

Caritas Nepal
TERMS OF REFERENCE

PROVISION OF REMUNERATION SURVEY CONSULTANCY SERVICE

Caritas seeks to engage the services from a reputable and technically qualified individual or firm with extensive expertise in labor market analyses, management and organizational development to undertake an independent salary and benefits survey process. CN therefore hereby solicits proposals from interested individuals or firms to conduct the survey and support the CN in establishing a competitive salary scale and other benefits for its employees in line with the prevailing market rates.

A. Objective of Assignment

- a) Ensure that the CN staff remuneration and other benefits aligns with overall organizations' policy, guidelines and people strategy, goals and philosophy;
- b) Ensure internal equity and ensuring external competitiveness of the CN staff remuneration and other benefits.

B. Scope and focus of the assignment

- . The selected individual or firm shall compile and suggest to CN a list of employers (organizations) which may be considered as comparators, for the purpose of establishing staff remuneration and provide an explanation of why those market comparisons were chosen. The list shall be subjected to final approval by CN;
- . Carry out a survey to compare CN remuneration and other benefits levels with suitable social organizations (NGOs/INGOs) working in the country.
- . A strategic framework with which rational decisions can be made in response to changing organization structure and roles and to the market rate pressures;
- . A consistent approach for the determination and management of relativities between jobs;
- . The basis for developing an equitable pay structure across CN based on a logical method of measuring relative job scope and size;
- . Presentation and submission of a final survey findings with comparison and analysis of the survey result, recommendations related to remuneration packages;
- . Make proposals for adjusting current remuneration level and a corresponding implementation plan;
- . Supportive effective communication and change management throughout the process;

- . The individual or firm shall maintain confidentiality of all the data and documents provided by comparator employers and by that of CN.

C. Deliverables and outputs

- . Prepare various survey tools to be used to conduct the remuneration survey and discuss with CN before finalizing it.
- . Share the list of comparators to be assessed and finalize in consultation with CN.
- . Details and Summary of data collected from the Comparators showing TOR matches and the evaluation of their remuneration package;
- . The Minimum and Maximum Remuneration values of all job matches obtained from the comparators in a format that enables like-for-like comparison with CN remuneration;
- . A report on final survey findings with comparison and analysis of the survey results, and recommendations related to remuneration packages. The report should include summary information on the comparator employers (size, number of employees, length of time presents in the location, etc.) against which current salaries can be reviewed, and a salary survey methodology that can be used for future surveys;
- . Identify the positions that have a greater need to be competitively paid. Conduct an internal equity review and analysis. Develop cost estimate with recommendations for resolving any inconsistencies between internal equity and external competitiveness.
- . All completed questionnaires together with relevant salary scales and all relevant documentations and correspondences received from the respective comparators.
- . As and when required by CN, the individual or firm shall conduct a presentation of the process and the results to any relevant audience that CN may organize.
- . A change management plan to allow the CN to implement the recommendations for job grade changes;

D. Monitoring and progress controls

The consultant's work progress will be monitored primarily through periodic review meetings, the precise schedule of which is to be determined based on consultation with the Consultant. The Consultant is also expected to produce, upon CN's request, a formal progress report for the Executive Committee that includes: an overview of the project, a narrative description of project activities, detailed information on project objectives and milestones, actual achievements made against the timeline and deliverables agreed upon at the onset.

E. Duration of the consultancy

The consultancy is expected to take up to a maximum of eight (8) weeks starting from the date of signature of contract by both parties, subject to adjustments as required and mutually agreed upon.

F. Qualification & experience

The successful personnel/firm shall meet the following minimum criteria:

- . Qualification of team leader must be minimum of Masters' Degree in fields related to human resource management, statistics and related area.
- . Proven track record in the area of compensation and benefit analysis, including for comparable international organizations.
- . Experience in the field of human resource management.
- . Familiarity with labor market issues and latest labor law of Nepal.
- . Familiarity with updated policy and guidelines and circulations issued by government of Nepal regarding issues of employers.
- . Ability to render consulting services in the most professional, effective and efficient manner.
- . Fluent in English.
- . Excellent writing and presentation skills (all required reports shall be written in English). Recommended presentation of proposals

G. The Proposal shall be presented in the following manner:

- . Personal Curriculum Vitae highlighting the qualifications and/or company profile that meet the minimum requirements stated in Section F above, and at least three (3) references;
- . Explaining why he/she is the most suitable contractor for the work, and a brief methodology on how he/she will approach and conduct the work (1-2 pages only since the methodology is already described in the Annex); and
- . The Financial Proposal containing the final and all-inclusive (professional fees, all envisaged travel costs, living allowances, insurance, etc.) total price offer for the full

range of services required with detailed break- down into all major cost components associated with the services.

- . The total price shall be in a fixed lump-sum amount including VAT or/ and other applicable government taxes, corresponding to outputs shall be indicated in the proposal.

H. Submission of proposals & evaluation criteria

Technical and Financial proposals will be submitted together in a separate envelope. In determining the final selection of the qualified bidder, the technical quality of the proposal will be given a weightage of 75% on the basis of criteria for evaluation (in line with the required qualifications as outlines in Section G above. The financial proposal shall be allocated a weightage of 25% and the proposals will be ranked in terms of total points scored.

CN invites all qualified firm/individual consultants to submit a proposal regardless of their gender, religion, race, ethnicity or disability. Proposals should be submitted by **13th January 2020**, addressed to: **vacancy@caritas.org.np**. Proposals received after the close of submission date, above, will not be considered.

I. Disclaimer

CN reserves the right to determine the structure of the process, number of shortlisted bidders, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this bid process at any time, without prior notice and without liability to compensate and/or reimburse any party.