



TERMS OF REFERENCE (TOR) FOR A COMPREHENSIVE JOB EVALUATION EXERCISE

General Information

Organisation	Non-Communicable Diseases Alliance Kenya
Job Title	Consultancy Services – Job Evaluation
Work Description:	To assess the current roles and responsibilities and make recommendations.
Category:	Governance
Type of contract:	Special Service Contract
Expected starting date:	Immediately
Duration:	10 days for actual delivery, reporting and presentation
Application Deadline:	December 22, 2023

1.0. BACKGROUND

Non-Communicable Disease Alliance Kenya (NCD Alliance Kenya) a not-for-profit organization that brings together synergistic relationships of multi-sectoral stakeholders to facilitate active promotional and advocacy activities for prevention and control of non-communicable diseases (NCDs) and the provision of quality NCD care services.

NCD Alliance Kenya responds to the global call of action for the prevention and control of NCDs including cardiovascular diseases, diabetes mellitus, cancers and chronic lung diseases, sickle cell, epilepsy, mental health. These diseases are propagated by common risk factors such as unhealthy diets, physical inactivity, tobacco use, harmful use of alcohol and exposure to environmental toxins. The Alliance plays a leading role in coordinating, capacity building its membership and developing partnerships with multi-sectoral stakeholders, both health and non-health, to facilitate effective promotion and advocacy interventions for prevention and control of NCDs.

To meet its program objectives as well as the vision, NCD Alliance Kenya will be conducting a job evaluation to ensure that employees are fairly compensated for their work based on their job responsibilities, skills and experience.

2.0. JOB SUMMARY

The consultant/s will be responsible for conducting a functional review to propose a job grading and scaling structure, systems and skills that will enable NCD Alliance Kenya deliver on its mandate. Thus, the consultant will recommend a system and structure that will allow NCD Alliance Kenya remunerate its employees competitively and equitably, while also providing clear guidelines for salary increments and promotions.

3.0. SCOPE OF WORK

Evaluate and develop a comprehensive job classification and provide a fair and acceptable grading structure for the organization that is in line with NCD Alliance Kenya's strategy. Assist NCD Alliance Kenya to develop a balanced salary structure that will make it competitive in the donor and job markets.

- Provide a detailed guideline for the approach to be adopted for undertaking the Job Evaluation exercise.
- Provide a workplan and necessary preparatory work for conducting a comprehensive job analysis of all positions within the organisation to determine the essential duties and responsibilities, required qualifications, and necessary skills for each position.
- Review and evaluate existing job positions based on their relative worth to the organisation.
- Provide guidance and recommendation on appropriate job grades, salary scales and benefits structure that is competitive and equitable.
- Provide recommendations on how to align job descriptions with NCD Alliance Kenya's strategic goals and objectives.
- Develop a fair and acceptable job grading structure that is in line with NCD Alliance Kenya's strategy, considering the basic concept of equal pay for equal value of work including a clear guideline for salary increases and promotions .

4.0. DELIVERABLES

- A comprehensive job classification report detailing methodology, findings, and recommendations of the job evaluation, including a proposed job grading, salary pay, and benefits structure, and an implementation plan for approval and adoption.
- Make presentations to Board and staff.
- NCD Alliance Kenya's Job Grading, Salaries and Benefits structure policy manual/guideline.

5.0. REPORTING & COMMUNICATION

The consultant/s will report to the Executive Director via email communication channel. The consultant/s may be required to have regular consultations with the staff team or other relevant stakeholders whenever possible to ensure that relevant information and ideas are taken on board. The consultant/s will be expected to work within their own office premises and shall cover own travel and internet expenses.

6.0. QUALIFICATIONS AND EXPERIENCE

- Relevant 3-5years' expertise and experience in Human Resource Management.
- Proven experience of conducting salary and benefits surveys for NGOs in Kenya.
- Ability to work under pressure and strict deadlines.

7.0. SKILLS AND ATTRIBUTES

- Technical knowledge of the NGO and healthcare sector, and familiarity with the Kenyan labour market.
- Good communication skills, in both spoken and written.
- Excellent analytic, writing, and facilitation skills.

8.0. PROPOSAL SUBMISSION

Interested and qualified consultants are invited to submit a technical and financial proposal in PDF format that includes the following:

1. A technical proposal, detailing how deliverables will be achieved with a clear time frame; showing evidence of the consultant's experience in the similar assignments (at least 3 references with contacts or email address of referees)
2. Copies of 3 similar assignments (with evidence for good completion of the assignments)
3. Financial offer bid indicating the amount in Kenya Shillings of all the deliverables mentioned as a separate document from the technical proposal.
4. Company profile or Curriculum Vitae of the consultant
5. KRA registration certificate

The application will be submitted to careers@ncdak.org no later than **December 22, 2023**, at 5.00 pm, with **"RE-ADVERT - Expression of Interest for Job Evaluation Consultancy"** as subject.

Disclaimer:

The material arising from the contract shall be the property of NCD Alliance Kenya and cannot be used without stated consent by NCDAK.