



Request for Proposal for Legal Services in Honduras

Submission of Proposal Deadline: Wednesday, November 11th, 2022, 12:00 pm EST.

Inquiries and proposals should be directed to:

Name/Email: Mrs. Laura Raymond, Project Director, lraymond@socialimpact.com
Ms. Nalini Ramlogan, Project Manager, nramlogan@socialimpact.com
Ms. Daisye Rainer, Project Assistant, drainer@socialimpact.com

Address: Social Impact, Inc.
2300 Clarendon Boulevard, Suite 1000,
Arlington, VA 22201, USA

Legal Services in Honduras Specifications

Background

Social Impact (SI) is a Washington, DC-area international development management consulting firm. SI's mission is to improve the effectiveness of international development programs in order to improve people's lives. We provide a full range of management consulting, technical assistance, and training services to strengthen international development programs, organizations, and policies. We provide services globally in the areas of monitoring and evaluation, strategic planning, project and program design, organizational capacity building, and gender and social analysis. SI services cross-cut all development sectors including democracy and governance, health and education, the environment, and economic growth. SI's clients include US government agencies such as USAID, the Millennium Challenge Corporation, and the US Department of State; bilateral donors; multilateral development banks; foundations; and non-profits.

SI's official home page is: <http://www.socialimpact.com/>

1. General Information

- 1.1 **Purpose:** This Request for Proposal (RFP) is to contract for legal services to be provided to SI's field office in Tegucigalpa, Honduras on registration activities starting from November 2022. The project will be active until September 2027.
- 1.2 **Staff and Office:** SI expects operations in Honduras to consist of a staff of 4, working from the prime contractor's field office. Staff hired include two local nationals and two Third Country Nationals (TCN), defined as staff neither of Honduran or US nationality.
- 1.3 **Activities:** SI's activities in Honduras will exclusively center on providing support to the USAID Honduras mission.
- 1.4 **Funding:** Funding for the operations will come from SI's headquarters in the United States. We do not anticipate any fundraising or profit-making activities in the country.

2. Scope of Service Required

- 2.1 **Registration-related work for the organization to have a legal presence in Honduras:**
 - Assessing the need for registration given our activities and level of presence
 - Explaining the options available and the advantages/disadvantages of each option
 - Detailing the process and costs for each option with time estimates
 - Recommending an option and including information for the first 3 bullets under 2.1 in a registration pre-decision memo for Social Impact as the first deliverable (template will be provided)

- Having a kick-off call with SI and answer all the questions related to registration
- Conducting the actual process for the selected option

2.2 Registering the organization for tax-exempt status in Honduras (*if there is in-house tax expertise; if there is not, please state so in the proposal*)

- Explaining the options available and the advantages/disadvantages of each option
- Detailing the process and costs for each option with time estimates
- Recommending an option and including the information for the first three bullets in 2.2 in the same registration pre-decision memo described in 2.1.
- Answering all the questions related to taxes during the same kick-off call mentioned in 2.1.
- Conducting the actual process for the selected option

2.3 Providing a summary of labor laws (including visa requirements and compensation and benefits packages) and standard business practices concerning employment.

- If registration is determined to be the best option, drafting an Employee Agreement template that is in compliant with the appropriate Honduran labor laws and standard business practices concerning employment.

2.4 [IF RELEVANT] Providing accounting/payroll related services:

- Review of the organization's accounting system and assistance in ensuring that it meets Honduran requirements

3. Proposal Contents

In addressing this request, we would like your firm to focus on providing the following information in the proposal:

3.0 Law Firm Background: SI is a for-profit entity working in a predominantly non-profit industry. Does your firm have previous registration and tax identification obtaining experience with for-profit companies in the international development field? Does your firm have previous experience with this Client?

3.1 Service Provided: Do you have in-house expertise and provide services in the above five categories (registration, tax, labor, employment, accounting/payroll)? If not, which do you not provide? Can you recommend a firm that provides that particular service?

3.2 Service Time: Please give us an estimate of the time involved in providing the services for each of the five categories.

3.3 Service Costs: Please give us an estimate of the cost involved in providing the services in each of the five categories or a total price if your firm can offer service in all categories as a package. Please kindly provide a detailed breakdown of the hourly/daily rate by different personnel and/or different category of services.

3.4 Firm Profile: Please include business information about your firm, namely, firm size, structure, areas of practice, and office location(s).

3.5 Attorney Qualifications: Please provide the qualifications of attorneys and personnel that would be involved in providing the above services.

3.6 Legal Experience and Business References: Please list at least 2 other organizations for whom you have provided any of the above services who can serve as a reference. Please include both U.S. based organizations with operations in Honduras and local organizations.

4. Proposal Submission

4.1 Submission of Questions

If your firm has any questions regarding the RFP, please send your questions to e-mail address listed below in 4.2

Question submission deadline: Wednesday, November 2nd, 2022; 5:00pm EST.

Answers to Questions: Friday, November 4th, 2022; 5:00pm EST.

4.2 Submission of Proposal

If your firm is interested in representing SI in one or all of these areas, please send your information and proposal (including the cost matrix excel) via email:

Contacts: Mrs. Laura Raymond, lraymond@socialimpact.com;
Ms. Nalini Ramlogan, nramlogan@socialimpact.com; and
Ms. Daisye Rainer, drainer@socialimpact.com

4.3 Submission Deadline: Wednesday, November 11th, 2022; 12:00pm EST.