

REQUEST FOR PROPOSAL FOR GLOBAL JOB EVALUATION & COMPENSATION REVIEW

1. Context

- a) The International Crops Research Institute for the Semi-Arid Tropics (ICRISAT) is a non-profit, non-political organization that conducts agricultural research for development in the drylands of Asia and sub-Saharan Africa. Covering 6.5 million square kilometers of land in 55 countries, the semi-arid or dryland tropics has over 2 billion people, and 644 million of these are the poorest of the poor.
- b) ICRISAT and its partners help empower the poor people of the semi-arid tropics to overcome poverty, hunger and a degraded environment through better agriculture.
- c) ICRISAT is headquartered in Hyderabad, Telangana State, in India, with two regional hubs (Nairobi, Kenya and Bamako, Mali) and country offices in Niger, Nigeria, Zimbabwe, Malawi, Ethiopia and Mozambique.
- d) ICRISAT conducts research on five highly nutritious drought-tolerant crops: chickpea, pigeon pea, pearl millet, sorghum and groundnut.
- e) ICRISAT envisions a prosperous, food-secure and resilient dryland tropic. To achieve this, its mission is to reduce poverty, hunger, malnutrition and environmental degradation in the dryland tropics. It approaches this through partnership-based international agricultural research for development that embodies Science with a Human Face.
- f) ICRISAT was founded in 1972 by a consortium of organizations convened by the Ford and the Rockefeller foundations. Its charter was signed by the FAO and the UNDP. Since its inception, its host country India has granted a special status to ICRISAT as a UN Organization operating in the Indian Territory making it eligible for special immunities and tax privileges.
- g) ICRISAT is managed by a full-time Director General functioning under the overall guidance of an international Governing Board.
- h) ICRISAT is a member of the CGIAR System, which unites organizations engaged in research for a food-secure future.

2. Purpose of this Request for Proposal

This Request for Proposal is commissioned by the Director – Human Resources of ICRISAT to invite interested firms to submit proposals to assist in the job evaluation, job classification and compensation review for the Nationally Recruited Staff (NRS) and Locally Recruited Staff (LRS) of the Institute across all the 9 locations (*as mentioned in 1c*). The detailed Terms of Reference is enclosed in **Annexure I**.

3. Duration of the assignment

Proposals will be received till 5pm India Time on 10 June 2019. A firm will be selected by 17 June 2019. The contract with the selected firm will be effective as of 20 June 2019. The complete exercise should be complete by 30 November 2019.

4. Qualification and Expertise

The assignment will require the successful firm/agency to have a high level of competence in Job Evaluation and Compensation Review. Prior experience of providing similar services to other credible international organizations or global missions is mandatory. Therefore, Bidders should ensure an appropriate mix of the following skills and experience:

- ☐ Experience in Organizational Design including Restructuring, Job Descriptions, Job Evaluation and Job banding;
- ☐ Expertise in the domain of Compensation and Benefits including Salary Structure, Salary Fitments, Compensation Review and Benchmarking;
- ☐ Ease of access to latest Compensation and Benefits data of suitable comparators;
- ☐ A proven track record of performing Job Evaluation, Job Grading and Compensation Review for similar organizations;
- ☐ Presence or experience of working in India and sub-Saharan Africa is mandatory;
- ☐ A solid understanding of the CGIAR system and the related international development sector.

5. Proposal Details

The Proposal should include the following:

- ☐ Details of the firm;
- ☐ CV of the individual(s) who will be appointed to carry out the assignment;
- ☐ Consideration of the expected qualifications and expertise as laid out above;
- ☐ Brief work plan and the proposed methodology, which shall include justification for procedures to be adopted;
- ☐ Financial proposal in USD for total cost and detailing fees, travel and incidentals; and
- ☐ Two contacts for references on recent relevant work by the firm.

6. Language

The review and all correspondence and documents exchanged with the selected firm will be in English.

7. Award of Contract

Proposals could form the basis for a contract between the firm/ agency and ICRISAT. This letter is not to be construed in any way as an offer to contract with you/your institution. ICRISAT reserves the right to accept or reject any Proposal and to annul the solicitation process and reject all Proposals at any time prior to the awarding of the contract, without incurring any liability to the Bidder or any obligation to inform the Bidder or Bidders of the grounds for its action. ICRISAT will award the contract to the qualified Bidder whose Proposal, after being evaluated by ICRISAT, is considered by ICRISAT to be the most competitive and appropriate for the required deliverables.

8. Submission of Proposals

Proposals must be submitted by email on or before 5 PM India Time, **17 June 2019** to: Kunal Sarkar, Senior Manager – Human Resources
Email: s.kunal@cgiar.org

Annexure 1

Terms of Reference

1. Job Evaluation & Job Grading –

- To develop a framework for identifying all relevant 'Jobs' in the Nationally Recruited Staff(NRS) and Locally Recruited Staff(LRS) cadres;
- To develop Job Descriptions for the identified and classified 'Jobs';
- To develop a Job Evaluation Scheme and classify unique 'Jobs';
- To develop a Job banding structure and Job hierarchy;
- To implement the newly formed banding structure by conducting fitment and harmonization of staff into the new grade;

2. Compensation Review –

- Comparative analysis of ICRISAT's salary for each 'Job' against its target market;
- Review of ICRISAT's benefits in each location and benchmark against appropriate comparators;
- Prescribe salary ranges for identified Job Bands in each location;
- Identification of existing gaps and recommendation for any necessary changes and improvements.