

Scope of Work for HR Consultant for Job Evaluation and Salary Reviews

Project Overview

IntraHealth Namibia is seeking the services of a qualified HR Consultant to conduct a comprehensive **job evaluation and salary review exercise**. This exercise will help align compensation structures with industry standards, ensuring internal equity and competitiveness in the market. The project will commence on **3 February 2025** and must be completed by **30 April 2025**.

Key Objectives

The key objectives of this project are:

1. To conduct a thorough job evaluation for all positions within the organization.
2. To perform a market-related salary benchmarking exercise.
3. To provide recommendations on adjustments to the salary structure and pay scales, ensuring alignment with organizational goals and industry standards.

Scope of Work

1. **Job Evaluation:**
 - Review all existing job descriptions.
 - Evaluate the roles and responsibilities of each position based on factors such as complexity, responsibility, skill requirements, and impact on the organization.
 - Develop a comprehensive grading system that categorizes positions fairly and consistently across departments.

2. **Salary Review:**

- Conduct a **salary benchmarking study** to compare IntraHealth Namibia's current pay scales with relevant market data, considering both the NGO sector and the general labour market in Namibia.
- Identify gaps or discrepancies in pay levels for different job categories and recommend adjustments to address these.

3. **Development of Pay Scales:**

- Propose a **revised salary structure** based on the job evaluation and benchmarking results.
- Ensure that the new structure promotes internal equity, external competitiveness, and transparency.

4. **Stakeholder Engagement:**

- Engage with key internal stakeholders, including management, HR, and department heads, to gather input and validate findings.
- Conduct **consultation sessions** to ensure the proposed salary structure aligns with the organization's objectives and budgetary constraints.

5. **Implementation Recommendations:**

- Provide a **phased implementation plan** for any proposed salary adjustments, considering financial implications, organizational readiness and annual salary increases.
- Outline strategies to manage employee expectations and communication during the process.

Deliverables

The HR Consultant is expected to deliver the following:

1. **Inception Report:**

- A report outlining the detailed methodology and timeline for the job evaluation and salary review process.

2. **Job Evaluation Report:**

- A report detailing the evaluation process, job grading results, and the rationale behind the grading decisions for each role.

3. **Market Salary Benchmarking Report:**

- A detailed report comparing IntraHealth Namibia's salary structure with relevant market data, highlighting any pay gaps and areas for improvement.

4. **Proposed Salary Structure:**

- A revised salary structure and pay scales based on the findings from the job evaluation and benchmarking.

5. **Implementation Plan:**

- A comprehensive plan for implementing the proposed salary adjustments, including timelines and cost implications.

6. **Final Report:**

- A summary report consolidating the findings, recommendations, and next steps for management's consideration.
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Timeline

- **Submission of proposals:** 18 November 2024
 - **Start Date:** 3 February 2025
 - **Completion Date:** 30 April 2025
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Consultant Requirements

The selected HR Consultant must meet the following qualifications:

1. **Experience:**

- Minimum of **10 years of experience** in human resources consulting, with a focus on job evaluation and salary benchmarking.
- Proven track record of at least **two similar assignments** completed for organizations of comparable size and scope.

2. **Industry Knowledge:**

- Strong understanding of **salary structures** within both the NGO sector and general labour market in Namibia.
- Expertise in job evaluation methodologies, compensation structures, and market salary data analysis.

3. **Analytical Skills:**

- Ability to conduct thorough job analysis, compensation studies, and develop recommendations based on quantitative and qualitative data.

4. **Communication Skills:**

- Excellent English communication (written and oral) and facilitation skills to engage with senior management and other key stakeholders.
- Proven ability to present complex data and recommendations in a clear, concise, and actionable manner.

5. **Integrity and Confidentiality:**

- Demonstrated commitment to confidentiality and integrity when handling sensitive organizational and employee data.

Submission Requirements

Interested consultants should submit the following by 18 November 2024:

1. A detailed proposal outlining the approach, methodology, and timeline for the assignment.
2. Profiles of the lead consultant and team members (if applicable), highlighting relevant experience.
3. At least two references from previous similar assignments.
4. A financial proposal outlining the consultant's fees and any associated costs.

Contact person

For queries or submissions of proposals please contact:

Chaze Nalisa

Human Resources Manager

cnalisa@intrahealthnamibia.org

No hand delivered proposals will be accepted.