



Terms of Reference

"International NGO Compensation Benchmarking Study"

Who we are

Alianza por la Solidaridad- ActionAid Spain was born with the vocation of working to achieve a better and more sustainable world for all, regardless of where they were born or where they decide to live. We are an organization of passionate and committed people, convinced that a more just and equal world is possible. We invest all our work, knowledge, experience, and creativity in defending and advancing human rights for all people in more than 50 countries.

For this we know that we need to build an informed, critical global citizenship that is eager to get involved in the social changes necessary to achieve a world that puts people and human rights at the center.

We work together with more than 50,000 members, volunteers, supporters, collaborators and workers in Europe, Latin America, Africa and Asia.

Background and Introduction

We are seeking a global salary benchmarking company to conduct a comprehensive remuneration study for international non-governmental organizations (NGOs).

The study aims to provide an **in-depth analysis of compensation packages** for Spaniards expatriate professionals contracted by Spanish NGOs or Spanish branches of INGOs deployed in offices in humanitarian/development contexts.

The professional grades/scale for analysis is for professionals working in the roles of **Country Coordinator** and **Project Coordinator**.

The study will encompass a sample of 20 leading Spanish and/or Spanish branches of International NGOs operating across various regions.

Objectives

The primary objectives of the study are as follows:

- To gather and analyse data on compensation packages offered to expatriate professionals in the job categories of Country Coordinator and Project Coordinator within development/humanitarian NGOs, both Spanish or INGO Spanish branches.
- To establish a comprehensive understanding of market conditions and trends related to expatriate compensation in the international cooperation sector.
- To provide insights into best practices and areas of improvement for compensation packages, aiding in the attraction and retention of skilled professionals.

Scope of the work

The selected benchmarking firm will be responsible for the following tasks:

- Preparing a comprehensive report highlighting key findings, trends, and preparing a comprehensive report highlighting key findings, trends, and recommendations for optimizing compensation packages in line with market standards.

- Designing a detailed survey questionnaire targeting the specified job categories and capturing relevant compensation data and benefits information.
- Identifying and approaching a representative sample of 20 international NGOs for participation in the study.
- Collecting accurate and up-to-date data on salary structures, benefits, allowances, and other compensation components for expatriate professionals.
- Analyzing the collected data to derive meaningful insights and trends specific to the roles of Country Coordinator and Project Coordinator.
- Comparing the collected data with sector benchmarks and regional factors to provide a comprehensive overview of the remuneration landscape.
- Preparing a comprehensive report highlighting key findings, trends, and recommendations for optimizing compensation packages in line with market standards.

Key Deliverables

The benchmarking firm will be required to deliver the following:

- A detailed initial outline including the study methodology outlining the approach, data collection methods, NGOs to include in the sample and analytical techniques to be employed.
- A finalized survey questionnaire for review and approval prior to data collection.
- A comprehensive report presenting the study findings, including comparative analysis, trends, and insights specific to the roles of **Country Coordinator** and **Project Coordinator**.
- Recommendations for structuring competitive compensation packages for **expatriate** professionals in NGOs within the Spanish market.

Upon submission of the draft report, there will be a review and correction phase during which our organization will provide feedback on the content and presentation of the findings. The benchmarking firm will be expected to incorporate the suggested changes and corrections into the final report before its submission.

Work plan

The firm will propose a workplan including a clear timeline for each part of the study:

- Study Kick-off – inception and design of the outline
- Survey Questionnaire Finalization
- Data Collection Period
- Data Analysis
- Draft Report Submission

- Review and Correction Phase
- Final Report Submission

Budget

Interested benchmarking firms are requested to provide a detailed budget proposal that covers all expenses associated with survey design, data collection, analysis, and report preparation.

Assessment Confidentiality and Ethical Considerations

We expect all participating benchmarking firms to uphold the highest standards of confidentiality and ethical conduct throughout the engagement.

Additionally, we require adherence to policies that promote respect for diversity, equal opportunities, and ethical principles of transparency and human rights in all aspects of the vendor selection process.

Integrity: The company will be responsible for highlighting issues not specifically mentioned in the ToR, should this be needed for the quality of the report.

Validation of information. - The assessment team will be responsible for ensuring the accuracy of the information gathered for the preparation of reports, and will ultimately be responsible for the information presented in the assessment report.

Submission of Reports. - In the case of late delivery of reports or in the event that the quality of reports submitted is manifestly inferior to that agreed, the penalties set forth in the contract will be applied.

Copyright and disclosure. - Copyright rests with the organisation that commissioned the assessment.

Alianza reserves the right to direct the assessment and/or decide on its various aspects.

Selection Criteria

The benchmarking firm will be selected based on the following criteria:

- Demonstrated experience in conducting compensation benchmarking studies for international organizations in Spain.
- Knowledge of Spanish labor regulatory framework
- Expertise in the I/NGO sector and familiarity with expatriate compensation practices.
- Demonstrated knowledge of the Spanish International development and humanitarian community
- Methodological rigor in survey design, data collection, and analysis.
- Timeliness and feasibility of the proposed study timeline.
- Competitive budget proposal.

Method and deadline for sending applications

Interested benchmarking firms are invited to submit their proposals by 15th October 2023.

For submissions, clarifications or inquiries, please contact: Marta Sanchiz HR Manager of ActionAid Spai:
marta.sanchiz@actonaid.org

Alianza por la Solidaridad (Spanish member of Action Aid International) is committed to preventing any type of unwanted behavior at work, sexual harassment, sexual exploitation and abuse, lack of integrity, and/or financial misconduct. We expect all our staff and volunteers to share this commitment and our code of conduct, as well as other related policies approved by the organization. Only those who share our beliefs and code of conduct will be selected to work for us.