

# REQUEST FOR PROPOSALS – JOB EVALUATION AT THE



## REQUEST FOR PROPOSALS

### CONSULTANCY SERVICES FOR THE CONDUCT OF A JOB EVALUATION AND CLASSIFICATION EXERCISE AT THE CDEMA CU

#### 1.0 BACKGROUND

The Caribbean Disaster Management Agency is a Regional Organization currently comprising of eighteen (18) member countries in the Caribbean Region. CDEMA embraces the principles and practice of Comprehensive Disaster Management (CDM) which is an integrated and proactive approach to disaster management. CDM seeks to reduce the risk and loss associated with natural and technological hazards and the effects of climate change to enhance regional sustainable development. The CDEMA Coordinating Unit (CU) is the administrative and implementing arm of the agency with approximately thirty-five (35) employees on its establishment. Its activities are financed mainly through contributions made by its Participating States and donations by various Development Partners. Its mandate was recently expanded and the Agency is currently in the first phase of an organisational restructuring exercise. To ensure that positions approved under the new structure are appropriately classified and aligned and to eliminate anomalies in the existing structure, the CDEMA Council has approved the conduct of a comprehensive job evaluation.

Towards this end the CDEMA CU is seeking to hire a consultant or consulting firm to conduct this comprehensive job evaluation.

#### 2.0 OBJECTIVE

The objective of this consultancy is to conduct a comprehensive job evaluation exercise at the CDEMA Coordinating Unit to ensure that all management and non-management positions in the Agency are appropriately classified and aligned to achieve internal and external equity. Specific attention is to be paid to achieving alignment along the CARICOM Secretariat (CARISEC) scalar.

##### 2.1 *The Specific Key Objectives of the Study are to:*

- 2.1.1 Develop a framework , which would determine the relative value and size of individual jobs under a fair and equitable assessment process

# REQUEST FOR PROPOSALS – JOB EVALUATION AT THE CDEMA-CU

---

- 2.1.2 Establish the classification and level of individual jobs in the organizational hierarchy based on the job description, responsibilities and duties of the job
- 2.1.3 Develop a system that allows for consistent and accurate assessment of the difference in relative value among jobs
- 2.1.4 Establish a framework to determine the grade levels and the consequent salary range for new jobs or jobs which have evolved and changed
- 2.1.5 Develop a framework which would ensure CDEMA staff are offered a fair and equitable compensation, benefits and allowances in relation to the responsibilities and duties required by individual jobs
- 2.1.6 Make recommendations for maintaining the proposed job evaluation system

## 3.0 REQUIRED SERVICES

The work to be undertaken by the Consultant or Consulting firm in the preparation of the outputs should include, but not necessarily be limited to the following:

### 3.1 *Interviews:*

- 3.1.1 Management and staff of the CDEMA CU
- 3.1.2 Human Resources staff of the CARICOM Secretariat
- 3.1.3 Human Resources staff of other Regional organisations

### 3.2 *Collection and Review of Relevant Data on:*

- 3.2.1 Compensation structure of the CARICOM Secretariat as well as other CARICOM related organisations
- 3.2.2 Review relevant literature internally and externally including but not limited to the:
  - a) Salary scalar of CDEMA, CARISEC and other regional organisations
  - b) Job descriptions/job specifications of CDEMA and comparative organisations
  - c) Decisions of the Second Meeting of the Council of CDEMA on Organizational Restructuring
  - d) The Baastel Consultancy document
  - e) 2008 Organisational Audit

## REQUEST FOR PROPOSALS – JOB EVALUATION AT THE CDEMA-CU

---

### 4.0 OUTPUTS/DELIVERABLES:

The consultant will deliver the following to the CDEMA Coordinating Unit (CU):

Outputs	Time Frame for Delivery
<b><u>Inception Report</u></b> to include <i>inter alia</i> the detailed proposed methodology and a Work Implementation Plan	Within 1 week of contract signature
<b><u>First Progress Report</u></b> to include: <ul style="list-style-type: none"> <li>• Review and development of job descriptions</li> <li>• The job evaluation method</li> <li>• Scoring of jobs</li> <li>• Initial Findings, Issues and proposed actions</li> </ul>	Within 6 weeks of contract signature
<b><u>Second Progress Report</u></b> to include: <ul style="list-style-type: none"> <li>• Grade structure</li> <li>• Classification of positions within the recommended grade structure</li> <li>• Internal rationalisation</li> <li>• External rationalisation</li> </ul>	Within 10 weeks of contract signature
<b><u>Draft Final Report</u></b> to include: <ul style="list-style-type: none"> <li>• Recommendations</li> <li>• Job evaluation manual</li> <li>• Proposal for maintenance of job evaluation system</li> </ul>	Within 12 weeks of contract signature
<b><u>Power Point presentations</u></b> to CDEMA CU Management team, Management Committee of Council and Council.	May to June 2012 with the first presentation done by May 18, 2012
<b><u>Final Report</u></b> incorporating feedback from the CDEMA CU Management team, the Management Committee of Council (MCC) and the CDEMA Council	Within 17 weeks of contract signature

# REQUEST FOR PROPOSALS – JOB EVALUATION AT THE CDEMA-CU

---

## 5.0 DURATION

The terms and conditions of the CONTRACT shall apply for the duration of the CONTRACT, beginning on the date of this assignment, or the actual date of commencement of the WORK whichever is earlier, and the COMPLETION DATE which is the 30<sup>th</sup> day of June, 2012.

## 6.0 PAYMENT SCHEDULE

Payment to the Consultant (s) for the provision of deliverables outlined in Clause 4 above should not exceed US\$50,000 and will be according to the following schedule:

<b>DESCRIPTION</b>	<b>% DUE</b>
Mobilization fee on signature of contract	20%
Acceptance of the First Progress Report	20%
Acceptance of the Second Progress Report	20%
Acceptance of the Draft Final Report	20%
Acceptance of the Final Report	20%
<b>TOTAL</b>	<b>100%</b>

## 7.0 EXPERTISE

Eligible Consultants should have the following qualifications:

- 7.1 At least ten years relevant experience in providing classification, job evaluation and compensation consultation services or as a reward specialist.

# REQUEST FOR PROPOSALS – JOB EVALUATION AT THE CDEMA-CU

---

- 7.2 Good knowledge of job evaluation methodology including but not limited to Hays method of job evaluation
- 7.3 Experience in organisational review and/or design would be an asset
- 7.4 Qualifications: Master's Degree in Business Administration, Human Resources, CHRP or related field.
- 7.5 Ability to manage assignments effectively –consistently ensuring timeliness and quality of work with minimum supervision.
- 7.6 Excellent communication and representation skills.
- 7.7 Willingness and ability to travel regionally

## 8.0 SUBMISSION OF PROPOSAL

The proposal from eligible Consultant(s) should include the following:

- 8.1 Submit both electronic and hard copy of proposal
- 8.2 Technical proposal
- 8.3 Financial proposal not to exceed US\$50,000 (inclusive of all administration costs including overheads, printing, posting, copying, presentation etc)
- 8.4 Statement of relevant experience i.e. similar assignments executed in/under execution in the last five years
- 8.5 Measurable goals and objectives and methodology
- 8.6 Appendix: Documentation such as CVs
- 8.7 Indication of availability to carry out the Consultancy during the period **March 1, 2012 to June 30, 2012.**

Interested consultants should submit a Proposal of not more than ten (10) pages with supporting documentation as an appendix in a sealed envelope clearly marked “**PROPOSAL TO PROVIDE CONSULTANCY SERVICES FOR THE CONDUCT OF JOB EVALUATION AND CLASSIFICATION EXERCISE.**”

# REQUEST FOR PROPOSALS – JOB EVALUATION AT THE CDEMA-CU

---

Proposals should be delivered not later than 1600hrs on **February 17, 2012** to the address below:

The Executive Director  
Caribbean Disaster Emergency Management Agency  
Building #1  
Manor Lodge Complex  
Lodge Hill,  
St Michael  
BARBADOS

**ATTN: HUMAN RESOURCES MANAGER**

Email: [hr@cdema.org](mailto:hr@cdema.org)

**Only short-listed applicants will be contacted**