and European legal context of enhancing protections for such data, IDLO has developed a Policy that provides a regulatory framework for the processing of personal data consistent with the best standards of protection recognized by International Organizations. IDLO is committed to applying appropriate safeguards for the handling and processing of personal data as set forth in this Policy. As an intergovernmental organization, IDLO is not subject to any regional or national laws concerning data protection. The purpose of the IDLO Personal Data Protection Policy (the “Policy”) is to set out principles and procedures for the processing of personal data collected, stored, and transferred by IDLO. To carry out its mandate, IDLO collects, stores, and transfers data. While the substantial majority of the data processed by the Organization is public data and can be disclosed to the public, some of the data is personal and requires adequate protection. The Policy sets out the principles governing the processing of personal data by IDLO and provides all IDLO personnel with a comprehensive procedure on how to manage personal data so that the right to privacy of individuals who have provided their personal data to IDLO enjoys appropriate protection. Moreover, the Policy aims to outline the rights of Data Subjects with respect to the processing of their personal data by IDLO. The Policy applies to any processing of personal data belonging to Data Subjects for the purpose of fulfilling IDLO’s mandate. Data Subjects, as defined in the Policy, can be internal and external to IDLO. Nothing contained in the Policy shall be deemed a waiver, expressed or implied, of any privilege or immunity that IDLO enjoys as an international organization, including with respect to its employees and the inviolability of IDLO property, archives, and communications.

Inquiry

For any questions/clarifications related to this EOI, please contact IDLO by email on tenders@idlo.int and mention **EOI No. HQ_002_2022 - Inquiry** in the subject header no later than 72 hours prior to the deadline for submission of EOI.

Procedure for submission of EOI:

The EOI submitted by email must be limited to a maximum of **5MB**, virus-free in one email transmission. Any attachments must be free from any form of virus or corrupted contents, or the EOI shall be rejected.

- Submit a cover letter confirming your interest in receiving the Request for Proposal (RFP) document when it is distributed.

Deadline for Submission of EOI:

On or before **11 February 2022 at 12:00 Hours Rome, Italy** local time.

Thank you and we look forward to receiving your Expression of Interest.

Sincerely yours,
IDLO Procurement Representative

