

## **TENDER NOTICE-PROVISION OF JOB EVALUATION AND SALARY STRUCTURING CONSULTANCY SERVICES FOR LUTHERAN WORLD FEDERATION / WORLD SERVICE (LWF/WS) KENYA SOMALIA PROGRAM**

### **About Lutheran World Federation Kenya Somalia Program**

The Lutheran World Federation (LWF) Department for World Service (DWS) is the globally recognized humanitarian arm of the LWF, with its headquarters in Geneva, Switzerland. Through its country programs, LWF is active in 28 countries across the globe. LWF runs programs on Livelihoods, Quality Services (including EiE), and Protection and Social Cohesion (incl. child safeguarding). LWF's Kenya-Somalia program has been in operation in Kakuma since 1992 and Dadaab since 2008, with the country head office in Nairobi. In both camps LWF is in charge of running pre-primary and primary education. Currently,

### **SCOPE OF THE ASSIGNMENT**

LWF's desire for quality programs calls for efficient and effective Human Resource systems that attract and retain quality staff. The management appreciates the strategic relevance of rewards management hence is seeking to conduct a comprehensive job evaluation with support of a consultant. This exercise is designed to take a maximum of two months and needs to be concluded before end of March 2022. This assignment will focus on the Kenya program only. The consultant will closely work with the HR unit and the Country Representative to accomplish the above-mentioned activities.

### **QUALIFICATION OF CONSULTANT**

Academic qualification in Human Resource, - Master's degree in Human Resource or strategic management areas. HR Professional qualification, Professional Membership and Practising Certification are a requirement.

The consultant is expected to have experience in working with International INGOs and other Programs with strong analytical capabilities and an eye to identify opportunities and risks associated with business models. More specifically, the consultant should possess the following qualifications:

- 5 – 10 years of hands-on experience working in pay market research and/or job evaluation and salary structure design with strong writing skill (Proven track record of having done similar works with reference provided)
- Excellent problem solving and analytical skills

### **HOW TO APPLY**

Interested and qualified consultants have to submit their technical and financial proposals, including also the following:

- Capacity statement with detailed information on previous experience
- Proposed methodology and plan for the consultancy work
- Two samples of similar jobs done (reports)
- Proposed schedule to carry out the assignment.
- Consultancy fee for the assignment.

Expressions of interest addressing the criteria stated in the TOR above, technical and financial proposals, and CVs of proposed consultants should be submitted to; [procurement.nairobi@lutheranworld.org](mailto:procurement.nairobi@lutheranworld.org) by March 7<sup>th</sup>, 2022 – 5pm EAT.

Interested and qualified consultants can request for a **Comprehensive TOR from:** [procurement.nairobi@lutheranworld.org](mailto:procurement.nairobi@lutheranworld.org)