

COCODA TZ



P.O.BOX 712, NJOMBE – TANZANIA

Email: info@cocoda.or.tz Website: www.cocoda.or.tz

TERMS OF REFERENCE FOR CONDUCTING SALARY AND BENEFITS SURVEY

1. BACKGROUND

COCODA TZ formally registered as a non-governmental organization in Tanzania in year 2000 with registration No. 10278 under Ministry of Home Affairs and later in 2015 with registration number 00NGO/00007795. COCODA was registered to operate in Tanzania Mainland but currently implementing its activities in Njombe region. COCODA's establishment, resulted from intensifying concern among community members in Tanzania mainland over the surging number of orphans, mainly as a consequence to increased number of people infected by HIV and dying from AIDS, majority being adults leaving behind young children without parents. It was obvious then that this trend had a direct negative impact on social and community development. Hence COCODA TZ envisioned offering effective response to this situation through providing education to local community members to increase awareness on facts about HIV/AIDS in order to reduce new infections and stimulate mobilization for all matters related to HIV/AIDS including care of orphans.

Since its establishment COCODA TZ has recorded scaled achievement as evidenced by substantial numbers of community members reached by various programmatic interventions implemented by the organization as well as heightened level of partnership with funding partners, the government as well as community based implementing partners. Looking back at 18 years of work today COCODA TZ proudly boasts of successful completion of impactful interventions implemented mainly through funding support of PEPFAR/USAID and Global Fund for HIV/AIDS, TB and Malaria among others.

As the organization is envisaging expansion in the future, it is imperative that it assembles a team of top-notch development professionals to drive this expansion. It is within this background that COCODA TZ is seeking to conduct salary and benefits survey among comparator organizations. The purpose is to establish industry benchmarks to use in improving its salary and benefits packages for retaining and attracting well trained and experienced human resources.

2. OBJECTIVES

The overall objective of this assignment is to gather information on the industry best practices in salary and benefits composition for the employees. The specific objectives of the assignment will include:

- I. Conduct a market survey of comparator organizations within Tanzania for purposes of reviewing the current salary and benefits received by the staff members;
- II. Determine benefits and entitlements that can be offered by COCODA TZ over and above the basic salary, based on comparison with the comparator organizations;
- III. Benchmark each position and the remuneration package against the current market trend;
- IV. Present the consolidated findings and propose the most suitable salary and benefits structure and scale, based on the job, position, duration, and merit of each position.

3. SCOPE OF DUTY

The scope of the survey will involve the following:

- Review existing and relevant documentation such as salary level, job descriptions, HR rules and regulations, earlier salary surveys and payroll documents to gain a full understanding of the current salary structure of COCODA TZ;
- Interview at least seven (7) comparators organizations in similar industry to compare the salaries, allowance and benefits offered within Tanzania;
- Match existing Job Description with those of comparator organizations to facilitate an accurate determination of salary levels for various positions and job groups;
- Develop a salary scale based on the findings of the survey;
- Present a consolidated report with recommendations from the findings of the survey.

4. METHODOLOGY

The consultant will be required to ensure that methods used to conduct the survey are robust. Some of the methods to be considered include:

- Organize initial consultation with COCODA TZ management team to agree on the assignment expectations;
- Interviews with the staff of comparator organizations on salary and benefits issues;
- Review of the documents, especially HR records on salary scales and other benefits offered to the employees;
- Organize Focus Group Discussion with groups of employees at COCODA TZ and, if practical, from comparator organizations sampled;
- Review of the available industry best practices on salary and benefits compensation.

5. EXPECTED DELIVERABLES

Upon completion, the survey is expected to deliver final report with the following outputs:

- Comprehensive analysis of industry trend for salary and benefits packages in comparison to what is being offered at COCODA TZ;
- Remuneration package review for each position in comparison to the current market trend;
- Updated pay structure for each position in the organization based on market trend for comparator organizations;

- Recommendations to COCODA TZ on how retain and attract qualified, competent and experienced employees to advance its goal and mission;
- A presentation to COCODA TZ management on the survey findings and recommendations.

6. DURATION

The assignment will be carried out for 10 working days from 16th May to 27th May 2022.

7. QUALIFICATION

- 1) Experienced consultant organization or individual with a focus in the area of compensation and benefits analysis;
- 2) An extensive experience providing consulting service to a multitude of sectors and industries;
- 3) Demonstrated experience working with grassroots based civil society organizations in Tanzania;
- 4) Strong understanding of the labour market trend and issues, particularly in Tanzania;
- 5) Excellent communication skills Kiswahili and in English, both written and verbal;
- 6) Willingness to understand and comply with COCODA TZ guidelines and requirements;

8. BUDGET

The consultant is required to estimate realistic budget for conducting the survey. The budget items must include consultancy fee and field costs. The final budget will be negotiated and agreed upon between the consultant and COCODA TZ.

9. PAYMENT SCHEDULE

The payment for consultancy fee will be made on two terms, i.e. 45% upon signing the contract as advance payment and, 55% upon completion and submission of acceptable final report to COCODA TZ. The field costs will all be paid all at once (100%) after signing the contract but prior to commencement of the work.

10. HOW TO APPLY

The interested consulting firm / individuals must provide sufficient information in the proposal to demonstrate compliance with the TORs. The proposal shall include, as a minimum:

- 1) Letter of Interest;
- 2) Company profile outlining relevant qualification, accreditation, years and depth of experience;
- 3) CVs of lead consultant/s;
- 4) Proposed timeline and budget;
- 5) A summarized description and brief examples of work on the previous specific projects, if applicable.

Please send your expression of interest by email info@cocoda.or.tz or hr@cocoda.or.tz. The deadline for submission of your application is 5.30 pm of the 14th May 2022.