

## **REQUEST FOR PROPOSAL**

### **STAFF RATIONALIZATION, REMUNERATION AND BENEFITS SURVEY**

#### **INTRODUCTION:**

Echo Network Africa Foundation (ENAF) is a Pan African philanthropic institution that works with like-minded stakeholders to empower, position and advocate for girls and women in Africa. Founded in 1982 as Kenya Women Holdings (KWH) and later re-branded in 2018 to Echo Network Africa (ENA), the vision of ENAF is an inclusive society where girls and women enjoy full rights and participate in the life of the society. ENAF intentionally focuses interventions on girls and women with special attention to young women, women with disabilities and women from marginalized communities.

In its 2023-2027 Strategic Plan, ENAF articulates a retention, growth and expansion strategy aimed at replicating and scaling program initiatives from Kenya to other countries in Africa. In addition to the decision made by the Board of Directors in 2024 to re-brand ENA to ENAF, the first Country Office was incorporated in Kenya taking over implementation of program initiatives formally undertaken by ENAF. ENAF, known simply as The Foundation, is therefore solely responsible for resource mobilization and management as well as Coordination of Country Offices and Associates while Country Offices including the Kenya Country Office are responsible for program Implementation. ENAF has retained the catalysing approach whose core is to work with Local Implementing Partners (LIPs) to maximize on impact and accelerate attainment of results.

Current programme and anchor initiatives include Community Resilience and Livelihoods; Women's Leadership, Political Participation and Governance; Peace and Conflict Resolution; Women's Financial Inclusion and Girls Excel. ENA Kenya is supported by the following Anchor Centers: Talent Development Management and Administration; Communication and Public Relations; Information, Communication, and Technology; Special Projects; Legal; Internal Audit; Risk & Compliance; and Planning, Monitoring & Evaluation.

#### **SCOPE OF WORK**

Echo Network Africa is seeking to engage firms to undertake the following activities:

- (i) Analyze the staffing needs for ENA Foundation and the Country Office.
- (ii) Analyze the current staffing establishment with a view to establishing staff gaps and determine optimal staffing needs for the Foundation and Country Office.
- (iii) Develop a Succession/ Transition Policy for movement of staff from ENAF to ENA.
- (iv) Develop a policy and methodology on sharing staff between ENAF and ENA

- (v) Undertake a salary and benefits survey in order to benchmark ENAF's remuneration scales against the market. Consider the total compensation package:- salary, allowances, bonuses, retirement plans (gratuity) and benefits.
  - Use a standard method of finding out what other similar development institutions are paying for specific jobs or job classes, to determine prevailing pay rates and benefits.
  - Compare apples to apples: to make sure that we are comparing information that is similar. Looking at salary and benefits levels in similar organizations.
  - Review job descriptions or position profiles: critically look at job duties and responsibilities not just job title when deciding if salary survey information is comparable.
  - Determine the low, average and high salaries for given positions.
- (vi) Review the existing grade structure
- (vii) Evaluate the impact of the new taxation regime on staff and recommend ways of mitigation
- (viii) Assess current staff incentives offered by the institution and make recommendations.
- (ix) Review and advise on the current Human Resource laws and policies that may impact the Institution.

A comprehensive report will be compiled for submission to the President/ CEO. The successful firm will liaise with the Talent Development Manager on day to day matters.

#### **DELIVERABLES**

1. Comprehensive report on ENAF staff rationalization 2024
2. A Succession/ Transition Policy
3. Proposals for remuneration and staff benefits
4. Updated grading structure

Qualified firms should forward their proposals complete with company profiles detailing relevant experience, budgets, and work plans to undersigned [procurement@enafrica.org](mailto:procurement@enafrica.org) on or before close of business on 23<sup>rd</sup> May, 2024.