**TERMS OF REFERENCE FOR JOB EVALUATION AND DEVELOPMENT OF A JOB GRADING/CLASSIFICATION STRUCTURE**

**Background:**

Samaritan’s Purse (SP) is a nondenominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan’s Purse has helped meet the needs of people who are victims of war, poverty, natural disasters, disease and famine with the purpose of sharing God’s love through his son Jesus Christ.

Samaritan’s purse has been present in Sudan from 1993 and currently has programmes in 5 bases in South Sudan. (Agok, Ajuong Thok, Akuem, Maban and Mayendit) Programme sectors include Food Assistance, Food Security and Livelihoods, Health, Nutrition, WASH, Food Warehousing and ministry.

The country office is based in Juba and provides support to the rest of the bases in South Sudan.

The current staffing is 815 staff comprising of expatriate staff, national staff and refugee staff.

Samaritan’s Purse currently has a job grading structure for national staff comprising of 13 levels. (see attached list).

The current job grading/classification structure does not clearly specify criteria for determining the specific job level to which a role should be assigned. It also does not provide adequate guidance on appropriate job title nomenclature for roles at the different levels.

SP- South Sudan is therefore seeking to review the current Job grading/classification structure and put in place an appropriate job grading/classification structure that specifies the total range of roles in the organization and where and how the specific roles will be assigned in the structure. The job classification structure should provide room for SP to design job roles that are challenging; provide room for career growth; enable roles to be objectively compared across different departments and staff categories; enhance accountability and drive performance. The job grading/classification structure should also provide recommendations on appropriate nomenclature for the roles at the different levels.

The overall aim is to enable Samaritan’s Purse- South Sudan attract and retain key talent to enable it achieve its strategic objectives.

SP- South Sudan is therefore seeking for the services of a consultant to design an appropriate job grading structure. Specifically, the consultant will be required to

1. Review the current job grading structure including the job families and the select Job descriptions in the current structure
2. Propose a new job grading structure that can help SP meet the requirements enumerated above
3. Work with SP line managers and HR staff to develop appropriate JDs that align with the new job grading structure.
4. Train select SP HR staff in job classification methodology that aligns with the new structure to enable evaluation and classification of new roles that may be introduced from time to time.
5. Provide guidance on a change management process to HR and line management transition to the new Job grading/classification system

**Time line**

It is anticipated that the exercise should take a maximum of 2 months from the signing of the contract.

SP- South Sudan would like to invite proposals from qualified consultants to undertake this assignment. The proposal should clearly demonstrate the firm’s experience and competence/capacity to provide this service as well as a financial proposal detailing the cost of this service.

