

Local NGO- Remuneration Framework

Deadline: 18 August 2022 (COB)

Duration of Assignment: 10 working Days

Reports to: The Executive Director

A local NGO is seeking the services of a consultant to review, determine and develop the organisation's general framework on staff remuneration;

The objective of the framework is to ensure members of the organisation are provided with appropriate incentives to encourage, enhance performance and rewarded for their individual contribution to the success of the organisation.

Scope of work

Determine and recommend appropriate remuneration in line with the recent Job Evaluation, Grading and Salary Structure report and prevailing market rates.

Determine specific remuneration packages for all staff, including but not limited to basic salary, benefits in kind, any annual bonuses, CILL, and other benefits;

Determine any criteria necessary to measure the performance of all staff in discharging their functions and responsibilities.

Methodology

The consultant will:

Review existing Job Evaluation, Grading and salary structure report; Submit a final report on the remuneration framework and recommendations for implementation by the organisation.

Deliverables

Deliverables expected from selected consultant firm(s) include:

Submission of final report for presentation to the Management Board and director on proposed remuneration framework.

Scheduling

The assignment is scheduled to run for **10 days** working days from the date of awarding of the contract.

Payment

Payments by the organization are delivery-based. Any deliverable not meeting the required specifications will have to be reworked and resubmitted at no additional cost to the organization. The proposed payment schedule for this assignment is upon submission of progress reports on completed tasks, outlined against planned outputs. Based on the report and satisfactory performance, payments will be approved by the Executive Director.

Role of organisation

The organization through its Human Resources Unit and Executive Director will work together with the Consultant on this assignment. The organization will also avail all the necessary documentation and information required for the execution of the assignment and review the draft report.

Qualifications and Experience

The Consultant should have minimum five years of work experience in Human Resources and Manpower related issues. Demonstrated knowledge of current remuneration practices in an NGO setting. The Consultant should also have proven knowledge and experience in undertaking Organisational job evaluation and grading systems. In depth knowledge of Zimbabwe's Labour Laws and best practices. Excellent English language skills and ability to write clear and compelling content and deliver the outputs with high quality.

Application process

Interested applicants with the experience and expertise should send a cover letter responding to the Terms of Reference that includes a CV/s, a proposed work plan including a timeline and a budget, samples of previous work done and at least three (3) contactable professional references to remuneration100@gmail.com