

Terms of Reference
Meca Consulting

Hiring of consultant for the review, improvement and update of payroll administration services operation/plan

Managua, December 2017.

A	Background	2
B	Justification	2
C	Scope of services	2
D	Deliverables	3
E	Profile, application requirements and subscribing of Service Agreement	3

A Background

Meca Consulting, S.A. (hereinafter referred to as “Meca”) a company duly constituted and registered according to the laws of the Republic of Nicaragua, is looking to hire a consultant for reviewing and improving a payroll administration services operation/plan (hereinafter referred to as the “Operation”).

B Justification

MECA Consulting is conducting research on behalf of a client with interests in the Central American region.

Based on the results of the consultancy, the firm will present an operational assessment that allows our client to evaluate and improve the Operation.

C Scope of services

The scope of the services required by Meca include the following:

- General analysis of payroll administration services market and its tendencies in the U.S.A. and Latin America.
 - o Explanation of market drivers and key success factors.
 - o Detailed list and explanation of services provided by the industry.
- Review of concept business model, updating and improving of such business model based on international best practices applicable to the industry
- Evaluation of Information Systems solution for the provision of services
- Elaboration of consultancy report containing recommendations on how to improve the Operation.
- Provide specific recommendations on the following:
 - o How to improve the proposed business model
 - o Implementation and/or improvement of technological platform
 - o Validations of growth expectations and organizational structure to support growth
 - o Recommendations on growth strategy to follow the Operation, taking into account three main alternatives:
 - Acquisition of existing companies
 - Development of a “greenfield projects”
 - Obtaining franchise license
- Availability for meetings, phone conferences and teleconferences for discussing specifics of the services and content of consultancy report.

D Deliverables

The following deliverables are required from the consultant:

- A. Report containing information included in “C Scope of Services”
- B. Detailed work plan for the implementation of the project with specific milestones

Deliverables shall be presented to Meca within 30 calendar days from the date of contract.

E Profile, application requirements and subscribing of Service Agreement

Candidates for the providing of these services will be evaluated if and only if the candidates comply with the following minimum requirements:

- University degree.
- 5 years of experience in the payroll administration services industry.
- 2 years of experience related to the payroll administration services industry in Latin America.
- Knowledge of Payroll Services Information Systems
- English language proficiency.

Candidates applying for the consultancy must attach the following documents to the application:

- Presentation letter
- Copy of legible identification document (passport or other valid identification document)
- Curriculum Vitae
- Copy of obtained degrees
- At least 1 reference from previous employers in the payroll administration services industry in which the candidate has worked for in the past 5 years.

All applications shall be delivered to Meca’s LinkedIn inbox or to info@mecainvestments.com no later than January 10th.

Meca will evaluate each application according to its own criteria. Meca reserves the right to grant the consultancy to the candidate that Meca, at its sole discretion, deems fits best Meca’s criteria. Upon electing a candidate, Meca shall contact such candidate directly to inform about its decision. Meca is not obligated to inform any non-elected candidate of its decision in this regard.

After the election process has finished, Meca and the Consultant shall sign a service agreement in the terms established by Meca (hereinafter referred to as the “Service Agreement”) and outlining in more detail the following: a) scope of services; b) economic

terms; c) contractual obligations of the Consultant); d) any other disposition required by Meca.

Meca is and will be entitled at all times and without any liability whatsoever towards the Consultant, to rescind the election of an elected Consultant shall such consultant not abide to the contractual terms required by Meca for the providing of the Services or in case of the occurrence of any circumstance that to Meca's sole discretion, affects the elected candidate's capacity or suitability for the providing of the Services.