Term of Reference
Konservasi Indonesia Payroll Services Provider FY24

A. Introduction
This Term of Reference (ToR) document is designed to outline the framework and expectations for engaging a qualified and capable payroll service provider for Konservasi Indonesia.

Yayasan Konservasi Cakrawala Indonesia (“YKCI”) referred to as Konservasi Indonesia (“KI”) is a national foundation established to support sustainable development in the country. We are the main partner of Conservation International in Indonesia. We envision a healthy and prosperous Indonesia where biodiversity is valued and preserved. With offices and project sites across Indonesia, we promote a sustainable landscape-seascape approach and establish partnerships with multiple stakeholders across sectors and jurisdictions to deliver lasting impacts for people and nature in Indonesia, we recognize the critical importance of efficient and accurate payroll processing to ensure the well-being and satisfaction of our employees.

B. Background
Konservasi Indonesia has grown steadily, necessitating a more sophisticated and specialized approach to payroll management. As we continue to evolve and expand our operations, the efficient management of our workforce, including timely and accurate payroll processing, becomes paramount. Considering this, we are seeking a professional payroll service provider to streamline our payroll processes, enhance accuracy, and ensure compliance with local labor laws and tax regulations.

C. Objectives
The primary objectives of engaging a payroll service provider are to:

- Ensure timely and accurate processing of employee salaries.
- Facilitate compliance with all relevant local and national tax regulations and labor laws.
- Safeguard the confidentiality and security of employee information.
- Enhance overall efficiency in payroll management.
D. Scope of Service

This engagement requires the selected payroll service provider to undertake a comprehensive range of tasks, including but not limited to monthly salary processing, statutory deductions, reporting, and handling employee inquiries related to payroll matters.

This ToR aims to provide clarity on the expectations, deliverables, and terms that will govern the partnership between Konservasi Indonesia and the selected payroll service provider.

Specific tasks and responsibilities of this payroll service provider may include:

Supporting HR Processes:

- Providing monthly salary processing for regular employee including foreign employee with Bank Transfer Report
- Providing ad-hoc processing payroll processing as of Spot Bonus, Bonus, Severance, and any other
- Statutory deductions (taxes, national social security, etc.)
- Reporting (monthly, and annual salary)
- Providing Simulation Tax Fluctuation Employment for end of year.
- Monthly reporting National Social Security (BPJS Employment) calculation (F1A, F1B, F2 and F2A)
- Providing of Payslip and distributions softcopy version to each employee.
- Providing of withholding tax slip (1721-A1) with hardcopy and softcopy to HR
- Providing of withholding tax slip (1721-A1) for termination staff.

Supporting Finance Process:

- Providing monthly tax calculation for non employee (daily worker, consultant, services vendor, etc)
- Providing Bukti Potong (efilling)
- Providing monthly and yearly tax compilation
- Providing Bukti Penerimaan Elektronik Pajak (efilling)
- Providing advice regarding taxation on activities carried out by Konservasi Indonesia.
- Providing assistance when Konservasi Indonesia deals with the tax office.
- Providing Tax Training Online for Operations Staff in Konservasi Indonesia.
E. Minimum Requirement

- A Reputable Payroll and Tax Consultant and have experienced at least 10 years, familiar with local and expatriate payroll for organizations of similar size and complexity.
- The service provider must have a valid business registration and comply with all legal requirements to operate in Indonesia.
- Demonstrable expertise in handling payroll processes for diverse industries.
- Ability to meet or exceed the specified SLAs for payroll processing timelines.
- Clear communication channels for addressing and resolving payroll-related issues within defined timeframes.
- A proven track record of adherence to local, national, and international labor laws and tax regulations.
- Implementation of robust security measures to ensure the protection, confidentiality and integrity of employee and organisation data.
- Provision of detailed and customized payroll reports, including monthly, quarterly, and annual summaries.
- Experience in generating reports that aid in decision-making and compliance verification.
- Customer Support: Availability of dedicated customer support for addressing employee inquiries related to payroll and employee tax; Proven responsiveness and effectiveness in handling and resolving queries.
- Financial Stability: Submission of audited financial statements to demonstrate financial stability and capacity to handle payroll responsibilities.

F. Timeline

<table>
<thead>
<tr>
<th>No.</th>
<th>Descriptions</th>
<th>Time</th>
<th>PIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Advertise Publication</td>
<td>1st week October 2023</td>
<td>Procurement Team</td>
</tr>
<tr>
<td>2</td>
<td>Proposal Submission</td>
<td>October 20, 2023</td>
<td>Procurement Team</td>
</tr>
<tr>
<td>3</td>
<td>Proposal Evaluation (Bid Opening Documents)</td>
<td>October 24, 2023</td>
<td>Procurement Team, Head of Tendering, Bidding Committee and User.</td>
</tr>
<tr>
<td>4</td>
<td>Meeting Discussion Bidding Analysis (Bid Comparison Matrix)</td>
<td>October 30, 2023</td>
<td>Procurement Team, Head of Tendering, Bidding Committee.</td>
</tr>
</tbody>
</table>
G. Submission Requirement

- Sample Report or Dummy Report
- Company Profile or Portfolio

H. Call for Proposals

This ToR serves as an invitation to qualified and capable payroll service providers to submit proposals that align with our organizational values, needs, and objectives. We seek a collaborative partnership that not only addresses our current challenges but also positions us for future success.

Please send your Quotations and Company Profile to:

Eny Tri Widyastuti (Senior Administration Coordinator) ewidyastuti@konservasi-id.org

or

Hardcopy to Konservasi Indonesia Office at:

Graha Inti Fauzi Building, 9th floor,
Jl. Buncit Raya, No. 22, Pasar Minggu, Jakarta Selatan, Indonesia, 12510

Please fill the “subject” column of the e-mail or envelope with this format:

[RFQ-PAYROLL (FY24)-Your Company Name]

We anticipate that the bidder whose quotation suggests the best solution for our research effort will be selected by October 20, 2023. We will notify all bidders, whether they are rejected or unsuccessful.