

Request for Expression of Interest (EOI)

Description: Payroll Service Providers/ Coordinators for MCNL locations RFP	Reference No: HQ714
Location: NL HQ	Correspondence Language(s): English
Launch Date: February 10,2026	EOI Submission Deadline: February 19, 2026, 5PM PST

Background

Mercy Corps is a global humanitarian organization working in more than 35 countries to help people overcome crisis and build stronger, more resilient communities.

In order to ensure we are achieving both cost efficiency and the required functional standards, we intend to carry out a Request for Proposal (RFP). This process will allow us to assess market options, benchmark service quality, and determine the best option for MCNL's evolving payroll coordination needs. Following this Expression of Interest, Mercy Corps will invite possible partners to participate in the RFP process with the goal of identifying a strategic partner capable of driving long-term relationships in carrying out payroll co-ordination for MCNL locations.

The selected agency will support the following activities:

- Calculate the payroll for all MCNL locations (The Netherlands, Belgium, France, Switzerland, and Ireland), including individual employee payroll calculations as well as calculations for compliance with all employer related costs.
- Provide pay slips and annual statements to employees across MCNL Europe.
- Ensure adherence to statutory requirements in each country of operation
- Proactively communicate and implement any regulatory or procedural changes
- Respond to payroll related queries from MCNL and staff members
- Maintain contracts with relevant third-party providers (meal vouchers, insurance, pensions, etc.)
- Ensure adherence to the tax and social security regulations of each country of operation

Expression of Interest

To be considered for participation in the full RFP process, interested agencies must:

1. Expression of Interest
 - A brief statement expressing your interest in participating in this process.
2. Company Profile Submission (maximum 5 pages):
 - Legal name, year established, and ownership structure.
 - Head office location and local presence (if applicable).
 - Number of years providing payroll services.
 - Experience in your sector or with organizations of similar size.
 - Overview of your payroll system/platform and key capabilities.
 - Optional: Any certifications or compliance credentials (e.g., ISO, regulatory compliance).

Note: This is not a proposal; it is an opportunity to highlight your capabilities and value proposition.

3. Include a signed Non-Disclosure Agreement (Appendix 1 attached).

Process

Mercy Corps will review the submissions to determine whether the service providers will participate in the RFP process. Successful bidders will be notified whether they are invited to participate in the RFP process. Mercy Corps will then share the full Request for Proposal (RFP) in early March and will schedule one optional meeting of up to 45 minutes in advance of the proposal due date to answer any questions you may have. After reviewing all the proposals, shortlisted firms will be asked to interview a selection committee before a final decision is made. Below is a high-level timeline outlining important milestones throughout the process:

- Week of February 10: EOI launching date.
- Week of February 19: EOI submissions due.
- Week of February 25: RFP shared with selected service providers.
- Week of March 11: RFP submissions due.
- Week of March 18: Interviews with shortlisted vendors.
- End March: Finalist(s) interview.
- End March – Early April: Final vendor selected.
- Mid April: Due diligence and contracting.
- Early May: Contract signed.

The Expression of Interest and any accompanying documents must be received by Mercy Corps no later than the submission deadline date and time indicated in the heading at the email address below:

Email for Submission of EOI: gptenders@mercycorps.org

Email subject: EXPRESSION OF INTEREST HQ714

Important: No formal offers or prices are requested in this phase.

Special Procurement Conditions and Additional Information

- This call for Expression of Interest does not constitute a solicitation. **We do not require financial proposals at this stage;** we merely seek your expression of interest in participating in a future tender.
- Mercy Corps reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. Mercy Corps also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents.
- Submitting a reply to a call for EOI does not automatically guarantee receipt of the solicitation documents when issued.
- Invitations to bid or Requests for Proposals and any subsequent purchase order or contract will be issued in accordance with the rules and procedures of Mercy Corps.