INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 25 August 2022

Country: Egypt

Description of the assignment: International Consultant to conduct Salary Survey for Service Contracts

Project name: UN Salary Survey for Service Contract Holders

Period of assignment/services (if applicable): 30 working days (From September 2022 - November 2022)

Proposal should be submitted by email to procurementnotice.egypt@undp.org no later than 8th of September 2022.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP egypt will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

**Background on the Service Contract contractual modality:**

Several UN Agencies are currently using a salary scale matrix for national project personnel called Service Contract holders (SC) that were updated in 2019. Individuals engaged to work in programmes or projects are hired under the Service Contract contractual modality, which is a non-staff contract. It is a decentralized contracting instrument, which is cost effective and flexible. Individuals contracted under SC are not considered UN staff members and therefore, are not covered by UN Staff Regulations and Rules. The basis for the establishment of conditions of service for Service Contract (SC) holders is based on the local labour market. Therefore, the remuneration package for Service Contracts must be consistent with prevailing levels of pay for similar services and comparable work in the local labour market. The agencies which are using the SC contractual modality would like to update the current remuneration of Service Contract holders utilizing the set procedures in the UNDP Handbook on Setting Remuneration for Service Contract Personnel.
In this context, UNDP would like to engage for a technically qualified individual with extensive expertise in labour market analyses, management and organizational development in order to carry out remuneration survey for the Service Contract holders which will assist UN Agencies in Egypt in coming up with a revised and reasonable salary scale for SC holders.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Under the guidance of the Head of Human Resources, UNDP and the direct supervision of the UNDP Operations Manager, the consultant will undertake the following responsibilities:

- Review existing documentation (Service Contract User Guide, Remuneration methodology, sample Terms of Reference for Service Contract holders at various levels, and earlier surveys) to gain a full understanding of the service contract contractual modality and the scope of the consultancy.
- The selected individual will compile and suggest a list of employers as comparators, which may be considered for SC remuneration survey after approval.
- The selected individual will carry out the survey based on the Handbook on Setting Remuneration for Service Contract Personnel and collect, compile, analyze and interprets data collected in a written report.
- The selected individual will collect the following information from each of these comparators:
  - Job descriptions of the similar positions for job matching process with proposed comparator organizations on the nature, complexities and responsibilities of each position of existing SC levels;
  - Collect and analyze salary structures and associated benefits (including typical allowances and benefits package) of the selected employers in comparison to existing SC job descriptions
  - Review tax applications and apply any updates to the new salary scale
- The selected individual will develop a service contract salary scale based on the findings of the above.
- The selected individual will present analysis and recommendations to the UNDP Head of Human Resources and the Operations Manager on the proposed salary scale.

Deliverables:

Based on the established UNDP Handbook on Setting Remuneration for Service Contract Personnel and within the time frame specified, the selected individual is expected to submit a report which included, but not limited to, the following outputs:

- Details and summary of data collected from the comparators showing TOR matches and the evaluation of their remuneration package;
- Present the minimum and maximum remuneration values of all job matches obtained from the comparators;
- A report on final survey findings with comparison and analysis of the survey results, recommendations related to remuneration packages;
• A summary table of comparators practices on remunerations compared to UN Egypt Service Contract salary scale;
• A proposal with options for a revised remunerations scale for SC holders as set out in the UNDP Handbook on Setting Remuneration for Service Contract personnel (options at the 40th, 50th and 60th percentile levels);
• Incorporation of comments and suggestions made by respective UN Agencies in Egypt, if any, into the proposal for SC remunerations,
• After the submission of the draft report to the country office, the selected individual may be requested to provide additional data or clarifications to UNDP HQs.

Progress Monitoring:

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<tr>
<th>Deliverables</th>
<th>Number of working</th>
<th>Due date</th>
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<tbody>
<tr>
<td>50% will be paid upon submission and acceptance of draft report – one month from beginning of assignment</td>
<td>20 days</td>
<td>26 October 2022</td>
<td>50%</td>
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<tr>
<td>50% will be paid upon acceptance of final report – two weeks from receiving UNDP feedback about draft report</td>
<td>10 days</td>
<td>8 November 2022</td>
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<td>Total</td>
<td>30 days</td>
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3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

At least a first degree in Statistics, Economics, Social Sciences or any related field.

II. Years of experience:

- Proven track of experience of at least 5 years in the area of compensation and benefits for international organizations as well as data collection and analysis. Those with experience in conducting a similar exercise with the UN will have an added advantage
• At least 5 years of experience with stakeholder/comparators networking and engagement in achieving the results

III. Competencies:
• Ability to communicate using various means including writing high quality, clear and concise reports in English
• Demonstrated leadership, teamwork, and coordination skills
• Ability to produce quality results to meet established goals
• Ability to generate innovative, practical solutions to challenging situations
• Ability to manage complexities

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:
1. Proposal:
   (i) Explaining why they are the most suitable for the work
   (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
2. Financial proposal
3. Personal CV including past experience in similar projects and at least 3 references
4. Medical Proof should be submitted to cover during the assignment (In case the applicant doesn’t have medical, please include the medical plan into the financial offer as it will be reimbursed by UNDP).

5. FINANCIAL PROPOSAL

• Lump sum contracts
The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

6. EVALUATION

2. Cumulative analysis
When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:
a) responsive/compliant/acceptable, and
b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
* Technical Criteria weight; 70%
* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 49 of the technical criteria would be considered for the Financial Evaluation

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<td>• Qualification</td>
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<td>Financial</td>
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ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)