

## **SPREP Support Staff Triennial Remuneration Review 2009 Terms of Reference**

### **Background**

The Secretariat of the Pacific Regional Environment Programme (SPREP) is a member of the Council of Regional Organisations in the Pacific (CROP) which has adopted a harmonised approach to their remuneration principles and practices. To provide for regular review of the staff remuneration, the participating CROP agencies conduct triennial reviews for both professional and support staff. The last triennial review for SPREP support staff was conducted in July 2006 with a market data review completed in July 2008. Both reviews were carried out by Betham and Co.

### **SPREP**

SPREP is an intergovernmental organisation serving 25 member countries and territories in the Pacific region and based in Apia, Samoa. It has a total staff establishment of 66 positions. Of this number 38 are professional staff positions and 28 support staff.

### **CROP Harmonised Principles/Practices**

The general principles observed by CROP organisations in the review of their support staff remuneration are:

- The remuneration system should enable the recruitment and retention of talented, skilled and motivated people;
- the comparator market for support staff is the local general employment market;
- that CROP support staff salary practice line be 10% above the upper quartile of the general market; and
- the salary scale range be within +/- 20% of the midpoint.

### **Purpose of the Review**

The purpose of the 2009 Triennial Review for Support Staff is to provide a comprehensive and comparative survey between the current level of salaries and terms and conditions offered to SPREP support staff and the salaries and terms and conditions offered within the Apia general labour market to determine whether SPREP support staff salaries and terms and conditions of service are comparable and competitive to the local market, whether remuneration meets the 4 Principles/Practices referred to above and to make appropriate recommendations for adjustment where necessary.

## Terms of Reference

The terms of reference for the review are to:

- a. Examine the support staff salary levels and scale and recommend any necessary changes;
- b. Examine the remuneration package currently offered to support staff relative to the comparator market and recommend changes, where necessary;
- c. Provide sound justifications for each recommendation made;
- d. Advise on any other significant relevant issues

## Methodology

An independent expert (the Consultant) with extensive experience in human resource management (HRM) and the local labour market in Apia will conduct the survey. He/she will have full responsibility for the satisfactory completion of the review, including the preparation of the report with recommendations.

The Consultant will report to the SPREP Secretariat, (Acting Director) who will also be, for contractual purposes, the Consultant's client.

The Consultant will take the following approach in carrying out the tasks detailed in the TOR:

- (i) Discuss the methodology to be used and make necessary adjustments where appropriate;
- (ii) Provide guidance on the approximate size of the sample required;
- (iii) Study relevant reports including but not necessarily limited to the full set of support staff job descriptions together with the list of support staff salaries, the 2003, 2006 and 2008 review reports, Staff Regulations and other relevant documentation;
- (iv) Consult with relevant stakeholders and interested parties. Those consulted should include:
  - Relevant comparative employer groups in both the public and private sectors; and
  - Relevant SPREP staff, specifically the Executive and HR section.
- (v) Brief the SPREP Executive on preliminary findings and recommendations;
- (vi) Prepare draft and final reports as specified below:
  - First Draft to the SPREP Executive by 24 July 2008;
  - Secretariat comments to the Consultants within one week of the receipt of the first draft; and
  - Final draft Report within one week of the receipt of the Secretariat Comments

The structure of the reports will closely follow the Terms of Reference for the review. It must be clear from the report how the Consultant has addressed each TOR item. The final report will include an Executive Summary (including a list of recommendations), the main report and any essential annexes.

All reports will be prepared in Microsoft Word format (PC version) and submitted by electronic mail and bound hard copies versions.

The copyright for the report will rest with the SPREP Secretariat.