



## TERMS OF REFERENCE

### Compensation Market Research on behalf of SOS Children's Villages, Kosova

#### External Company

NAME OF THE PROJECT	MARKET RESEARCH ON COMPENSATION
TYPE OF SERVICE	COMPANY TO CONDUCT MARKET RESEARCH ON COMPENSATION AND PROVIDE COMPARISON WITH SIMILAR NGO-S
LOCATION	KOSOVA
REPORTING TO	SOS FSHATRAT E FEMIJEVE KOSOVE
TIMEFRAME	AUGUST-SEPTEMBER

### 1. Introduction

SOS Fshatat e Fëmijëve Kosovë is part of a global federation of 134 National SOS Children's Villages Associations, working in more than 2000 programme locations worldwide. We work together with a single vision: every child belongs to a family and grows with love, respect and security.

SOS Fshatat e Fëmijëve Kosovë since 1999 has been working to help children who have lost parental care or are at risk of losing parental care. While maintaining the attitude that every child should be part of a family, growing with the sense of belonging, respect and security, the SOS Children's Villages Kosovo program focuses on helping all children, youth and their families overcome life challenges through pillars such as: Alternative Care, Family Strengthening Program, Youth Care, Education and Advocacy.

SOS Fshatat e Fëmijëve Kosovë works in close partnership with government institutions, civil society organisation and service providers to influence changes in practise and policy in the field of social protection.

### 2. Purpose of the compensation market research

The market research on compensation should give a clear picture of the standing of our organization in relation to the similar organizations and NGOs and a vast insight into what prospects will be looking for regarding compensation.

### 3. Key areas for the market research

Focus on **NGOs** which are similar in structure, history of operating in the country and number of staff/positions, **public sector** with similar positions, and private sector;





#### 4. Main responsibilities of external company:

Market research/ Main responsibilities of external analysis:

1. Identify the appropriate labour market (organisations and / or companies which match closely with organisational structure, number of employees, type of positions of SOS Children's Villages) for various types of positions; Company / agency will conduct a job matching with those organisations / companies by means of comparison of job descriptions provided by SOS, in order to ensure that they have the required job matches and can be retained for the comprehensive salary survey.
2. Carry out a market research on salaries and benefits at the previously identified organisations / companies;
3. Analyse collected data, compare the salaries, allowances and benefits data,
4. Prepare a report on results and recommendations and the data sources they used for the benchmark;
5. Presentation of the findings and recommendations to the SOS Children's Villages

#### 5. Expected deliverables:

External researching company will commit to the following key deliverables:

1. Analysis design – contains the analysis framework; detailed analysis methodology; work plan, respondents (organisations) identified for the market research (minimum three relevant/close match respondents per sector), and budget
2. Developed research tools (written questionnaires, interviews, desk research, etc)
3. Draft research report
4. Final detailed research report with comparison and analysis of the survey results, recommendations related to remuneration packages. The report will be prepared using both quantitative data and qualitative information.

#### 6. Time frame

The market research will be carried out during the period from August to September 2023.

#### 7. Payment schedule

Upon completion and submission of the final analysis report to SOS Children's Villages, Kosovo.

#### 8. Profile of the external company / agency

The company/ agency (e.g. research institutions, university, etc.) must have:

- proven track record in the area of compensation and benefit analysis
- a good understanding of the salary system in the country



- proven experience on participatory evaluation and data collection methods
- familiarity with labour market issues
- past experience in undertaking salary survey for non-profit organizations
- economic field background
- knowledge of SOS Children's Villages Kosova
- ideally experience in organising research processes with/for SOS Children's Villages Kosovo

## 9. Deadline and application requirements

Interested companies are requested to submit in **English Language**:

1. **Offer containing: analysis design proposal (the analysis framework; detailed analysis methodology and research tools (means of collecting relevant data); work plan and budget**
2. **Resume of the company / agency including curriculum vitae of staff involved in the assignment**
3. **At least three references of previous similar assignments**
4. **The financial offer should exclude VAT**
5. **Business registration certificate**
6. **The offer should be signed and stamped or contain the company logo**

**Selection Criteria:**

**The Evaluation Criteria:**

Criteria	Max. Scores
Analysis design proposal -the analysis framework; detailed analysis methodology ,research tools and work plan	40
Experience	30
Financial Offer	30
<b>TOTAL</b>	<b>100</b>

**Confidentiality** It is highly expected from the selected company to maintain the highest level of confidentiality to the information provided before, during and after the completion of the assignment. They shall practice highest standard of professional and ethical values and norms in providing this consultancy services.

SOS Children's Villages Kosovo has a child protection policy, code of conduct and PSHEA policy (prevention and protection against sexual harassment, exploitation and abuse) that all consultants will be expected to comply with and will be required to sign a statement of commitment to these policies. This will happen upon signing of contract, together with an orientation of consultants on internal child safeguarding processes and data protection regulations.

The requested documents should be sent until: 18.08.2023 via e-mail to [procurement1@soskosova.org](mailto:procurement1@soskosova.org)

