

## **Terms of Reference**

For the specific task of:

### **HR Grading System Benchmarking Analysis - 2023 -**

#### Terms of Reference

DOT Lebanon is an organization launched in Lebanon since 2010 with headquarters in Ottawa, Canada, working towards enabling people to access and apply information and communication technologies (ICT) to create education, economic and entrepreneurial opportunities. We empower young people, entrepreneurs, schools, and SMEs with the business, digital and life skills to start businesses, find jobs and generate income.

As part of our commitment to ensure competitive compensation for our employees, **Digital Opportunity Trust Lebanon** is seeking the services of a consultant(s) specialized in HR Grading System Benchmarking Analysis within the NGO/INGOs sector. The selected consultant(s) will facilitate an accurate assessment of our compensation structure in comparison to similar NGO/INGOs and provide recommendations for adjustments if necessary.

This includes:

- Conducting a Salary/Benefit/Grading benchmarking analysis and salary grading
- Revising Job Descriptions and Job positions/roles.
- Comparing titles and positions/roles with other NGO/INGOs
- Conducting salary benchmarking for NGO/INGOs similar to ours in terms of scope of work, organizational size, purpose, and number of employees.
- Finalizing the assessment with a detailed report outlining the findings and recommendations for potential adjustments to our compensation strategy.

The chosen consultant(s) will be responsible for the following tasks:

- Developing a benchmarking plan, which includes the approach and the information to be gathered.
- Developing a detailed work plan outlining the steps, timelines, and deliverables
- Data gathering of the necessary information.
- Comparing our existing compensation structure to the identified benchmarks, considering job roles, levels, and other criteria.
- Providing a progress report to ensure that the final survey delivers useful and actionable data.
- Delivery of the final report and proposition of adjusted salary scales based on findings before the **16th of October 2023**.

The applying entity should submit a **detailed** and **financial proposal** including:

- Experience and expertise in salary benchmarking within the NGO/INGOs sector
- Clarity and effectiveness of the proposed methodology.
- Quality and relevance of past work with NGO/INGOs.
- Advanced degree in Human Resources Management or related field
- Minimum of 10 years of relevant professional experience in consulting on organizational structure

- Proven market research analysis experience
- Adequate knowledge of data collection methods (polls, focus groups, surveys etc).
- Ability to interpret large amounts of data and to multi-task.
- Excellent strategy development and writing skills.
- Strong communication and presentation skills.
- Proficiency in written English and Arabic
- Extensive experience in managing and implementing consultations
- Ability to work in a participatory approach with a certain flexibility
- Professional commitment and ability to work under pressure.

### **SUBMISSION PROCEDURE:**

The entity applying for this bid can be a freelancer, a company or an NGO.

Thank you for providing us with the below mentioned documents:

- Commercial Circular
- Commercial Certificate
- Financial Registration Certificate
- Tax registration number & certificate
- Identification Card of the persons mentioned in the circular
- Three client references from the past 2 years related to similar projects (names, email, phone). These references should be available for a reference check by DOT Lebanon.
- Portfolio
- Payment Terms (Cash, cheque, transfer)
- Offer Validity
- Bank Information
  - Bank Name:
  - Branch:
  - Account Holder Name:
  - IBAN:
  - Swift Code:

All documents should be clearly labeled so it is clear to understand what each file relates to.

An authorized representative of the service provider must sign, stamp, and date the bid, and other relative documents accompanying it.

1. The offer shall remain firm for 30 days from the closing date
2. Submitted in English language, to the following email address: [procurementlb@dotrust.org](mailto:procurementlb@dotrust.org) with the subject line: "Organization Name" - HR Grading System Benchmarking Analysis
3. Received to the address before **September 12, 2023** at **12:00 PM**

**For queries please contact the HR Senior Officer at [hrlebanon@dotrust.org](mailto:hrlebanon@dotrust.org)**