

## SCOPE OF WORK

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**Date:** 23 September 2024

**Subject:** **MARKET SURVEY FOR SALRY BENCHMARKING**

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### **PURPOSE**

The purpose of this request is to acquire the services of a supplier or suppliers to provide salary, Package and benefits benchmarking services for ERI over a period of 3 years.

### **DISCUSSION**

The salary and benefits benchmarking supplier will provide services including salary and benefits benchmarking nationally, provincially and within specific regions where ERI operates, taking the industry and environment that ERI operates in into account.

ERI promotes the concept of "best value" in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value.

Best value incorporates the expertise, experience and technical proposal of the organization and individuals who will be providing their services to the organization.

Please note that ERI has sites located nationally.

Service providers must be able to provide services at reasonable times, and any limitations that may arise due to one of these locations must be clearly stated in the proposal.

Salary and benefits benchmarking for specific skills and jobs, as well as across occupational categories is required.

The bidder will provide a service which match and compares salaries and benefits with the market nationally and must be available to consult and make recommendations to the Organization as and when required.

These recommendations will be considered to inform decisions regarding the salaries and benefits, as well as the remuneration and rewards offerings.

## **REQUIREMENTS FROM SERVICE PROVIDER**

- To be able to initiate a salary survey that will benchmark ERI against similar organizations.
- To provide access to a web-based platform containing current market salary and benefits information against which ERI can draw comparisons as and when required.
- Updates of salary and benefits survey data to be supplied to ERI bi-annually.
- To ensure the training of ERI Human Resources Officials to use the online survey and the interpretation of the survey results.
- Service Provider to hand over an audit file and all ERI information conducted once the license has expired on the contract.

### **SPECIFICATIONS**

- Benchmarking of remuneration and incentive practices, such as benefits, rewards/incentives (cash and non-cash), severance pay practice and shift allowance, to the market and other relevant organizations and industries.
- Provide bi-annual benefits and remuneration survey.
- Benchmark the remuneration strategy and practices of ERI with comparator organizations.
- Provide salary and benefits reports that include pay across different percentiles and highlight the common experience, skills, and education in the market to be paid at those percentiles.
- Compare ERI job descriptions with external job descriptions to ensure alignment and fairness when evaluating salaries and benefits between ERI, other organizations and the market.
- Take relevant criteria into account when comparing salaries and benefits including but not limited to location, company size, education requirements, industry, and years of experience.
- Advise ERI on the best practice and latest trends on salaries and benefits offerings together with anticipated increases and general information on salaries in the market.
- Advise ERI on appropriate benefits for all occupational levels within the public sector.

- Provide one-on-one sessions for survey results interpretation and feedback report as required.
- Provide web-based platform containing current market salary and benefits information.
- Provide benchmarking services for every position as required by ERI.
- Provide a separate Executive benchmarking Survey.
- Provide detailed remuneration data for all levels.
- Provide ERI with annual subscription for online service and indicate annual license fees.
- Provide any other type of benefits and remuneration reports as and when required.

Scope of work compiled by:



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Fransie Otto

**REMUNERATION & BENEFITS**

**MANAGER**

**Date:** 2024.09.23