



FORUM FOR AFRICAN WOMEN EDUCATIONALISTS (FAWE) UGANDA CHAPTER
TERMS OF REFERENCE (TOR) TO PROVIDE CONSULTANCY SERVICES TO
CONDUCT A SALARY SURVEY FOR FAWE UGANDA

Date: 23rd February 2023

About FAWE Uganda

Forum for African Women Educationalists (FAWE) founded in 1992, is a Pan African Non-Governmental Organization led by African Women working together in pursuit of equality in education across Africa to promote girls' and women's education in Africa. FAWE Uganda Chapter was established in 1997 to spearhead this cause in Uganda and is registered as a local NGO. FAWE Uganda's current strategic approach is to facilitate quality education for girls through; sponsorship, social protection, institutional capacity strengthening, advocacy and research.

FAWE Uganda is a national organisation that implements activities in all regions of Uganda including; Karamoja Sub-Region, Northern Uganda, West Nile, Western, Eastern and Central Uganda and, with operational offices in Moroto, Adjumani, Yumbe, Terego, Kasese, Ntoroko, Bunidibugyo, Fort portal and the head office in Kampala City.

Vision

A Ugandan society where girls and women lead dignified lives.

Mission

To enhance opportunities for girls to attain quality education and skills through sponsorship, social protection, institutional strengthening and advocacy.

Problem Statement

FAWE Uganda undertook its last salary survey in 2018, and remuneration revised in 2019 based on 50th percentile. The organization policy on remuneration stipulates a review every after five years to assess its capacity among likeminded institutions and in keeping pace with the trends. It is noteworthy that the last two years have been generally challenging and today, Uganda has had

a double digit inflation, thus challenging the living standard and consequently the wellbeing of staff. Furthermore, FAWE Uganda would like to assess itself and ensure its capacity to attract and retain high caliber staff due to limitations within the salary structure. The current salary structure was approved in December 2018 and implemented effective January 2019. The annual inflationary salary increments have accordingly been based on an average annual inflation rate of 6%. In 2022 however, we witnessed unprecedented inflation followed with a spike in fuel prices and other commodities. The spike in inflation is as a result of the war in Ukraine as well as the extended lockdowns due to the Covid-19 pandemic that greatly affected the economy. FAWE Uganda seeks to improve remuneration of her staff making it competitive enough to attract high quality staff who will contribute to the driving of the FAWE Uganda Agenda as well as improved motivation of the existing staff. FAWE Uganda also seeks to make considerations in Board Allowances and facilitation as they guide the organization in the execution of its mandate.

Scope of Work

The Consultant shall be expected to conduct a survey of remuneration and benefits within the INGO/NGO sector for both staff and the Board of Directors, review the current remuneration and benefits at FAWE Uganda and generate a report of their findings and recommendations. The Consultant shall be required to present their findings to both Senior Management and the Governance Committee of the Board.

The consultant will be expected to undertake the following tasks:

1. Conduct remuneration and benefits survey among similar players within the INGO/NGO industry.
2. Review FAWE Uganda's current remuneration and facilitation for staff.
3. Conduct a survey on aspects of staff and board per diems.
4. Conduct a survey on Board Allowances and Facilitation from organizations in the NGO/INGO sector and recommend accordingly.

Deliverables

1. Prepare and submit a comprehensive draft report of the findings as well as trends in inflation.,
2. Develop and submit a proposal for a revised salary structure based on the survey findings providing scenarios of the 25th, 50th and 75th percentiles.
3. Present a report and summary of the findings to both Senior Management and the Governance Committee of the Board as may be requested.
4. Submit a final report both in hard and soft copies with input from Senior Management and the Governance Committee.

Preferred Qualifications

- The Lead Consultant should have a Masters' Degree or equivalent in Human Resource Management, Business Administration (with a bias in Human Resource Management, Organisational Psychology or other related field).
- At least ten (10) years' experience as a Human Resource Management Practitioner.
- Proven expertise in conducting salary surveys, developing salary structures and job grading.
- Excellent communication skills, including ability to present complex processes and issues clearly, in plain language, to a diverse audience.

Expression of Interest

If you are interested and qualified to provide this service, please submit a technical and financial proposal for this work. The technical proposal should among others articulate your understanding of the assignment, methodology to be applied, specific time lines within which it will be reasonably possible for you to complete the assignment.

Assignment duration

The Assignment is expected to be conducted and completed within a period of two months from the date when the contract is signed.

How to Apply.

Please send your expression of interest to procurement@faweuganda.org not later than **5:00 pm, Friday 3rd March 2023.**