**Invitation of Proposal for salary and benefit structure including staff’s grades and levels in relevant INGOs in Bangladesh**

Edward M. Kennedy Center (EMK Center) is seeking offers for consultancy service for the purpose of comprehensive salary survey. Your firm/company/institution is invited to submit a proposal for the services in response to this request for proposal(RFP).

1. **About Edward M. Kennedy Center (EMK Center):**

Edward M. Kennedy Center (EMK Center) for Public Service and the Arts engages, inspires, connects, and empowers citizens of all ages. Created in 2012 through a partnership between the Liberation War Museum and the American Center of U.S. Embassy Dhaka, the EMK Center is a non-partisan platform committed to open dialogue, informed action, individual and artistic expression, and personal and professional development. We define public service as service on behalf of the people – by anyone, anywhere, anytime.

1. **Background:**

EMK Center understands the importance of providing fair and competitive remuneration package to its employees for productive output and employee satisfaction. For that, EMK Center plans to conduct a salary and benefit survey by an individual consultant/consultancy firm in Bangladesh with relevant experience in similar surveys. The survey has to be conducted in at least 10 similar organizations.

1. **Purpose of the survey:**
2. To compare the payment of current salary and benefits of the EMK Center’s staff with the comparator organizations.
3. To gather comprehensive information about staff levels and grades including minimum requirement for the grade and level followed by the comparator organizations.
4. Based on 1&2 formulate a market led salary and benefit structure and staff levels and grades for the staff of EMK Center.
5. **Scope of Work:**
6. The selected individual/ firm shall review existing personnel policies and guidelines of EMK Center.
7. Review contracts of EMK Center employees to determine the salary structure.
8. The selected individual/ firm shall select the comparators in consultation with EMK Center for the purpose of forming remuneration structure of EMK Center.
9. The individual/ firm shall collect the following information from each of the comparators:
10. Job descriptions of the positions similar to EMK Center’s for the purpose of matching the nature, complexities and responsibilities
11. Collect and analyze the salary structures and associated benefits (including allowances and benefit package both monetary and non-monetary) of the selected comparator organizations for existing EMK Center’s positions.
12. Collect and analyze staff grades and levels of the organizations
13. Summary information on the comparator employer (size, number of employees, length of time presents in the location, etc.)
14. The individual/ firm shall present a draft analysis report with statistical analysis to EMK Center and make recommendations on the proposed salary scale. The report shall also contain a section on grades and levels of staff including a proposed grades and level for EMK Center
15. The individual/ firm shall prepare a Final Report, incorporating comments from EMK Center
16. The individual/ firm shall maintain complete confidentiality of all data and documents provided by selected comparator employers and by those of EMK Center. Data from comparators will be shared only with EMK Center.
17. **Deliverable:**
18. A draft report followed by a presentation for discussion with EMK Center Management
19. A final report following discussion and feedback from EMK Center
20. **Duration of the assignment:**

The task is expected to be completed within 30-days from the date of signing the contract. The individual/firm, therefore, is required to prepare and submit the entire plan in a way that allows the achievement of all deliverables within 30-days period.

1. **Evaluation Criteria:**

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| Topic | Weightage |
| A brief summary of the individual/ organization’s understanding of the assignment | 10% |
| Methodology including work plan | 30% |
| A draft outline of the report | 15% |
| Experience of the individual/ firm including team members’ experience | 25% |
| Budget Breakdown (Financial Proposal) | 20% |
| Grand Total | 100 |

Proposal will be evaluated in both technical and financial aspects. The weightage distribution is provided in the table below:

1. **Required Qualifications/Experience:**

* Proven track record in the area of compensation and benefit survey (Similar experience in surveying International NGO’s will be given preference)
* Familiar with labor market issues in Bangladesh
* Ability to analyze and interpret complex pay market data and draw logical conclusions from it.
* Strong report writing skills in English.
* Work effectively through e-mail, phone, and other virtual platforms (e.g. Skype).
* Ability to render consulting services in the most professional, effective and efficient manner.

1. **Reporting**

The consultant will report to the Center Director of EMK Center.

1. **Payment Terms**
2. Payment will be made after completion of the assignment upon submission of the final report as stated in the deliverables.
3. Payment will be disbursed to bank account through electronic fund transfer.
4. **Submission Details**

The technical and financial proposal/s should be submitted separately through Google form by 5 p.m. November 25, 2019. The following documents if applicable should be submitted with the proposal:

* Organization Portfolio
* Incorporation Certificate/Business registration Certificate (if applicable for organization)
* Updated Trade License
* Tax Identification Number (TIN);
* VAT registration number (BIN) (if applicable for organization)

1. **How to Apply:**

Fill out this form: [RFP Form](https://forms.gle/JCw1592VYbinM4yr7)

1. **Terms and Condition:**

* Any act of disclosing EMK Center’s internal or confidential data will lead to breach the contract at any point.
* Any internal or confidential information should not be used for other purposes.
* Failure to submit all required information, forms and documents in the proposal may result in disqualification.
* Not accept proposals after the stated submission deadline.
* EMK Center reserves the right to accept other than the lowest-price proposal and to negotiate with the consultant if it is in the District’s best interest to do so.
* EMK Center will not reimburse any organization for proposal preparation costs or other work performed in connection with this RFP, whether or not the consultant is awarded a contract.

**NOTE: EMK Center is acting in good faith by issuing this RFP. However, this document does not oblige EMK Center to contract for the performance of any work, Nor for the supply of any Products or services.**