

Expression of Interest
Consultancy – Salary Benchmarking Review
IPPF Member Associations - Pacific

September 2023

TERMS OF REFERENCE

IPPF Sub-Regional Office for the Pacific is supporting the review of country-level salary benchmarking for 10 IPPF Member Associations in the Pacific, with a view to implementation in 2024.

The International Planned Parenthood Federation (IPPF) was founded in 1952 and currently has 150 Member Associations (MAs) and Collaborative Partners with a presence in over 146 countries. IPPF is a global healthcare provider and a leading advocate of sexual and reproductive health and rights for all with the vision that all people are free to make choices about their sexuality and well-being, in a world free from discrimination. IPPF recognises that the achievement of the highest attainable standard of sexual and reproductive health is not possible when gender equality and human rights are not respected, protected and fulfilled.

The 10 IPPF Member Associations and Collaborative Partners are Cook Islands Family Welfare Association (CIFWA), Kiribati Family Health Association (KFHA), Reproductive and Family Health Association of Fiji (RFHAF), Samoa Family Health Association (SFHA), Solomon Islands Planned Parenthood Association (SIPPA), Tonga Family Health Association (TFHA), Tuvalu Family Health Association (TuFHA), Vanuatu Family Health Association (VFHA) and Youth 2 Youth in Health (Y2YiH) in the Republic of the Marshall Islands (Y2YiH). With national and international employment markets for skilled medical and programme professionals becoming more competitive across the region, it is vital that Member Associations are positioning themselves to retain trained and skilled staff.

Key deliverables

Produce 10 individual country reports that outline current market value and recommend salary banding for each MA staff structure, aligned to national employment markets. This should include (and not limited to):

1. A review of current organogram and salary scales_at MA's to standardise and ensure equitable compensation across all positions and departments as necessary.
2. A review of comparable positions at national salary scales and comparable industry benchmarks to ensure that MA's salary scales are competitive and aligned with market standards.
3. A review of Member Association policies and procedures specific to per diems, stipends and allowances.
4. A review of how Member Association salaries are reviewed, connected to performance management, progression and development.

Methodology

1. The salary review is to be done remotely, or from the IPPF office in Suva, as a desk review and information gathering exercise.
2. Consultation with range of stakeholders to include IPPF SROP staff and Member Association staff.
3. Using data from comparable organisations
4. Resources such as the [Survey Data - Birches Group LLC](#) can be made available.
5. Review of associated employment policies, processes and documents e.g. Remuneration Policy, Job Evaluation Policy, Performance Related Pay Policy.

Timeframes

The timeframe is currently envisaged to be between October and December 2023 with country reports due by January 31, 2024.

Fees

Fees must be quoted in FJD. Please indicate daily rate and number of days' work, as part of your financial proposal. Fees should exclude VAT. Where indicated VAT should be shown separately and indicated separately on invoices.

Expressions of Interest

Consultants interested in this role and with a strong background in salary benchmarking, preferably with some experience in the NGO or international sectors in the Pacific, should provide:

- A brief cover letter (no more than two pages) outlining their experience against the requirements listed above and their quote to complete the work
- A CV describing relevant experience for this role including examples of previous work in relation to the TOR
- Financial proposal
- Indicative work plan

Please send your expression of interest by email to:

Filomena Buiruarua at recruitmentfiji@ippf.org. Please use the subject heading "Consultancy for IPPF MA Salary Benchmarking Review 2023"

Deadline for proposals:

13 October 2023