

STATEMENT OF WORK

PROVISION OF LEGAL SERVICES **OF LOCALLY EMPLOYED STAFF'S SEVERANCE PAY PLAN**

U.S. Embassy Nouakchott is seeking legal advice to obtain the following information with respect to Locally Employed Staff (LE Staff):

The U.S. Mission in Mauritania provides the LE Staff with a severance pay plan consistent with local law and prevailing practices in Mauritania.

Our current severance pay plan is only available to eligible employees:

- In the case of separations due to reduction in force.
- In the case of separations by reason of old age, retirement-eligible employees who are also eligible for pension benefits.
- In the case of individual separations not due to reduction in force, eligible employee who are not eligible for pension benefits – They must be retirement eligible employees.

The following LE Staff are covered under this plan: employees who are (a) working on a full-time or part-time basis under non-temporary direct hire appointments or under personal services agreements/contracts that are not time limited to one year or less and (b) paid under the terms of the Local Compensation Plan.

The following LE Staff are not covered under this plan: LE Staff working under personal services agreements/contracts that are time limited to one year or less or those working on intermittent schedules.

This plan is also not applicable to nonpersonal services contract personnel and their employees, supplied by an independent contractor licensed to do business in Mauritania who provides services to other local organizations as well as to the U.S. Mission; employees of USAID institutional contractors; Peace Corps personal services contractors; and Official Residence Expense (ORE) staff members.

Persons separated prior to the effective date of this plan, regardless of type of employment, are not entitled to severance for their prior service under the terms

of this plan. Severance entitlements for these individuals will be in accordance with the severance plan, if any, in effect at the time of their separation.

Proposed change of the severance pay plan:

The U.S. Mission in Mauritania wishes to update the severance pay plan and add that eligible employees receive severance payment after 20 years of faithful service to the U.S. Government.

The U.S Embassy requests local counsel to review the U.S. Mission's various labor policy matters:

We require that the lawyer, list all host country labor laws pertaining to severance and end of benefits translated to English. All communication must be in English.

Address any new changes in law that will negatively affect the Local Staff.

Duration: One (1) Year

Submission Requirements: Interested parties should submit the following documents by October 6, 2023.

Detailed Proposal: Outline of experience and knowledge of local labor laws.

Suggested Pricing: Comprehensive breakdown of costs of service.

Technical Evaluation: Metrics to assess the program's effectiveness.

Past Performance: Evidence of successful prior work with clients, including testimonials, reviews, or case studies.

Presenter's Resume: Comprehensive resume outlining the qualifications and experience of the individual(s) who will be on counsel.

Additional Supporting Documents: Any relevant certifications, awards, or qualifications.

Evaluation Criteria: Proposals will be evaluated based on the following criteria:

Past performance and client testimonials

Cost-effectiveness of the proposal