

**TERMS OF REFERENCE
FOR
SPONSORED COMPENSATION BENCHMARKING SURVEY 2023**

1. OBJECTIVE:

WWF is looking to acquire consultancy services from a well recognized firm to benchmark their compensation and benefits structure in comparison with comparator organizations primarily covering development sector. Reward strategy is pertinent to WWF's growth and success. WWF's people strategy is to be recognized as an employer of choice in the job market.

To benchmark the existing pay package against a selected list of participant organizations in Pakistan and ensure that WWF remains competitive in the local job market and it offers a fair pay to all of its staff members.

2. SPECIFIC TASKS:

1. Finalizing the comparator / peer basket [10-15 organizations]
2. Data collection
3. Data validation, compilation & analysis
4. Survey report [Findings and recommendations]

3. DELIVERABLES:

A report including findings & recommendations against the full comparator /peer group and any sub groups identified.

4. REQUIRED QUALIFICATIONS/SKILLS OF CONSULTANT/FIRM:

A reputable and credible HR consultancy firm that has extensive experience of conducting sponsored compensation benchmarking surveys across various sectors in Pakistan and maintains a structured database from past compensation surveys for reference and analysis. A firm that can ensure the confidentiality of data shared by WWF Pakistan and the comparators identified

5. TIME FRAME

The time duration for completion of this consultancy is **10 Weeks**

6. GUIDELINE FOR SUBMISSION OF PROPOSAL/EXPRESSION OF INTEREST:

Interested consultants should submit the following documentation to Muzzammil Ahmed (mahmed@wwf.org.pk), Maham Zahara (mzahara@wwf.org.pk)

Brief introduction of consultant (attach detailed CV with references)

- Application form available at WWF website
- Understanding of the context
- Methodology
- Design Portfolio
- Work plan
- The consultant will submit the cost of assignment in lump sum including all applicable taxes of the Government of Pakistan.

7. SELECTION CRITERIA:

Applicant's proposal shall be evaluated based on the Quality and Cost Based Selection (QCBS) method. Under QCBS both technical and financial proposals shall be evaluated as per following criteria against a maximum score of 100 points;

- Technical Proposal 70%
- Financial Proposal 30%

The following criteria shall be used as a basis for evaluation of technical proposals:

- Qualifications (maximum 30 points)

- Experience relevant to the assignment (maximum 30 points)
- Adequacy of the proposed methodology and work plan (maximum 20 points)
- Skills & Competencies for the assignment (maximum 10 points)
- Prior experience with WWF-Pakistan (maximum 10 points)