



TERMS OF REFERENCE FOR THE CONSULTANT TO CONDUCT THE REPRODUCTIVE HEALTH UGANDA (RHU) REORGANISATION, JOB EVALUATION AND GRADING, SALARY REVIEW AND PAY STRUCTURE

1. Background

Reproductive Health Uganda (RHU) is a Member Association of the International Planned Parenthood Federation (IPPF), and its core mandate is to champion, provide and enable universal access to Sexual and Reproductive Health and Rights (SRHR) information and services to vulnerable and underserved communities, especially young people. The Association has over 150 members of staff and over 4000 volunteers working with and for communities and individuals. RHU is also committed to Universal Health Coverage (UHC) by contributing to the achievement of equitable access to life-saving, quality sexual and reproductive health care for all, including to the most marginalized and hard-to-reach population groups.

At all levels, RHU strives to respect and protect the rights of women and girls, promotes gender equality, and works to redress unequal power imbalances between women and men. However, RHU also deliberately targets other segments of the population, including the relatively well to do, with the objective of offering services, but also generating additional resources to cater to its core mission of supporting the vulnerable and poor (social enterprise).

RHU's values include: i) Rights-Based, ii) Results -Oriented, iii) Choice, iv). Voluntarism and v). Integrity

It currently operates 18 branches spread in all the sub-regions of Uganda. RHU has made a significant contribution in the area of Sexual Reproductive Health and Rights (SRHR).

Over the years, RHU has transitioned in regard to structure and scope of services. A re-alignment of job roles and organisation structure is of essence to enable RHU efficiently deliver on it's mandate. RHU is currently developing its new Strategic plan and this exercise shall go a long way in supporting the same.

RHU needs to revise and re-align the existing functions, job grades and salary structure to achieve acceptable compliance with the Equal Opportunities Commission (EOC) requirements, market relevance and employee satisfaction.

Therefore, RHU seeks to hire a firm to assist in the reorganisation of its functions, revision of its job grading structure through a job evaluation, and revision of its salary structure.

2. Purpose of the assignment

Recommend a new or improved structure with roles that align well with the organisational strategy, as well as conduct a Job Evaluation and Job Grading exercise, and Salaries and benefits review.

3. Scope of Work

- i) Review information on the existing organizational structure, grading structure and functions of each Directorate / Department/Unit.



- ii) Review the organisational structure and validate its relevance in as far as the RHU organisational strategy
- iii) Make recommendations for a new or improved organisational structure with roles that align with the organisational strategy.
- iv) Propose functions and mandate for new teams and positions, including new organisational competence profiles that align well with the organisational strategy and key programmes.
- v) Review and update the current role descriptions and recommend new competencies and skills to support the strategy.
- vi) Facilitate the HR team to carry out a Job Evaluation using a standard and internationally acceptable method.
- vii) Provide a cost-benefits analysis of shifting the organisation from the current structure to a new proposed structure, and make recommendations for staff optimization/structure alignments and follow up action.
- viii) Conduct a salary and benefits survey, and work collaboratively with RHU in developing a clear and standardized salary and compensation structure.
- ix) Prepare and present a Report on the entire assignment to RHU Management or the RHU Board (if required).

4. Deliverables and Timelines

- i) An inception report detailing the Consultant's understanding of what is being reviewed and why, as well as proposed methods, tools, sources of data and procedures for the assignment. The inception report should also include a proposed schedule of tasks, activities, timeline, deliverables and key issues.
- ii) A report on the revised and recommended organisational structure.
- iii) Competence profiles for the various job roles recommended on the organisational structure.
- iv) A report on the results and recommendations of the job evaluation exercise detailing the scope of the job evaluation and process followed (methodology, information and data sources; supporting and reference documentation; etc);
- v) Salary survey and Pay structure report.

The exercise is expected to be completed in **60** calendar days from the date of signing the contract.

5. Qualification / Experience

- a) The successful firm is expected to provide firms' references from 5 similar assignments or extracts of contracts as evidence of such experience.
- b) The team leader on the assignment shall meet the following minimum criteria:
 - i) Master's Degree in fields related to Human Resource Management, Business Administration, Management Studies, or related fields.
 - ii) Proven experience in the area of Job Evaluation and grading, or compensation and benefit analysis, or Organisational Development.



- iii) 10-15 years' experience in the field of human resource management.
- iv) Familiarity with labour market issues.
- v) Ability to render consulting services in the most professional, effective and efficient manner.
- vi) Excellent writing and presentation skills.
- c) Other Members of the team shall meet the following criteria;
 - i) Bachelor's Degree in fields related to Human Resource Management, Business Administration, Management Studies, or related fields. A Master's degree will be an added advantage
 - ii) Proven track record in the area of Job Evaluation and grading, or compensation and benefit analysis, or Organisational Development.
 - iii) At least 5 years' experience in the field of human resource management / organisational development.
 - iv) Familiarity with labour market issues.
 - v) Ability to render consulting services in the most professional, effective and efficient manner.
 - vi) Excellent writing and presentation skills.

6. Contents of proposal

Proposals to undertake this assignment must include:

- i) Statement of qualifications of firm(s);
- ii) Name and CV of the team responsible (i) for overseeing the work; (ii) for undertaking the work;
- iii) Proposed approach / methodology to the work;
- iv) Separate financial proposal and costs estimates for undertaking the assignment.

7. Application Process

Interested persons/consultancy firms must submit technical and financial proposals by **Friday 24th June 2022 by 5:00pm** to:

Office of the Executive Director, Reproductive Health Uganda
Plot 2 Katago road, Off Kiira road,
P.O Box 10746 Kampala
Tel: +256312207100/041 540658

Or Email: rhu@rhu.or.ug

RHU will contact persons with whom further discussion is sought.

Please note that we may be unable to respond to applicants who have not been selected for interview.