

TERMS OF REFERENCE (TOR)



**ABDULRAHMAN AL-SUMAIT UNIVERSITY
(SUMAIT)
(ETHICS and INNOVATIONS)**

**TERMS OF REFERENCE (TOR):
FOR PROVISION OF SALARY / REMUNERATION SURVEY CONSULTANCY SERVICE**

TERMS OF REFERENCE (TOR):
FOR PROVISION OF SALARY SCALE CONSULTANCY SERVICE

Name of Institution: Abdulrahman Al-SUMAIT University (SUMAIT)

Job Description: Salary/Remuneration Scale Consultancy Service

Background and task description

Abdulrahman Al-Sumait University (**SUMAIT**) is a not for profit university, which was established in 2014 on the foundation of the former University College- Zanzibar (UCEZ) and is recognized by the Tanzania Commission for Universities (TCU) as a private University. The university is owned by a Kuwait-based non-governmental entity known as Direct Aid (DA).

The university has developed a Scheme of Services with a proposed updated salary scale. This proposed salary scale needs to be based on market survey and analysis of other Higher learning Education institutions and Country comparators before being approved.

In this context, the university management would like to engage the services of a reputable and technically qualified individual or firm (consultant) with extensive expertise in labor market analyses, management, and organizational development to undertake an independent salary and benefits development and analysis.

The University management, hereby requests for proposals from such a consultant to conduct a comprehensive scientific analysis concluding with an establishment of a reasonable salary scale for SUMAIT employees in line with the prevailing socioeconomically conditions and market rates for the same level organizations.

1. Objective of Assignment.

- (i) The selected **CONSULTANT** will conduct an independent survey for the purpose of updating the current salary scale for the university staff and align it with the prevailing local market rates for similar work of comparable quality, complexity and difficulty.
- (ii) The **CONSULTANT** will ensure internal equity and external competitiveness for the staff remuneration.
- (iii) Upon completion of the survey and analysis, the results, in a form of a comprehensive salary scale, will be shared with the university management and its stake holders.

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2. Scope and Focus of the Assignment

The selected **CONSULTANT** shall compile and suggest to the university management a list of employers (**Private and Public Universities and similar institutions**) which may be considered as comparators, for the purpose of establishing a staff salary scale and provide an explanation of why those market comparisons were chosen. Then

- (i) Carry out a survey to compare current SUMAIT staff remuneration levels with suitable local Higher learning Education institutions and Country comparators;
- (ii) Suggest a consistent approach for the determination and management of relativities between jobs;
- (iii) Suggest the basis for developing an equitable pay structure across staff based on a logical method of measuring relative job scope and size and best practice;
- (iv) Presentation and submission of a final survey findings with comparison and analysis of the survey results and recommendations related to remuneration packages;
- (v) Make proposals for adjusting current salary scale / remuneration levels and a corresponding implementation plan;
- (vi) Review the proposed Scheme of services and provide amendments to ensure its compliance with the national labor laws and the target comparators.
- (vii) The **CONSULTANT** shall maintain complete confidentiality of all data and documents provided by selected comparator employers and by the University.

3. Deliverables and outputs

The **CONSULTANT** is expected to submit a report which includes, but not limited to, the following outputs:

- a) Details and Summary of data collected from the Comparators showing TOR matches and the evaluation of their remuneration packages;
- b) The Minimum and Maximum Remuneration (salary) values of all job matches obtained from the comparators in a format that enables like-for-like comparison with SUMAIT University remuneration/ salary scale;
- c) A report on final survey findings with comparison and analysis of the survey results, and recommendations related to remuneration packages.
- d) An internal equity review and analysis considering SUMAIT University Job Grades, staff's educational qualifications and experiences.
- e) Develop cost estimate with recommendations for resolving any inconsistencies between internal equity and external competitiveness.
- f) All completed questionnaires together with relevant salary scales and all relevant documentations and correspondences received from the respective comparators.
- g) Conduct a presentation of the process and the results to any relevant audience that the University Management may organize.
- h) A management plan to allow the University Management to implement the recommendations for remuneration package / salary scale changes.
- i) A review Scheme of Service for SUMAIT University compiling with national labour laws and targeted comparators.

4. Monitoring and progress controls

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The consultant's work progress will be monitored primarily through periodic review meetings, the precise schedule of which is to be mutually agreed.

5. Duration of the consultancy

The assignment is expected to be completed within **four (4) weeks** from the date of signing of the contract. The consultant, therefore, is required to prepare and submit the entire plan in a way that allows the achievement of the deliverables within 4-weeks period.

6. Duty Station

The selected **CONSULTANT** shall not be required to be present at SUMAIT, and may work on their own office with coordinated visits to SUMAIT University.

Job Requirements

1. Qualification and Experience

The successful candidate shall meet the following minimum criteria:

- A Minimum of Bachelor's Degree in fields related to human resource management, statistics and related fields. If possesses a Master degree in the related field will an added advantage.
- Proven track record in the area of compensation and benefit analysis, including for comparable local/international organizations.
- Experience in the field of human resource management.
- Past experience in undertaking salary survey for nonprofit organizations will be an asset.
- Familiarity with labour market issues.
- Ability to render consulting services in the most professional, effective and efficient manner.
- Fluency in English and Swahili.
- Excellent writing and presentation skills (all required reports shall be written in English).

2. Recommended presentation of proposals

The Proposal shall be presented in the following manner:

- Personal Curriculum Vitae highlighting the qualifications that meet the minimum requirements stated in the qualification and experience section above, and at least three (3) references;
- Explaining why he/she is the most suitable **CONSULTANT** for the job, and a brief methodology on how he/she will approach and conduct the work;
- The Financial Proposal containing the final and all-inclusive (professional fees, all envisaged costs, living allowances, insurance, etc.) total price offer for the full range of services required, broken down into all major cost components associated with the services.

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- The total price shall be in a fixed lump-sum amount, and milestone payments corresponding to outputs shall be indicated in the proposal.
- The price shall be inclusive of all taxes.

3. Payment terms

Payment under the contract will be output based and will be made upon satisfactory completion of the assignment.

4. Confidentiality

It is highly expected from the selected **CONSULTANT** to maintain the highest level of confidentiality to the information provided before, during and after the completion of the assignment. He/she shall practice highest standards of professional and ethical values and norms in providing this consultancy services.

5. Contract Award

Lowest evaluated offer of technically qualified applicant will be awarded the contract.

Mode of Application:

Electronic (email) OR hardcopy applications shall be accepted.

Applications **SHOULD** reach the addressee below by **5:00 p.m. on 25th July, 2022** or you can send your application through **Email** at: recruitment@sumait.ac.tz

Electronic applications should have all the above documents scanned and **emailed** with the subject clearly marked "**APPLICATION FOR PROVISION OF SALARY SCALE CONSULTANCY SERVICE**"

Applications should be addressed to:

Vice Chancellor,
Abdulraman Al-Sumait University
P.O. Box 1933, Zanzibar.
Email: recruitment@sumait.ac.tz

Inquiries can be made through the above email indicating subject as "INQUIRY" or by phone +255 715 492 937 during working hours.

Shortlisted applicants SHALL be contacted in person.
Abdulraman Al-Sumait University is an Equal Opportunities Employer.