



## Request for Proposals: Employer of Record Services

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|----------------------------|--------------------------------------------------|
| <b>RFP reference</b>       | RFP-UKOPS26062-EOR                               |
| <b>Proposal deadline</b>   | 23 October 2026 at 12:00 UK time                 |
| <b>Contract start date</b> | 1 January 2027                                   |
| <b>Contact</b>             | <a href="mailto:info@amna.org">info@amna.org</a> |

### About the opportunity

Amna Refugee Healing Network CIO is inviting proposals from suitably qualified providers to deliver comprehensive Employer of Record services for staff employed outside the United Kingdom.

Amna is a UK-registered charity supporting refugee and displaced communities globally through community-led, trauma and identity-informed approaches.

### Scope of the opportunity

Amna currently employs 10 international staff through an Employer of Record arrangement across:

- Greece
- Lebanon
- United Arab Emirates
- France
- Jordan
- Spain

The selected provider will be expected to deliver compliant employment, payroll, benefits administration, HR support, immigration assistance, local employment law compliance, data protection, secure technology and reporting, and a smooth transition from Amna's existing provider.

### What we are looking for

Amna is particularly interested in providers that offer:

- Strong coverage across Europe, the Middle East and Africa.
- Capacity to expand into Asia, Latin America and additional regions.
- Genuine and appropriately licensed local employment capability.
- Experience operating in high-risk or conflict-affected contexts.
- Reliable and accurate multi-country payroll.
- Transparent and fully itemised pricing, with no hidden fees.
- Strong data protection, information security and confidentiality arrangements.
- Experience supporting charities, NGOs or other international non-profit organisations.
- A single accountable contracting entity, preferably registered in the United Kingdom.

## How to apply

Interested providers should request the complete tender documentation by emailing [info@amna.org](mailto:info@amna.org) with the subject line:

### **Request for Tender Documents – RFP-UKOPS26062-EOR**

The tender pack includes:

1. The full Request for Proposals.
2. The RFP Response Pack.
3. Instructions for preparing a separate, fully itemised fee proposal.

## Submitting your proposal

Completed submissions must be sent in English to [info@amna.org](mailto:info@amna.org) by 12:00 UK time on 23 October 2026, using the subject line:

### **RFP-UKOPS26062-EOR – [Bidder Name]**

Late or materially incomplete submissions may not be considered.

## Our rights in this process

Amna reserves the right not to accept the lowest or any proposal, to seek clarification, to negotiate with one or more bidders, or to amend or withdraw the procurement process.