



📍 225 Jan Smuts Avenue,
Parktown North,
Johannesburg,
South Africa, 2196

☎ +27 (0)11 478 8300

@ info@satregional.org



REQUEST FOR QUOTATIONS:

Salary Benchmarking NGO positions in Southern Africa

SUBMISSION DEADLINE:

6 October 2023, midday (Central African Time)

INTRODUCTION:

SRHR Africa Trust (SAT) supports adolescents and young people in Southern Africa to walk healthy, happy, confident & safe pathways to adulthood. We're an UN ECOSOC accredited 33-year-old NGO and network of activists, NGOs, and supporters, focused on young people, SRHR, and the drivers of adolescent health and wellness.

All our programming is with young people and through young people, and our Youth Hubs and partner organizations link young people to one another, as well as linking them to health services, governments, the African Union Commission, and global agencies.

SAT has offices and programming in South Africa, Botswana, Malawi, Zambia, and Zimbabwe, and a network of partners and programming in Namibia, Mozambique, Kenya, Ethiopia, Mali, Niger, and Burkino Faso. The office in South Africa also houses the regional function which collaborates with partners globally, at the African Union Commission, at SADC level in Southern Africa.

PURPOSE:

SAT seeks to identify and appoint a suitable supplier to conduct Cost to Company salary benchmarking for the Southern African Region. The purpose of this RFQ is to contract with a suitably qualified supplier with regional NGO specific knowledge and the requisite capacity to execute this project within the desired quality, scope, timeframe, and cost-effectiveness for SAT. SAT will provide the supplier with positions and Patterson gradings and requires benchmarking against the development sector.

REQUIREMENTS:

- a. Provide a Cost to Company Salary Benchmarking within a development context and against similar levels of organizational complexity by making use of the company graded (Patterson) role profiles.
- b. The total number of staff roles to be benchmarked is twenty-three (23).



www.srhrafricatrust.org



SAT_SRHRAfricaTrust



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Board Members

• Anusha Teeruth (Naidoo) • Catherine Grant • Dumiso Gatsha • Felicitia Helga Hikuam
• Gugulethu Ndebele • Jonathan Gunthorp • Dr. Marie-Claire Wangari • Perrykent Nkole

- c. The total number of SAT staff positions is as follows: South Africa (13), Botswana (3), Malawi (14), Mozambique (1), Zambia (7), Zimbabwe (6).
- d. Comparison of each role to the proposed scale
- e. Determine recommendations for the management of outliers.
- f. The salary benchmarking outcome and reports to be presented on the following two outcomes:
 - i. Industry Specific Benchmarking..
 - ii. Benchmarking within the Southern African Region context.
- g. Lead team member/ Remuneration Specialist should have more than 10 years' experience in remuneration with relevant qualification.
- h. The job must be carried out in October 2023 and concluded and signed off by 27 October 2023

SUBMISSION PROCEDURES:

All interest suppliers are requested to submit a quotation and a one (1) page proposal of maximum 300 words outlining the methodology to be used in carrying out the assignment **by midday 06 October 2023**.

The quotation should be submitted electronically to Christina Magoro at procurement@satregional.org and copy magoro@satregional.org using "Salary Benchmarking for SRHR 2023" in the subject line.

