



KCA UNIVERSITY

**CONSULTANCY SERVICES
JOB EVALUATION AND SALARY SURVEY
2021**

TERMS OF REFERENCE

Background

KCA University (KCA-U) is a premier business & technology university with campuses in Ruaraka (main), Kitengela, Nairobi CBD and Kisumu. The University takes pride in producing world-class graduates committed to excellence, integrity, and service to the community. KCA-U delivers tertiary education to more than 16,000 students through more than 500 staff members situated in four campuses.

The student population is about 16,000 with a Staff base of close to 450. KCA-U management seeks to conduct Job Evaluation of the current staff for both Faculty and Admin Departments including the three campuses. Remuneration of staff among the teaching and non-teaching staff will establish Market Rates among Leading Private Universities in the Region.

Labour legislations have been revised over the years to promote best practices at the work place. The onset of Covid-19 pandemic also places greater responsibility on employers to put appropriate measures in place for health, safety and dynamic work environments.

In order to lay a strong foundation for the implementation of the above, the University seeks the services of a consultant to conduct Job Evaluation and Salary survey. This is primarily to ensure that the University has the right structures and competitive remuneration package in place to enable the institution effectively drive its business as well as manage its talent as stipulated in the University's Salary Administration Policy.

Duration and Timing

It is expected that the assignment will be accomplished within 90 days (3 months).

Invitation

KCA-U invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (CV's, brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, business profile, etc.). Suitably qualified consultants will be short-listed and invited to tender for the Project through a competitive procedure.

Confirmation will also be required that the firm and/or its partners and key staff are not aware of any conflict of Interest which may exist with respect to KCAU.

Interested firms should submit their EOI online via **Tendersure™** platform, which is secure, transparent and provides an efficient EOI process. The online EOI exercise closes on **8th October 2021 at 10pm EAT**.

NB: KCA University reserves the right to accept or reject any bid in whole or in part at its discretion.