

REQUEST FOR PROPOSAL (RFP):
World Learning Inc. International Compensation Project 2024-25
World Learning Inc. Human Resources

BACKGROUND

World Learning Inc. is soliciting proposals from qualified consulting firms, experienced in the review and analysis of international salaries and compensation systems within the NGO and higher education sectors. The project aims to structure World Learning Inc.'s international compensation in its international offices and programs and develop a salary scale based on the regional labor market while ensuring internal equity across all programs.

World Learning Inc. is a nonprofit organization advancing leadership in more than 60 countries. For 85 years, we have envisioned a just world driven by engaged citizens and thriving communities. To achieve this goal, we provide education, exchange, and development programs that empower people and strengthen institutions. The history of the School for International Training (SIT) begins in 1932, with the founding of The Experiment in International Living, an organization with the goal of improving understanding across cultures and nations by sending US students abroad to live with families in their communities in order to expand their worldviews. Today, the School for International Training offers graduate programs through SIT Graduate Institute and undergraduate study abroad programs through SIT Study Abroad. Altogether World Learning Inc. has around 250-300 international staff.

This RFP does not oblige World Learning Inc. to accept or contract for any expressed or implied services, nor does it obligate the vendor to accept or contract for any expressed or implied services. World Learning Inc. reserves the right to reject any or all proposals and to waive irregularities and informalities in the submission process.

Questions regarding this RFP may be directed to the contact addresses before close of business **March 15, 2024**.

DESCRIPTION OF NEEDS

The consultant will assist World Learning Inc. in reviewing its existing job descriptions and compensation system in our countries of operations including the analysis of the current jobs performed by employees, determining the correct market pay for each position, establishing the market value of all jobs, and provide a market analysis of the total compensation package. We expect the consultant to make recommendations for improvements to the existing system or implementation of a new compensation system along with any adjustments to pay that may be needed (e.g., referral bonus, sign-on bonus, equity increase, job enlargement increase, promotion, etc.).

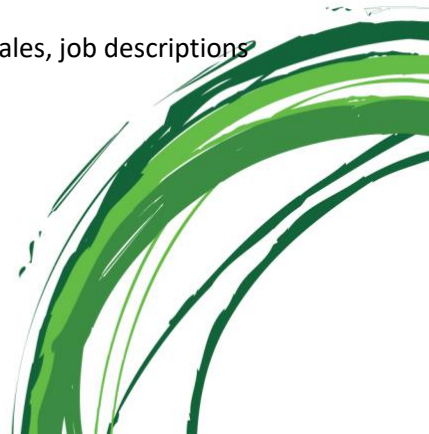
To be considered, a vendor must be a consulting firm with expertise in evaluating pay scales, job descriptions,

World Learning Inc.

1015 15th Street NW, 7th Floor
Washington, DC 20005
P: 202.408.5420
F: 202.408.5397

1 Kipling Road, PO Box 676
Brattleboro, Vermont 05302
P: 802.257.7751
F: 802.258.3248

info@worldlearning.org
worldlearninginc.org



and market pay/benefit analyses in the international NGO and higher education labor markets. The consultant should be able to provide references from other higher education institutes and/or non-government agencies where similar work was performed.

Specific tasks include but are not limited to the following:

1. The consultant will review the current job descriptions and compensation system and determine whether a new compensation system would be needed to assure internal equity and external competitiveness in World Learning Inc.'s international offices and programs.
2. Conduct a comprehensive survey of international labor markets impacting market competitiveness for all international positions in World Learning Inc.
 - a. This shall include higher education jobs as well as NGO jobs.
 - b. This will include a review and market analysis of salary and other compensation programs.
 - c. Make recommendations for changes to the current classification system or adoption of a newly designed compensation system, which assures internal equity and external competitiveness.
 - d. The method in which to perform this analysis is to be determined by the consultant but should be based on wages established for the accompanying calendar year.
 - e. The consultant will provide World Learning Inc. with a copy of the final compensation study and proposed salary structure for all its international offices and programs.
3. Design implementation strategy for any updated compensation system with the lowest financial impact and greatest gain to positions that fall outside of a designated range. The implementation plan should contain the total cost for implementation. The consultant will provide the implementation strategy.
4. Design communication plan and as the technical partner of World Learning Inc. lead technical discussions in the roll out process.
5. Upon compensation system implementation, provide training to World Learning Inc. HR team on the utilization and maintenance of the system. Provide necessary documentation and materials for World Learning Inc. to maintain the system independently of the consultant following the implementation of the job evaluation/compensation plan. Provide World Learning with soft copies of training materials and policies and procedures for the maintenance of the system.
6. As an option, provide a proposal for an annual review and update of the market analysis for each position including a description of the factors to be reviewed, methodology, final report, and staff training.
7. The consultant is expected to meet with World Learning Inc.'s core staff and steering committee frequently and regularly throughout the project's duration.
8. The consultant will designate a project manager who will work with World Learning Inc.

DELIVERABLES

- Job evaluation report: highlighting unique jobs and suggesting groupings per country.

World Learning Inc.

1015 15th Street NW, 7th Floor
Washington, DC 20005
P: 202.408.5420
F: 202.408.5397

1 Kipling Road, PO Box 676
Brattleboro, Vermont 05302
P: 802.257.7751
F: 802.258.3248

info@worldlearning.org
worldlearninginc.org



- Compensation program per country including policy recommendations and with adherence to local compensation compliance laws.
- New grading system with definition of grades and salary scale for each international office/ program.
- Communication and rollout plan.

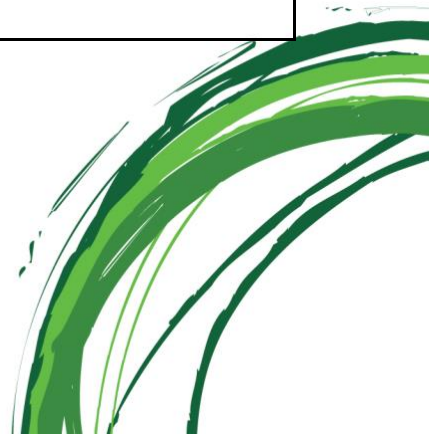
PROPOSAL REQUIREMENTS AND SUBMISSION

Technical Proposal

- Approach and methodology (7 pages maximum, 1.5 pts spacing)
 - Proposed methodology, sources of data, and general approach to deliver desired results.
 - Work plan and activity schedule.
 - Statement demonstrating capability of the consultant to deliver highest quality.
- Demonstration of qualifications (no page limit, annex)
 - List of relevant clients and their sector (NGO, higher ed institute etc.) plus examples of past performance in international salary surveys and compensation program for nonprofits/ global projects and Higher Education Institutes.
 - Illustrative sample of similar work (confidential information redacted).
 - References of prior clients.
 - CVs of key experts who will be directly involved in the project and primary point-of-contact (Project Manager).
- **Cost Proposal (no page limit)**
 - Cost estimate should be based on deliverables mentioned above and it should be broken down by daily rate and number of days required.
- **Submission**
 - Both Technical and Cost proposals should be submitted in electronic format with the following subject line: World Learning Inc. International Compensation Project 2024-25. The proposal should be emailed to atul.shrestha@worldlearning.org and akosua.nyako@worldlearning.org by **5 pm (ET) April 9, 2024**.
 - Selection decision will be communicated to the bidders by end of May 2024.

Suggested cost template:

Deliverables	Unit cost (daily rate)	Number of days	Total Cost	Remarks
A. Job evaluation report for all international offices/ programs			\$ -	
B. Compensation program for all international offices/ programs			\$ -	
C. New grading system and salary scale for all international offices/ programs			\$ -	



D. Communication and roll out plan for all international offices/ programs		\$ -
--	--	------

TOTAL COST Estimate (all inclusive) A + B + C + D \$ -

