

Request for Quotation - Reward Consultant

Date of Request for Quotation:	Wednesday 19th March 2025
Deadline for Submission of Quotation:	Monday 7th April 2025
Details of contact at Tearfund	
Name:	Angus Brown
Email address:	procurement@tearfund.org

Quotes should be submitted by email to the named contact above.

Any contract formed with a consultant will be based on Tearfund's standard terms and conditions.

Terms of Reference (ToR) for Reward Consultant

Title: Reward Consultant – Grading System Review

Objective: To conduct a comprehensive review of existing roles in Tearfund against our current grading structure. To identify any inconsistencies in grading; if any roles are incorrectly graded; if the job evaluation process needs to be further developed for existing and future roles. The consultant will work closely with key stakeholders including Executive Directors to identify concerns and specific issues relating to grading. In addition, the consultant will review job families that may command a salary market premium and provide recommendations on how this should be applied within our current salary scale.

Scope of Work: The consultant will be responsible for the following tasks:

1. Grading Review:

- Assess the effectiveness and accuracy of the current grading system and job evaluation process.
- Identify inconsistencies or misalignments in job grading across each directorate group.
- Where inconsistencies are identified, review the history or potential causation for these discrepancies to see if there are any patterns.
- Provide recommendations for adjustments or a change in approach where necessary, including further development of the job evaluation process if required.

2. Stakeholder Engagement:

- Conduct meetings with 4 Executive Directors to identify concerns and specific cases where grading should be further reviewed.

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- Engage with key stakeholders to determine if the job evaluation process is appropriate for all functions and job families, making recommendations for further development if required.

3. Review of Job Families with Market Premiums:

- Identify job families that may require a salary market premium.
- Conduct a market analysis to determine appropriate premium adjustments.
- Provide recommendations on how to integrate these premiums into the existing salary scale.

Deliverables:

- A detailed report on the findings of the job evaluation and grading system review.
- Identification of concerns and specific grading issues with recommendations for next steps.
- A comprehensive review of job families that may require salary market premiums, including recommended adjustments to the salary scale.

Consultant Requirements:

- Proven experience in reward, job evaluation and grading system reviews in the INGO sector, in both the global north and the global south.
- Strong knowledge of compensation structures and market benchmarking.
- Ability to engage effectively with key stakeholders and facilitate consensus-building.
- Experience in developing job families and salary structures with market premiums.

This work may be completed by a consultant or a consultancy organisation.

Timeline: The assignment is expected to be completed within 8-10 weeks from the start date in mid April. The final report must be completed by 19th June 2025, with interim progress updates provided at agreed milestones. Meetings are also expected to take place with the Executive Team and People & Culture Committee in the last week of June 2025.

Reporting: The consultant will report to the Director of People & Culture and work closely with the Head of People, Global Reward Manager, Reward & Benefits Advisor, HR Business Partners and key stakeholders from each Group.

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What to submit as part of your quotation

1. Basic information: Company name, contact name, email address, website, phone number
2. Quality Criteria: Response to the following questions:
 - Please outline your experience by providing details of 3 similar contracts you have undertaken within the last 2 years.
 - Please provide details of your skills/experience/qualifications that relate to each of the project consultant requirements set out above.

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- Please provide details of the methodology that you would use for this project including a timetable of activities.
 - Please outline the risks that could arise during this project and how you would mitigate these risks. This should include risks to the project deliverables and macro risks that will demonstrate your understanding of this field.
 - 3 professional references including names, email addresses, phone numbers, organisations worked for, type of contract, value of contract.
3. Pricing. Include reference to VAT. Please break down your pricing into the number of days spent on different tasks and day rates.
 4. Confirmation that you can deliver the requirements set out in this Request for Quotation, including meeting the timetable.

We look forward to receiving your quotation.