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**REQUEST FOR EXPRESSIONS OF INTEREST**

**(CONSULTING SERVICES - FIRM)**

**CONSULTANCY SERVICE TO CONDUCT A SALARY SURVEY**

**FOR THE COMESA SECRETARIAT**

COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA

**Sector:** Human Resource and Administration

**Reference ID No:** CS/ADM/HR/032024/DMB-SM/nc

The Common Market for Eastern and Southern Africa (COMESA) seeks the services of a reputable Human Resources (HR) consultancy firm to carry out a review of its remuneration that include staff salaries and allowances. The successful bidder will undertake a salary survey to establish COMESA remuneration competitiveness in relation to institutions of a similar nature in the region. Using the current remuneration structure, the consultant shall establish the competitiveness of the Secretariat’s structure and propose financially sustainable staff salaries and allowances for General Service, Intermediate, and Professional Staff Categories based at the COMESA Secretariat.

The services included under this project involve carrying out the following:

1. To conduct a baseline salary survey to establish the market position/posture of the Secretariat for the period 2020 – 2024 amongst comparator institutions by determining the basic salary rates in the relevant market and determine COMESA’s percentile. Propose reasonable salary increases in relation to the market and COMESA’s ability to pay. The comparator institutions to be covered by the survey include the African Union Commission, East African Commission, Southern African Development Community, and the COMESA institutions such as ZEP-RE, Africa Trade Insurance Agency (ATIA) and the Trade and Development Bank.
2. Further, to conduct a cost-of-living survey which will look at the cost of housing, medical and schools in the local market to determine reasonable and financially sustainable allowances for General, Intermediate and Professional Staff Categories.
3. Analyze the survey responses and benchmark the data to evaluate COMESA’s remuneration in line with equity, fairness, local market conditions and external competitiveness principle.
4. Develop a remuneration structure that includes staff salaries and allowances for Professional, Intermediary and General Service Staff categories that reflects the market rates.
5. Conduct a simulation exercise to assess the financial implications of the recommendations and propose appropriate sources of financing; and
6. Prepare a Report of the survey findings and recommendations and present the report to Executive Management.

The Common Market for Eastern and Southern Africa now invites eligible consulting firms to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.).

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the COMESA Procurement Manual dated February,2024 which is available on the website at [www.comesa.](http://www.comesa.)int.

Interested consultants may obtain further information by sending email with requests for clarification during office hours, 0800 - 1700 hours Central Africa Time (CAT). The email should be addressed to the following email address: [Procurement@comesa.int](mailto:Procurement@comesa.int).

Expressions of interest must be delivered to the email address below by 9th May 2024 at 1600 *hours* CAT and mention “**Consultancy service to conduct a Salary survey for the COMESA Secretariat”.**

Attn:

Mr. Silver Mwesigwa

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NB: Physical submission of EOIs will not be accepted.