

A CALL FOR EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES TO CONDUCT A SALARY SURVEY AND COMPENSATION STRATEGY FOR JUSTICE ACCESS POINT.

Background

Justice Access Point (JAP) was established in 2018 and dully registered as a Non-government Organisation in 2019 with a clear mandate to operate nationwide in Uganda. At the time of its inception, the first Strategic Plan (2020-2024) was developed to guide the organisation towards its mandate.

The identity of JAP lies in its diverse programming areas of Countering Hate Speech and Violent Extremism; Prevention of Atrocity Crimes, Countering Statelessness and Promoting Rule of Law and Human Rights in Uganda. JAP currently operates on the basis of the Strategic Plan 2020-2024 comprising of the five programming areas mentioned above.

JAP works towards contributing to: ***‘A society where every citizen is able to access and benefit from Justice.*** And its mission is: ***“A one stop Justice Center of excellence, enabling citizens and citizen organizations in fragile and post-conflict communities in Uganda to effectively and efficiently access and utilize the available justice mechanisms and meet their justice needs.”***

JAP is in the final stages of completing the implementation of its strategic plan for the period 2020-2024. The strategic plan focused on the work of the organisation around the five core programmes including: Countering Hate Speech, Countering Violent Extremism; Prevention of Atrocity Crimes, Countering Statelessness and Promoting Rule of Law and Human Rights in Uganda in Uganda.

As JAP concludes its strategic plan 2020-2024; it finds itself standing at an historic moment in the history of the Country; the next presidential and general elections 2026 in looming; several recommendations to GOU are yet to be implemented from regional and international mechanisms such as the UPR, and common standards for policing in Uganda. All these have implications for the next strategic plan of JAP.

The successful implementation of the new strategic plan will require JAP to retain a team of staff that are highly competent, committed and motivated. In view of the above, JAP with support from Open Society, will conduct a salary survey in the NGO sector for purposes of benchmarking with comparable other and accordingly develop a compensation strategy for the JAP.

TERMS OF REFERENCE TO CONDUCT A SALARY SURVEY AND COMPENSATION STRATEGY FOR JAP:

1. Purpose

The purpose of this call is to secure the services of a professional consultant to conduct a salary survey and develop a competitive compensation strategy for JAP.

2. Scope of Work

The scope of work for the Consultant will include but not be limited to:

- a) Clearly define the purpose and scope of the survey and strategy development.
- b) Identify the specific employee groups, positions, and locations to be included.
- c) Define the relevant labor market and industry benchmarks for comparison.
- d) Develop a framework for evaluating jobs and determining their relative value to JAP.
- e) Outline the objectives, principles, and guidelines for the compensation strategy.
- f) Define the pay grades, ranges, and levels to be used.
- g) Set specific deadlines for completing the survey, developing the strategy, and implementing changes.
- h) Define the roles and responsibilities of various employees of JAP
- i) Outline the strategy for communicating the results and changes to employees and stakeholders of JAP.
- j) Ensure that JAP compliance with relevant laws and regulations.
- k) Establish a process for regularly reviewing and evaluating the effectiveness of the compensation strategy.

3. Deliverables

- A salary survey for JAP
- A competitive compensation strategy for JAP

4. Time Span

This assignment is expected to be carried out for a period of **60 working days**; however this is subject to discussions and negotiations with the successful applicant.

5. Institutional Arrangements

The Consultant will report directly to the Executive Director. JAP will provide relevant background documents necessary for the assignment including, the Constitutive documents, policies, strategic plan 2020-2024, the M&E framework, Organogram and any other relevant documents that might not have been mentioned here.

6. Expertise

a) Academic Qualifications

At least a Bachelor's degree in Management, Human resources management, Organizational Development, Business Administration, Social sciences or Organizational Psychology. A post-graduate diploma or Masters is an added advantage.

b) Experience

- At least five years professional experience in strategic planning and management.
- Prior working experience on human rights and governance issues is an added advantage.
- Demonstrated experience in working with civil society, government partners and other stakeholders especially in the area of advocacy and capacity development.

c) Skills and Competencies:

- Ability to work with minimal supervision;
- High level written and oral communications skills in English;
- Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy and integrity;
- Demonstrate excellent interpersonal and professional skills in interacting with civil society, government and development partners;
- Skills in facilitation of stakeholder engagements/workshops;
- Evidence of having undertaken similar assignments;
- Experience in research, policy development, management and programming-related work.

7. Application process.

Interested and qualified candidates should submit their applications which should include the following:

- Detailed Curriculum Vitae
- Proposal (technical & financial) for executing the assignment.

Please quote **“Strategic Plan – Justice Access Point”** on the subject line.

Applications should be emailed to justiceaccesspoint@gmail.com to reach us not later than **Friday, 5th July 2024 at 12.00 Noon.**