

## **ACTIONAID TANZANIA**

### **TERMS OF REFERENCE FOR JOB EVALUATION**

#### **BACKGROUND**

ActionAid Tanzania (AATZ) is a development organization that started operating in Tanzania since 1998 as across border program from ActionAid Kenya and later transformed into a full-fledged Country Program. It is registered under Tanzania Non-Governmental Organization Act of 2002 with registration number 00NGO/R2/00031. AATZ is an affiliate member of the Action Aid International Federation that is working in over 45 countries worldwide committed to achieve social justice, gender equality and eradication of poverty.

AATZ is known for its deep - rooted interventions that empowers people living in poverty and exclusion and works in partnership with Community Based Organization, Non-Governmental organizations, and other stakeholders at local and National level to tackle the root causes of poverty and injustice, and hold decision makers to account for the realization of the needs and rights of people. Its grass roots programs are primarily implemented directly with communities, their organization, and local partners while at the national level, AATZ works in networks, coalitions, forums, and in partnership with national and international organizations.

AATZ recently launched its 5<sup>th</sup> Country Strategy Paper (CSP V) for the period from 2022 to 2026. And also, re-organized its structure align with the new strategy and current funding capacity in order to ensure AATZ financial sustainability. The new strategy is focusing on two program priorities which includes:

1. Gender Responsive, Public Service and Inclusive Education
2. Promoting decent living and working environment in the education sector

And the five organizational priorities which includes:

1. Remodel and transform our organization – strengthen leadership and governance, fit for purpose and future structure, dual citizenship, entrench a feminist leadership culture.
2. To build culture of learning, accountability and quality M&E that generates knowledge evidence-based alternatives and communicates impact.
3. Secure resources from diverse sources to our vision and values to meet strategic funding needs and build a culture of fundraising innovation.
4. Enhance digital connectivity, ICT for development systems, communication, innovation and revolutionize our ways of working.
5. Improve our resource management to enhance effectiveness and promote accountability and transparency.

AATZ has the responsibility to support staff, teams, and partners to do the best they can in their assigned roles with the resources they need whilst giving each other the opportunity to develop. As a team, we need to ensure that we are meeting the commitment of our CSP V and that of ActionAid International Federation and we are position AATZ as an active member of the Federation.

AATZ is currently conducting operational/functional review to enhance performance and competitiveness in achieving its strategic goals. The review process includes the structure, systems, and skills. As part of the reviews, new job description will be created and some will be revised. The new and updated job descriptions will be evaluated to inform the Job grading system.

This consultancy is therefore initiated to secure an Individual or firm that will support AATZ in producing a fair working environment, equitable grading system and pay structure that will function efficiently and effectively.

### **Main Objective**

- To conduct a detailed job evaluation exercise at AATZ to ensure that all job positions are appropriately classified and aligned to achieve internal harmony in compensation.
- re-examine the existing organizational structure in line with ActionAid Vision and Country strategy paper in order to establish the relative value or size of jobs based on fair, sound and transparency; and
- develop job evaluation and grading framework across the organization with appropriate organizational structure (where deemed necessary) given future funding scenarios

### **Specific Objectives:**

- i. Determine an appropriate job assessment framework for evaluating and grading job roles that will ensure fairness and equity in terms of responsibility, skills, knowledge, and experience across the organization.
- ii. Evaluate and review the classification and job grading system for salary ranges in all jobs' positions and categories and propose adjustments where necessary
- iii. Identify job roles and responsibilities that are critical to the success and life of the organization
- iv. Develop a comprehensive job classification framework that provide a fair and acceptable grading structure in line with the organization strategy.
- v. Make recommendations for implementing the results of the evaluation, including proposing an effective organizational structure that reflect the said results in the current, and future funding scenario and required geographic coverage.
- vi. Make presentation to the management and staff as required
- vii. Enable sound market comparisons with jobs or roles of equivalent complexity and size.

**Scope:** The consultancy work will cover the following areas:

- a) Review of the ActionAid existing job roles and descriptions.
- b) Conducting a job analysis to identify the key duties and responsibilities for each job role.
- c) Developing a job evaluation framework that is suitable for the ActionAid current and future funding scenarios.
- d) Conducting a job evaluation exercise for all job roles across the organization.
- e) Providing recommendations on the grading of job roles and proposed adjustments.
- f) Providing support to the ActionAid in implementing the job evaluation exercise outcomes.

**Expected Outcomes:** The consultant work will deliver a comprehensive report on the assignment entailing the job analysis/evaluation methodology, findings and recommendations including -

- a) A complete updated job profiles/descriptions for each job in the organization
- b) Recommendations on an equitable, transparent, and competitive salary and benefits structure for all job profiles/description.
- c) Provisions on salary and benefits benchmarking to support recommendations for salary and benefits package.
- d) A proposal to establish internal job evaluation committee to benchmark future positions to proposed structure, as such job positions arise, including proposal of composition of job evaluation Implementation advice, training, and support.
- e) Presentation to management and staff as planned.
- f) Grading structure which ensures jobs are properly remunerated
- g) An equitable and defensible salary structure
- h) Establish appropriate staff numbers per;

- a) Job grade
- b) Functional units
- c) Regions
- d) Departments
- e) Authority wise

## KEY RELATIOHIPS

The consultant will work closely with the Country Director coordinated by Interim Human Resources and Administration Manager. Other key stake holders of this consultancy are Senior Management Team and AATZ staff.

Duration the contract start date will be from 1<sup>st</sup> July 2023 to 31<sup>th</sup> July 2023

The work will be conducted in Dar es salam, Tanzania and the Consultant will report directly to the Country Director

## Key Compentancies and Experience Essential

AATZ is looking for a qualified and experienced consultant or a team of consultants. The consultant or a team is expected to have vast experience related to the following;-

- a. Human Resources Management with proven experience of conducting large Scale job evaluation.
- b. Proven experience of conducting salary and benefit surveys
- c. Ability to work under strict deadlines.
- d. Strong facilitation skills
- e. Strong analytical skills

## How to apply;

Interested consultants are invited to submit the following application documents:

- **Two (2)** copies of technical and **two (2)** copies of financial proposals in two separate envelopes signed and sealed if physically submitted through the address indicated below OR you can email your proposals through the email indicated below.
- A copies of the CV or CVs of the consultant or consultants who will be assigned to conduct the work.
- A copy of Registration Certificates.
- A sample of relevant reports or publications of similar work.
- Contact details of 3 referances.

Please send your applications to the following address:

*Interim Human Resources & Administration Manager ,*

*ActionAid Tanzania,*

*Mikocheni B Area, Makuyuni Street,*

*Plot No 79, P.O.Box 21496,*

*Dar es Salaam,*

*Tanzania.*

Or Email your bid to: [Rachel.Muze@actionaid.org](mailto:Rachel.Muze@actionaid.org) copying [Agness.Gondwe@actionaid.org](mailto:Agness.Gondwe@actionaid.org)

The deadline for applications is extended until **05<sup>th</sup> June , 2023, 05:00PM.**