CONSULTANCY TERMS OF REFERENCE
CONSULTANCY REQUEST FOR QUOTATION RFQ FY23 141- HAYS METHODOLOGY JOB EVALUATIONS

Main Facts Table

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<td>5\textsuperscript{th} December 2022</td>
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<td>Contract Manager</td>
<td>John Halladay</td>
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Submission of offers to procurement@plan-international.org

*Please include the RFQ reference number above in all correspondence*
1. Background Information on Plan International

Plan International is an independent development and humanitarian organisation that advances children’s rights and equality for girls.

We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And it’s girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children’s rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.

We have been building powerful partnerships for children for over 85 years and are now active in more than 75 countries.

Read more about Plan International's Global Strategy: **Girls Standing Strong** at [https://plan-international.org/strategy](https://plan-international.org/strategy)

About the commissioning office

This consultancy will be contracted by Plan International’s Global Hub based in Woking, UK.

2. Background/Context

Plan International has launched a 2–3-year project to introduce the concept of Total Reward across all the regions in which it operates: APAC (Asia Pacific); MEESA (Middle East and Southern Africa); ROA (Region of the Americas); WACA (West Africa & Central Africa). This aims to ensure Plan International is able to attract and retain top talent through a fair, equitable and competitive global pay and reward system that ensures their well-being. The project relies heavily on the use of the Hay job evaluation method.

3. Description & Objectives

This consulting role will play a key role in support of implementing the Total Reward project in Global Hub and will provide technical support with respect to job evaluation.

The consultant must be able to demonstrate detailed knowledge of Hay job evaluation system, as well as extensive experience of evaluating roles in many countries.

In this section you can suggest approaches and methods to be used and type of data to be collected and analysed. The selection of methods will depend on the consultancy objectives, questions, project indicators, budget and time available, and any limitations or potential risks to data collection. Any method proposed needs to be in Plan International’s standards – namely that it is ethical and consider the needs and wellbeing of any respondents involved.

4. Deliverables and Timeline

**Accountabilities:**

- To increase Global Hub capacity in Hay methodology
- Evaluate up to 300 roles in Global Hub UK and Global Hub overseas according to Hay methodology
- Liaise where necessary with line managers and department leads to ascertain role information to assist with evaluation.
- All evaluations to be complete by end of February 2023.
6. Expected qualifications of Consultant

List here the skills and competencies, the experience and the formal qualifications you expect the Consultant(s) to have.

For example:
- The consultant must be able to demonstrate detailed knowledge of Hay job evaluation system, as well as extensive experience of evaluating roles in many countries.
- Proven experience in carrying out similar pieces of work for similar organisations
- Fluency in English. French and Spanish are desirable.

7. Contact

To submit questions or request for clarifications in relation to this Consultancy please contact procurement@plan.international.org

8. List of documents to be submitted with the RFQ

- CV detailing experience with similar organisations and Knowledge of the Hay job evaluation system
- Proposed methodology
- Detailed budget, including daily fee rates, expenses (if applicable), timelines and Deliverables. Activities

All consultants/applicant are required to agree and adhere to Plan International’s Non-Staff Code of Conduct (Annex)

9. Submission of offers

Please send your application to procurement@plan.international.org by 23:59 (GMT) 16th December 2022. referencing “RFQ FY23 141 HAYS METHODOLOGY JOB EVALUATION” in the subject line and including support documents as outlined.

10. Evaluation of offers

Shortlisted suppliers may be invited to discuss their proposals in more detail at Plan's discretion.

Plan International, at its sole discretion, will select the successful RFQ.

Plan international shall be free to:
- Accept the whole, or part only, of any submission
- Accept none of the proposals
- Republish this Request for Quotations

Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers.

Part of the evaluation process may include a presentation from the supplier.

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply

Value for money is very important to Plan International, as every additional £ saved is money that we can use on our humanitarian and development work throughout the world.

Plan International may award multiple contracts and all contracts will be non-exclusive.

11. Contract & Payment terms

Please note that, if successful, Plan International’s standard terms of payment are 30 days after the end of the month of receipt of invoice, or after acceptance of the Goods/Services/Works, if later.
12. IR35 Requirements – Only applicable for UK based or connections to the UK Consultants

As of April 2021, all Global Hub UK-based contractors (Consultant/personal service company/agency/intermediary) employing “people” in their chain to deliver serves to Plan International must follow a strict process of IR35 determination. (if applicable)

Plan Limited will conduct a CES tool on all relevant shortlisted proposers as outlined above to determine whether they fall inside or outside IR35.

13. Plan International’s Ethical & Environmental Statement

The supplier should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation. (if applicable)

14. Clarifications

The onus is on the invited individual/companies to ensure that its offer is complete and meets Plan International’s requirements. Failure to comply may lead to the offer being rejected. Please therefore ensure that you read this document carefully and answer fully all questions asked.

If you have any queries in relation to your submission, or to any requirements of this RFQ, please email: procurement@plan-international.org

Thank you for your proposal