



REQUEST FOR PROPOSALS: SALARY REVIEW & PAY SCALE DEVELOPMENT

Deadline for submissions: 27 February 2020, 16h00

COMPANY PROFILE

Since 1967, African Christian College (ACC) has been educating students from our campus near Matsapha. ACC is a Section 21, non-governmental organisation offering quality undergraduate education for students from across Africa. It was one of only three private institutions to meet accreditation requirements of the Eswatini Higher Education Council (ESHEC) in 2017, and it is the only theological institution with its programme accredited by the globally recognised Association for Christian Theological Education in Africa (ACTEA).

The university offers a residential-only Bachelor of Theology degree in three years with 56 students currently enrolled from 12 African nations. All students and their families, as well as most staff families, live on our 80-hectare property, next to Tubungu Estates.

In addition to providing quality higher learning, ACC operates several sustainability projects to support the financial stability and growth of the university. The Tree of Life Project began in 1997 and includes the management of 12,000+ macadamia nut trees that exports over 100 tonnes of nut-in-shell annually. Other projects, like the Locavore Farmers Market, are designed to utilise opportunities to generate revenue to break a 50-year reliance upon foreign funding.

Since 2007, when the preacher training college began its transition into a university, ACC has been changing. That process continues as the institution prepares to rebrand to reflect its university status, establish 5 new academic programmes, and reimagine its campus facilities. You can learn more about the institution at AfricanChristianCollege.org.

Currently, the organisation has 30 full-time, 6 part-time, and 30 casual/temporary employees with 5 additional foreign-supported employees. These include senior administrators and qualified faculty, professional staff, farm labourers, and security personnel. Additional employee benefits include housing, utilities, medical aid, meals, transport and pension contributions. With the implementation of a new vision, additional positions must be added in coming years.

SCOPE OF WORK

Organisational board policy expects salaries and benefits to not 'deviate materially from geographic and professional markets for the skills employed'. With the implementation of a new vision, it becomes vital that the organisation establishes informed pay scales for improved strategic planning. Therefore, the purpose of this project is to create an organisational structure that enables efficient utilisation of human resources and ensures that all positions are appropriately graded and remunerated, based on local markets.

The key objectives of this appointment are:

1. Review of organisational structure and job descriptions to provide strategic recommendations to clarify and define roles and structures for improved human resource management.
2. Creation of a grading system for all positions
3. Development of a pay scale structure based on local, market-related remuneration to ensure internal equity and external competitiveness.
4. Recommendations for changes in current remuneration and benefits
5. Electronic and printed report detailing all the work, data, conclusions, and recommendations.

The organisation will provide access to necessary records, documents, and personnel in order to complete the project in a timely manner according to all applicable laws and standards.

APPLICANT CRITERIA

Applicants are expected to meet the following criteria:

- Incorporated and operating within the laws, regulations, and registrations of Eswatini
- Experience in relation to the scope of project for comparable organizations
- Have availability (size of firm, size of team, stability and history) to complete the project on a timely basis
- Ability to communicate and report effectively in the English language
- Commitment to the highest professional ethics, confidentiality, and privacy

PROPOSAL EXPECTATIONS

Interested parties should submit a proposal with the following information:

- A company/consultant profile with proposed team members and their qualifications.
- Detailed description of proposed methodology and work plan including your approach to market comparisons and pay scale creation.
- Estimated timeframe for completing the project.
- Describe any quality control, ethics, and/or confidentiality systems to ensure accurate work and confidentiality.
- Proposed fee for the engagement, recognising the fees will not be increased for inflation or inadequate planning of project costs. Breakdown of fees by activity is preferable.
- Detail expenses (if any) expected to be reimbursed, i.e. mileage, per diem, phone, etc.

PROPOSAL SUBMISSION

All proposals must be submitted **electronically** to organisational president Brad Carter by email at brad@AfricanChristianCollege.org **before 16h00 on 25 February 2020**. Any questions or requests for clarification may also be sent to Mr Carter by email.

African Christian College reserves the right to not appoint a service provider, decline proposals for any reason, request further information after the closing date, and reject late submissions.