



REQUEST FOR PROPOSAL(RFP) – SALARY SURVEY CONSULTANCY SERVICE

1.0 Project Introduction

UNTOLD is a registered Christian non-governmental organization that exists to embrace and equip people to live a life beyond AIDS. It adopts an integrated approach in care that address the physical, emotional, social and economic of people living with HIV/AIDS. UNTOLD operates centres located within a local church run by two indigenous staff who guide 80 HIV positive clients through a nine-month process. UNTOLD believes that every single person living with HIV/AIDS should have a future that is full of physical wellness, emotional peace, spiritual hope and economic stability.

UNTOLD currently has a presence in 105 communities spread across Kenya, Uganda and Tanzania. In Kenya, the organization has a presence in Kisumu, Nairobi, Mombasa, Kilifi and Homa Bay. UNTOLD recognizes the integral role that its local staff play in enabling it to achieve its strategic objectives and overarching vision in the fight against HIV/AIDS. It is therefore committed to ensuring that its staff are appropriately and competitively compensated according to the prevailing labor market conditions for similar work.

In order to accomplish this, UNTOLD does comparative labor market salary surveys by first identifying an appropriate comparator i.e. employers in similar industry and economic context that offer the best overall compensation conditions. The data gathered from the comparator becomes a reference point for determining appropriate salaries, allowances and other benefits for UNTOLD staff.

Based on this background, UNTOLD is seeking to engage a Salary Survey Consultant to review the labor market in Kenya, Tanzania and Uganda conduct a Comprehensive Salary Survey for its staff in UNTOLD.

2.0 Objectives of the Assignment

The individual consultant to be deployed on this Terms of Reference shall be expected to do the following:

1. Conduct a market survey of comparator organisations within the region for the purpose of reviewing the current salary and benefits received by the staff members of UNTOLD and matching job descriptions.
2. Study and conduct a job analysis and evaluation of existing positions at UNTOLD.
3. Provide comparator information on travel and per diem allowances.

3.0 Scope of the Assignment

1. Review existing and relevant documentation such as salary level, job descriptions, Human Resource Policies Manual, earlier salary surveys and payroll documents to gain a full understanding of the current salary structure of UNTOLD.
2. The successful bidder shall compile and suggest to UNTOLD a list of peer 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 UNTOLD.

3. Carry out a survey to compare UNTOLD remuneration levels against suitable local, regional, and global comparators.
4. A framework with which rational decisions can be made in response to changing organisation structure and roles and to market rate pressures.
5. The basis for developing an equitable pay structure across UNTOLD is based on a logical method of measuring relative job scope and size.
6. Presentation and submission of final survey findings with comparison and analysis of the survey results, recommendations related to remuneration packages.
7. The consulting firm/ Individual Consultant shall maintain complete confidentiality of all data and documents provided by selected comparator employers and by that of UNTOLD.

4.0 Expected Outcomes and Deliverables

1. The minimum and maximum remuneration values of all job matches obtained from the comparators in a format that enables like-for-like comparison with UNTOLD remuneration.
2. Conduct a comprehensive analysis of the UNTOLD job positions and salary ranges and provide a reference to benchmark the position and its remuneration package against the current market trend.
3. Remuneration package review for each position at the UNTOLD in comparison to the current market trend.
4. Conduct an internal equity review and analysis. Develop cost estimate with recommendations for resolving any inconsistencies between internal equity and external competitiveness.
5. Summary of methodology and any other supporting information pertaining to the survey, observations, and recommendations.
6. A report on final survey findings with comparison and analysis of the survey results, and recommendations related to remuneration packages.
7. The report should include summary information on the comparator employers (size, number of employees, length of time present in the location, etc.) against which current salaries can be reviewed.
8. Presentation of the report to Senior Management.

4.0 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.

5.0 Qualification & Experience

The successful bidder should meet the following minimum criteria:

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1. The documents submitted should include statutory documents (certificate of incorporation, tax compliance, professional certification, etc); a company profile including bios of key staff and proposed working team; areas of competencies; client list and references; technical and financial proposal.
2. Minimum ten (10) years' experience in the field of human resource management, with proven track record in the area of compensation and benefit analysis, including supporting list of (at least five) comparable international organizations.
3. Minimum ten (10) years' experience in undertaking salary survey for international organizations, including supporting list of (at least five) comparable international organizations.
4. Familiarity with labour market issues.
5. Ability to render consulting services in the most professional, effective, and efficient manner.

6.0 Evaluation Criteria

Evaluation shall be conducted by the evaluation committee drawn from UNTOLD.

The evaluation committee shall evaluate the Technical Proposals that have passed the eligibility and mandatory criteria, on the basis of their responsiveness to the Terms of Reference and the RFP. The eligibility and mandatory criteria shall include the following:

1. Mandatory Criteria

Criteria	Eligibility
1. Submit Certificate of Incorporation / Certificate of Registration	Pass or fail
2. A copy of CR12	Pass or fail
3. Tax Compliance Certificate	Pass or fail
4. Submit Practice License or Certificate of the Firm (Consultant to attach a valid copy of the firm's practice license or registration certificate issued by the Institute of Human Resource Management – IHRM or equivalent body)	Pass or fail

2. Technical Evaluation 70%

Criteria	Scoring matrix	Maximum score
1. Company Profile	Detailing team, address, physical location, products, markets, clients, vision and mission, geographical distribution e.t.c	3
2. Experience of the firm in conducting salary and benefit survey locally and/ or internationally:	10 years and above 5marks. 5 -9 years 3marks, below 5 years 0 marks	5

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3. Purchase orders or contracts from 3 reputable corporate clients with over 500 employees. Not older than year 2020	5 Marks each for each matching to recommendation	15
4. Proof of satisfactory service from the clients whose PO and contracts you provided in number (3) above. (Recommendation letters)	5 marks each for each matching to purchase order or contract	15
5. Lead Staff/Consultant		
A. Education Qualification in HR, business or economics.	A Master's degree and above 10 marks, undergraduate 5 marks	10
B. Experience	Over 10 years 5 marks, below 10 years 3 marks	5
6. Technical staff (2 staff members)		
A. Education Qualification in HR, business or economics.	A Master's degree and above 3 marks, undergraduate 1 mark for each staff	9
B. Experience	Over 7 years 3 marks, below 5 years 1 marks for each staff	6
7. Description of Approach, Methodology and Workplan		20
8. Work Schedule and Planning for Deliverables		5
9. Audited financial statements	Years 2021 and year 2022	7
Total weighted to 70%		100 points

3. Financial Proposal

The financial proposal shall constitute 30 percent and shall include price breakdown of staff remuneration and disbursements.

7.0 Submitting Proposal

UNTOLD has contracted SRM eprocurement as consultants to manage this RFP.

The proposal must be submitted electronically to be received on or before **Thursday 26th March 2024, 1700hrs EAT** through SRM portal www.srmhub.com

There is a non- refundable access fee of KES 2,000 per category payable via M-pesa **Paybill No. 805291, Account No. "Name of the Supplier/ Service Provider"**

You may seek clarifications through the emails tenders@untoldglobal.org and admin@srmhub.com



Clearly indicate on the email subject;

“SALARIES, BENEFITS SURVEY AND REVIEW CONSULTANCY”