



Request for Proposal

Fiduciary Services: Sexual Rights Initiative Geneva

Project	The Sexual Rights Initiative seeks fiduciary services for its operations in Geneva, Switzerland.
Budget	TBC
Project timeline	Ongoing
Deadline for quote submission	28 February 2022
Notification of successful bid	18 March 2022
Contract Start Date	1 April 2022
Purchaser	<u>Action Canada for Sexual Health & Rights</u> 501 - 240 Bank Street Ottawa, Ontario K2P 1X4
Contact	Marie-Dominique Faye Rossel, Administration Officer, Sexual Rights Initiative Email: mariedominique@srigenève.com



Background

The **Sexual Rights Initiative (SRI)** is a coalition of national and regional organizations based in Canada, Poland, India, Egypt, Argentina, and South Africa that work together to advance human rights related to sexuality at the United Nations.

The SRI aims to advance sexual rights as a particular set of rights and as a cross-cutting issue within international law, specifically in the work of the United Nations Human Rights Council, the Universal Periodic Review, the Special Procedures, and the Treaty Monitoring Bodies.

To carry out its work at the UN Human Rights Council, the SRI established an office in Geneva, Switzerland, in 2018. Currently, the SRI Geneva Office is home to 5 full-time employees, and one-part time employee.

Action Canada for Sexual Health & Rights (Action Canada) is a progressive, pro-choice charitable organization committed to advancing and upholding sexual and reproductive health and rights in Canada and globally. Based in Ottawa, Canada, Action Canada acts as the Secretariat for the SRI.

Project Overview

As a coalition, the SRI is not registered as an independent organisation in Geneva, and instead relies on Action Canada, as the Secretariat, for legal status. Therefore, it is essential to smooth functioning of the Geneva office that the SRI engages the services of a trusted, effective fiduciary to support its internal functions.

Scope of Work/Services

The SRI and Action Canada are seeking a Geneva-based fiduciary to undertake a range of functions, including, but not limited to, the following:

- Payroll and human resources-related services for all Geneva-based staff (5-7 employees), including compliance with all regulatory requirements, tax-at-source deductions, and other filings;
- Payment of invoices on behalf of the SRI;
- Provide advice on employment-related matters, or connect the SRI to other sources for this advice;
- Provide advice as needed on NGO-related issues, or connect the SRI to other sources for this advice;
- Year-end paperwork for tax and salary filings;
- Provide monthly statements of invoices paid and services rendered.



Requirements

- Superior English and French language abilities (written and verbal) (please note: the working language of the SRI is English)

To apply

If interested in this call, please send your response to mariedominique@srigeneva.com by 28 February 2022, including:

- Budget or pricing for services as listed above;
- Outline of experience providing such services;
- Description of what policies or processes, if any, the company has regarding equity and diversity;
- List of current clients, including two references who may be contacted.

All documents should be submitted in English.

Evaluation Criteria	
Relevant experience and capabilities	50%
Pricing	30%
References	10%
Commitment to diversity and equity	10%