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HR Services Agreement

Prepared by Pencil Analytics – Jeddah, Saudi Arabia

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Pencil Analytics — HR Services Agreement

This HR Services Agreement (“Agreement”) is entered into between:  
1. Pencil Analytics, a consultancy registered and operating in Jeddah, Saudi Arabia (the “Consultant”), and  
2. [Client Name], with address at [Client Address] (the “Client”).  
  
The Parties agree to collaborate for the provision of HR advisory and operational services under the terms defined below.

# 1. Scope of Work

The Consultant shall provide HR advisory and operational support including but not limited to:  
- HR Strategy and Organizational Design  
- Onboarding and Offboarding Management  
- Payroll and Benefits Administration  
- Government Relations (GOSI, Qiwa, Muqeem, MHRSD)  
- HR Policy Development and Compliance  
- HR Systems Configuration and Data Administration  
- Employee Relations and Performance Support  
- HR Project Management and Process Improvement  
  
Details of specific tasks and deliverables will be described in Annex A (Scope of Work).

# 2. Billing Options

## Option 1 — Monthly Retainer

Under this model, the Client engages the Consultant for continuous HR support and advisory services at a fixed monthly fee.  
- Retainer Fee: SAR 7,000 – 10,000 per month (depending on scope and team size)  
- Includes: 1 payroll cycle, onboarding/offboarding management, monthly HR report, and compliance tracking.  
- Invoices: Issued monthly, payable within 15 days of receipt.  
- Additional requests beyond agreed monthly scope are billed at SAR 300 per hour or a quoted project fee.

## Option 2 — Project-Based

Under this model, the Client engages the Consultant for individual HR deliverables or defined short-term projects.  
Example Pricing:  
- HR Strategy Development: SAR 6,000 – 8,000  
- Onboarding Process Setup: SAR 2,500 – 3,000  
- Payroll Setup and Automation: SAR 4,000 – 6,000  
- HR Policy Manual (Arabic + English): SAR 3,000 – 4,500  
- HR System Integration Support: SAR 5,000 – 7,500  
  
Each project includes 1 review cycle. Additional revisions or new deliverables are billed separately.

# 3. Term and Termination

- This Agreement remains valid for 12 months unless terminated earlier.  
- Either Party may terminate with 30 days’ written notice.  
- Upon termination, the Client shall pay for all completed work or months of service up to the effective termination date.  
- Consultant may suspend services for non-payment or material breach.

# 4. Confidentiality and Data Protection

The Consultant agrees to comply with Saudi Arabia’s Personal Data Protection Law (PDPL) and to handle all Client and employee data in a secure and confidential manner.  
All data will be stored on encrypted systems or secure cloud environments, accessible only to authorized personnel.  
Upon project completion or termination, all confidential information will be returned or permanently deleted as requested by the Client.

# 5. Liability and Independence

The Consultant acts as an independent contractor and is not an employee of the Client.  
The Consultant shall not be liable for employment-related decisions made by the Client.  
Total liability under this Agreement shall not exceed the total fees paid by the Client for the preceding three (3) months of service.

# 6. Governing Law and Dispute Resolution

This Agreement is governed by the laws of the Kingdom of Saudi Arabia.  
Any disputes shall be resolved amicably, failing which they shall be submitted to the competent courts of Jeddah or through arbitration under the Saudi Center for Commercial Arbitration (SCCA).

# Signatures & Company Seal

Client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Name: [ ]   
Title: [ ]   
Date: [ ]  
  
Consultant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Name: [ ]   
Title: [ ]   
Date: [ ]  
  
Company Seal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Annex A — Scope of Work

[Detailed breakdown of HR services, responsibilities, and timelines.]

# Annex B — Billing Model

Option 1 — Monthly Retainer (SAR \_\_\_ per month)  
Option 2 — Project-Based Fees as per approved quotation.

# Annex C — Data Protection Standards

All data will be processed in accordance with PDPL, ensuring confidentiality, encryption, and restricted access.