

Terms of Reference

Title: *remuneration framework review 2021 (incl. salary grids and remuneration guidance)*

Consultancy Purpose/objectives:

Help the CHS Alliance developing new remuneration framework.

Background:

The CHS Alliance is a global alliance of humanitarian and development organisations committed to making aid work better for people. Together, we are a movement to strengthen accountability and to put people affected by crisis at the heart of what we do by implementing the [Core Humanitarian Standard \(CHS\)](#).

The CHS Alliance was formed by joining two organisations, one based in Switzerland and one based in the UK. At the time of bringing all staff together in one entity, a review of salary grids was done. The new grids developed were based on six grades corresponding to job titles.

While regular salary benchmarking has been done, there has been no change in the salary grids since they were approved in 2017. Since then, there has also been a number of changes in a new organization and our global remuneration framework needs reviewing to make it fit our current needs, with an emphasis on fairness and transparency. We would therefore like to review our global remuneration framework to improve job grading/positions matching and transparency, make sure we attract right candidate for right job, clarify remuneration guidance, pay reviews and salary grids review procedures.

Deliverables:

1. Provide the CHS Alliance with a recommended update of salary grids (**both for Geneva, Switzerland and London, UK**)
2. Provide guidance on remuneration best practice and advise the CHS Alliance on developing remuneration principles
3. Provide a model for pay reviews procedure and for salary grids review (e.g. frequency, roles and responsibilities of line managers, composition of review body, criteria, performance-related pay etc.)
4. Provide the CHS Alliance with a recommendation for other benefits it offers (e.g. leave days, pension contribution, other options, etc.), including any relevant advice on tax implications (for instance with HMRC).
5. Prepare communication/workshop to present the results, new salary grids and reward framework to the staff.

Approach/Methodology:

Providers are invited to submit the methodology they would like to use. The methodology should specify how key contacts (see below) will participate and be consulted. The selected consultant will be provided with recent staff feedback on remunerations and may propose additional consultations beyond the key contacts if necessary.

In their approach, providers should aim for scalable models and solutions bearing in mind the size of our organisation and financial situation.

Key Contacts:

The primary audience for the output of this consultancy is the Senior Management team (SMT) who will review the analysis and recommendations from the provider.

The secondary audience is the Finance, Risk and Audit Committee (FRAC) who will endorse changes to salary grids and remuneration guidance before they are sent to the Board for review and approval.

Internal: Director of Support Services/CFO; HR & Admin Manager; Executive Director; Treasurer (Chair of the FRAC), Director of Communication & Memberships, Head of Strategic Planning & Development.

Timeline:

Offers should be submitted not later than 17 May 2021, 7:00am (UTC). Proposals must include clear timeline for completion of the work.

Budget:

Providers are requested to propose a budget for this work.

Qualified candidates:

We are looking for firms specialized in providing HR global support/advice in the non-for-profit sector, including salary benchmarking, remuneration/compensation packages, etc. It can also be auditing firms who might have a specific non-for-profit department and who would have specific knowledge of the Swiss and UK non-for-profit labour market and pays.

The successful candidate shall demonstrate strong understanding/knowledge of:

- the humanitarian sector and its stakeholders;
- and the challenges faced by organisations of our size operating in our sector.

It shall also be mindful of working in a multicultural environment.

Please send your application (including your timeline for the completion of the work and your rate) to recruitment@chsalliance.org before Monday 17 May, 07:00am UTC.