



RIGHT TO PLAY
PROTECT. EDUCATE. EMPOWER.

TERMS OF REFERENCE FOR GROUP LIFE INSURANCE

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Right To Play Rwanda is working in partnership with Education sectors, District Authorities, communities and other partners in the Districts of Rubavu (Western Province); Ruhango (Southern Province) and Kayonza (Eastern Province). RTP Rwanda has over **34 staff** with its HQ office located in Kigali and other field offices located in the districts of operation.

Right To Play Rwanda is looking for an insurance company to provide Group Life Insurance for its staff for the period of **1 year, renewable** up to two years. (Renewing the contract for the second year will depending on performance and mutual understanding).

The proposal should include the following:

A. Technical proposal

1. Company profile showing the company background & the company assets which back the business
2. Audited financial statement for the last 2 years 2021 & 2022
3. Proof of insurance services offered to 5 institutions including at least 1 government or parastatal institution and 1 NGO.
4. CVs of the Commercial & Technical Director, Heads of Claims & Underwriting. Staff in technical department must be members of professional body (CII UK).
5. Claims handling procedures with proof of payment of 6 funeral claims for the years (3 for each year), showing the date on which, the last document was received and the payment date. from 2020 to 2023
6. Confirmation of reinsurance cover & proof of the ability to cover the amount above the treaty capacity.

B. Financial proposal

The Group Life Insurance should cover the following:

1. Death (all circumstances) or Total and Permanent Disability
2. Partial Permanent Disability (PPD)
3. Critical Illness
4. Funeral Expenses
5. Loss of Revenue

The financial proposal should clearly show the sum assured for each event and the annual premium to be paid for each person insured based on the information provided below and in the Annexure to this document:



Address: KN 16 Ave, 17 Kiyovu, Kigali/PO Box:5239



Website: righttoplay.com



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1. Death (all circumstances) or Total and Permanent Disability: the sum assured is 36 times the monthly basic salary.
2. Partial Permanent Disability (PPD): the sum assured is 36 times the monthly basic salary.
3. Critical illness: 50% of the sum assured for Death.
4. Funeral expenses (payable on death resulting from all circumstances): list amounts for different categories available.
5. Loss of Revenue due to accident or illness: sum assured is 75% of monthly basic salary for two (2) years.

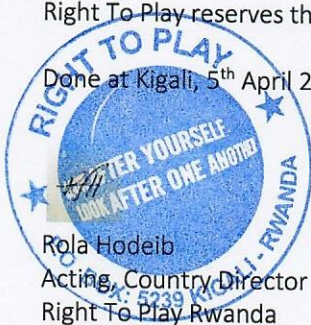
Interested insurance companies are requested to submit the technical proposal and the financial proposal through rwandaprocurement@righttoplay.com

The application deadline is **26th April 2023 at 5.00 PM** local time.

The opening of the bids will be taking place in a separate session and communication of the opening results will be shared to all bidders through e-mails.

Right To Play reserves the right to reject any bid deemed inappropriate.

Done at Kigali, 5th April 2023



Raja Hodeib
Acting, Country Director
Right To Play Rwanda



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