

Request for Proposal (RFP)

Compensation and Benefits Review Consultant – Africa

March 2025

Introduction

Clean Air Fund is seeking proposals from qualified consulting firms or individual consultants to conduct a comprehensive review of its total compensation and benefits package in our offices in Africa, specifically South Africa, Ghana and Kenya. The objective of this review is to ensure that our organization remains competitive in the African market, enabling us to attract and retain top talent.

Background to the Clean Air Fund

Launched in 2019, the Clean Air Fund (CAF) is a philanthropic initiative with a mission to tackle air pollution around the world. Our aim is to help build and support a powerful global movement for clean air. We achieve this by bringing together funders, researchers, policy makers and campaigners working on a wide range of issues to find and scale solutions that will provide clean air for all. More information about the Clean Air Fund can be found on our website: www.cleanairfund.org

Background to the assignment

Clean Air Fund currently operates in 12 global locations, including three offices in Africa—South Africa, Ghana, and Kenya. With a workforce of 100 employees, the organization anticipates a slight increase in staff in 2025 including within our Africa offices. As a fast-paced organization with a vision to rapidly improve air quality, our mission-driven approach requires us to attract and retain highly skilled professionals who are aligned with our values and deeply committed to driving impact. To support this goal, we are dedicated to fostering an equitable, fair, and competitive work environment. As part of this commitment, we seek to benchmark our compensation and benefits structure against similar organizations in the Africa region, ensuring that we remain a leader in both our mission and our ability to empower top talent.

Scope of assignment

The assignment will cover;

- Analysing salary and benefits data from Clean Air Fund for the African offices.
- Gathering market data from reputable sources for comparable roles in the nonprofit/NGO sector in South Africa, Kenya, and Ghana.

- Benchmarking our current salary and benefits structure against market data for similar roles and organisations considering factors such as job levels, geographic location, and industry standards.
- Identifying gaps between our current compensation practices and market standards, highlighting areas where our structure is competitive and where improvements are needed.
- Providing detailed recommendations for revising our salary and benefits structure to ensure competitiveness, with cost implications and a phased implementation plan, if necessary.
- Preparing a comprehensive report summarizing findings, analysis, and recommendations to be presented to key stakeholders and respond to questions or feedback.

Assignment Objectives

The assignment has 5 key objectives:

1. To review and benchmark our current salary and benefits structure against market standards in South Africa, Kenya, and Ghana.
2. To identify gaps between our current compensation practices and market competitiveness.
3. To develop actionable recommendations to align our salary and benefits structure with market standards while considering our organizational budget and mission.
4. To ensure that the proposed structure promotes internal equity and external competitiveness.
5. To provide insights to help us attract, retain, and motivate top talent in the African market.

Deliverables

The assignment will deliver:

- An inception report detailing methodology, work plan, and timeline. As part of this, providers are requested to include details of the anticipated longevity of their findings. In addition, we would welcome insight into the proposed methodology or approach for maintaining the relevance and accuracy of the data over time. Ideally, the approach should ensure that a comprehensive review would only be required after a minimum of 3 years.

- A draft report detailing findings on market analysis and benchmarking insights, salary structure and benefits assessment and recommendations for revised compensation and benefits frameworks, for review and feedback.
- A final report with strategic recommendations and an implementation roadmap.
- Presentation of findings to Clean Air Fund HR leadership and key stakeholders.

Timeline

The project is expected to be completed within 12 weeks from the contract signing date. Key milestones include:

- Submission of Inception Report: Within the first two weeks after the contracting
- Submission of Draft Report: By the sixth week of contracting
- Submission of Final Report: By the tenth week of contracting
- Presentation to Leadership: By the twelfth week of contracting

Assignment budget

Qualifications & Experience

Interested firms or consultants must demonstrate:

- Proven expertise in compensation and benefits analysis, preferably in the nonprofit/INGO sector.
- Experience conducting similar studies in Africa, with knowledge of the labour markets in South Africa, Kenya, and Ghana.
- Strong analytical skills and ability to interpret compensation data.
- Familiarity with local labour laws and international best practices.
- Demonstrated ability to deliver high-quality reports and actionable recommendations.
- Excellent communication and presentation skills.
- Ability to deliver within the agreed timeline.

Proposal format and requirements

Qualified firms or consultants should submit a proposal including:

- Overview of the firm or consultant highlighting relevant experience.
- A detailed technical proposal outlining methodology, approach, and work plan.
- Detailed cost breakdown, including fees, expenses and day rates.

- Profiles of key team members who will be involved in the assignment.
- At least two references from similar projects.
- Proposed timeline for completing the project.
- Preferably, the length of the proposal should not exceed 5 pages. Profiles or CVs of key team members can be added as an annex.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant Experience (30%): Demonstrated experience in conducting similar assignments.
- Methodology (25%): Quality and feasibility of the proposed approach and methodology.
- Team Expertise (15%): Qualifications and experience of the proposed team.
- Cost -effectiveness (20%): Competitiveness and transparency of the cost proposal.
- Timeline (10%): Feasibility of the proposed timeline.

Submission Deadline & Contact Information

Interested parties must submit proposals by 25th May 2025 to hr@cleanairfund.org or via the application link provided. For any queries, please contact hr@cleanairfund.org.

We look forward to receiving your proposal and working together to ensure our compensation practices are competitive and aligned with our mission to attract and retain top talent in Africa.