



SOS Children's Villages Nepal would like to conduct **Salary and Benefit Survey** and compare the compensation package with like-minded organizations in order to evaluate whether there are significant differences in compensation package among other like-minded organizations and SOS Children's Villages Nepal. In this regard, SOS Children's Villages Nepal would like to hire a salary survey firm/agency. Qualified and experienced consulting firms legally registered in Nepal are invited to submit proposals for Salary and Benefits Survey.

Duties and Responsibilities

Scope of work:

- i. The selected agency/ firm shall compile and suggest to the SOS Children's Villages Nepal a list of organizations which may be considered as comparators, for the purpose of the survey, the list shall be subjected to final approval by management of SOS Children's Villages Nepal.
- ii. Carry out a survey to compare SOS Children's Villages Nepal salary and benefits with suitable social organizations (NGOs/INGOs) working in the country and recommend potential local benchmarking of the salary.
- iii. The analysis shall be done on Basic Monthly Remuneration, Gross Monthly Remuneration (including all allowances), and Annual Remuneration including all perquisites for each level compared in the survey. In addition to the comparison on the compensation, separate comparisons shall be done for the benefits (monetary and non-monetary benefits) offered by the peers / comparators in the market.
- iv. The survey result shall be presented with sector wise comparison under each element (Basic and Gross Annual) for all the job levels compared.
 - Detailed job mapping of comparator organization using the size of operation, role profiles, job responsibilities/descriptions, education and organization structure to ensure grades/levels/positions are accurately mapped to SOS level/grade/ positions.
 - Collect compensation and benefits information as detailed as possible with a mechanism to cross check data with secondary sources or earlier data collected.
 - A detailed review of monetary and non-monetary salary and benefits provided to staff of the comparator organizations.
 - Comparison of findings of the survey with the existing salaries and benefits paid by the organization.
 - Review the other benefits paid to the staff vis-a-viz other comparable organization.
 - Based on the above survey and analysis, provide recommendations on the salary, benefits including retirement benefits which will be used by the organization for revision in salary and other benefits. It includes strategic framework within which rational decisions can be made in response to changing organization structure and roles and to market rate pressures; and a logical and consistent approach to measuring the relative size of jobs within SOS Children's Villages Nepal.
 - Provide local benchmarking of the compensation package upon careful review and scrutiny of the compensation and benefits package of organizations of similar nature.

Qualifications, Experiences and Skills

The agency/firm must have competent and experienced human resources along with a team leader who has:

- Master's Degree in law, statistics, labor economics, Human Resources Management or other related field.
- At least 5 years of relevant experience in the area of compensation and benefits for the international organisation and thorough knowledge and experience in labor law of Nepal.
- A minimum of three (3) similar assignments in the last 5 years.
- Understanding and experience of working internationally, across different countries and cultures

- Experience in human resource management and organizational development (OD) theory, methodology, and practices.
- Excellent analytical skills, and ability to understand and make logical and clear conclusions and recommendations from difficult/ chaotic situations.
- Proven record of achievements and significant expertise in mapping similar assessments and in the field of salary surveys, job analysis, job descriptions, job matching, and construction of salary scale
- The Consultant must be fluent in written and spoken English and Nepali.
- Previous working experience with diplomatic missions and international organisations.

The proposal must include:

- Letter confirming interest and availability for duties and responsibilities outlined under the Terms of Reference (ToR).
- Brief concept on how the firm proposes to address the different tasks mentioned in the ToR.
- Legal documents in support of the legal status of the firm.
- Qualifications of the personnel deployed (CVs) in English containing date of birth, contact information (home address, phone number, e-mail) and timeline of work experience (including description of duties). Copies of diplomas and any other certificates providing evidence of their education and experience in relevant fields.
- Estimated financial proposal for Salary and Benefit Survey.
- Confirmation in writing by means of legally valid signature that:
 - All information provided is true, accurate and complete.
 - All required documents, enclosures and evidence are provided in their entity.

Award Criteria:

The following table shows the award criteria (AC) and the corresponding weightings, on the basis of which the proposals will be evaluated.

AC	Award Criteria	Weighting
AC 1	Qualifications and experience of the proposed team (CVs, references)	40%
AC 2	Understanding of the mandate	40%
AC 3	Estimated financial proposal	20%
	Total	100%

Interested firms can submit proposal in writing through email as attachment (only PDF documents accepted) at vacancy@sosnepal.org.np, no later than 21 October, 2022 Friday. The subject for email must be clearly marked "EOI for Salary and Benefits Survey." Please visit our official website www.sosnepal.org.np for detailed Term of Reference. Incomplete information, missing documents, enclosures and evidence or false information/ documents may disqualify a firm from the award procedure.

SOS Children's Villages Nepal reserves the right to reject any or all proposals without assigning any reasons whatsoever.