



Terms of Reference for Human Resources Consultant

About Sea Sense

Sea Sense is a leading non-profit organisation dedicated to conserving and protecting marine wildlife and ecosystems along the Tanzanian coast. Through community engagement, research, and advocacy, Sea Sense aims to promote sustainable marine conservation practices and improve the livelihoods of coastal communities. To improve organisational systems, we strive to work on Human Resources (HR) practices to ensure fairness and transparency. We seek a consultant's expertise to review our entire HR system, closely looking at policies and employee pay scales with multiple grades and providing recommendations on job classifications and market pay levels.

Objectives of the assignment

1. To review our existing HR policies and procedures, identify areas for improvement, and develop an HR manual.
2. To conduct a salary survey to develop a transparent and equitable employee pay scale with multiple grades that align with organisational goals and similar NGO standards.
3. Guide job classifications and titles to avoid confusion and clarify roles and responsibilities.
4. To recommend strategies for utilising the pay scale and job classifications to improve the organisation's hiring, engagement, retention, and employee promotion.

Scope of Work

The scope of work for the consultant includes, but is not limited to:

1. Reviewing the organisation's existing HR policies, procedures, and salary structure documents.
2. Conduct interviews with management and staff to understand current challenges and areas for improvement.
3. Benchmarking against industry best practices and standards to develop a transparent and competitive employee pay scale.
4. Developing job classifications and titles that accurately reflect the roles and responsibilities within the organisation and align with industry standards.
5. Recommend market pay levels, including low, high, and mean wage levels, for similar NGOs.
6. Advising on strategies for utilising the pay scale and job classifications to improve the organisation's hiring processes, employee engagement, retention, and promotion.



Deliverables

1. A comprehensive report outlining findings from the HR policy review and recommendations for improvement.
2. A clear employee pay scale with multiple grades, including detailed criteria for each grade.
3. Job classifications and titles, along with descriptions of roles and responsibilities.
4. Market pay/wage level analysis for similar NGOs.
5. Recommend strategies and recommendations for utilising the pay scale and job classifications to enhance hiring, engagement, retention, and employee promotion within the organisation.

Timeline

The consultancy is expected to commence in May and conclude by July. **The exact timeline for deliverables will be mutually agreed upon between the organisation and the consultant at the outset of the engagement.**

Reporting and Coordination

The consultant will report directly to the organisation's Executive Director. Regular check-ins and progress updates will be scheduled as needed to ensure alignment with project objectives and timelines.

Qualifications

The ideal candidate for this consultancy should possess the following qualifications:

1. A bachelor's degree in human resources management.
2. Proven experience in HR policy development, salary structure design, and job classification.
3. Strong knowledge of HR best practices and industry standards, particularly within the non-profit sector.
4. Excellent analytical, communication, and interpersonal skills.
5. Ability to work independently and deliver high-quality results within tight deadlines.
6. Relevant certifications or qualifications in HR management or related fields.

Budget

The budget for this consultancy will be determined based on the scope of work and the consultant's proposed fees. Interested consultants are invited to submit their detailed proposals, including a breakdown of costs, for consideration.

All interested candidates are kindly requested to submit their bids, accompanied by a comprehensive budget breakdown, to info@seasense.or.tz no later than April 30th 2024.