



**Christian Health Association of Lesotho; P.O. Box 1632, Maseru 100, Lesotho;**

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## **CHAL Secretariat Wage Bill Analysis Assignment**

### **1.0 Background Information and Context**

The Christian Health Association of Lesotho (CHAL) is a voluntary Association of Christian churches providing not-for-profit health care services to Basotho. It was established in 1974, as an Association under the Society's Act of the Kingdom of Lesotho. CHAL is made up of six member churches, Roman Catholic Church, Lesotho Evangelical Church, Bible Covenant, Assemblies of God, Seventh Day Adventist Church and Anglican Church in Lesotho, operating 8 hospitals with 4 Schools of Nursing and 71 health centers. CHAL provides 40% of the health care services to the population of Lesotho especially in the rural and peri-urban areas of the country. CHAL through the Secretariat, coordinates the activities of member Institutions and also facilitate collaboration with partners for support to the Institutions as implementing agents.

#### **1.1 Overview of the assignment**

Organizations need the right calibre of employees for them to be managed accordingly. An attractive, market-related compensation package must be offered for purposes of attracting and retaining such employees. However, the financial strength of such an organization must be taken into consideration depending on the availability of funding and sustainability of such funds while maintaining stability.

CHAL as a non-profit making organization is facing a challenge of an increasing Wage Bill in the midst of diminishing financial resources and intends to address such challenges timely and wisely. The plan is therefore to engage an expert who would make an informed analysis of the CHAL Secretariat Wage Bill.

## 2.0 Assignment Objectives

The main objectives of the assignment are but not limited to the following:

1. To review CHAL Secretariat mandate;
2. To review Organizational structure and the staffing pattern (size and incentive levels and fiscal position);
3. To undertake Job Analysis for all positions from which Job Descriptions emanate;
4. To review the Job Grading;
5. To standardise Job Titles and alignment with Job Grading;
6. To conduct Job Evaluation to determine compensation levels for individual jobs;
7. To review Pay Structure and the Grading ranges;
8. To conduct a Salary Survey – considering market data for comparable positions;
9. To review available benefits

## 3.0 Deliverables

- a) Inception report detailing understanding of the assignment, the methodology, approaches, data collection processes to be used, budget and Curriculum Vitae of consultant(s).
- b) Submit to CHAL, the final report (3) bound hard copies of the report printed in colour and a soft copy.

## 4.0 Expected Profiles of the Consultant

The potential consultant should have a Master's Degree in Industrial Relations and Human Resources Management or related qualification, and at least ten (10) years' experience related work. Three reference letters of relevant past experience in the similar assignments (Wage Bill assessment) is also required.

## 5.0 Time Frame

The assignment is expected to take a maximum of 21 days, including weekends, effective from 19<sup>th</sup> April, 2021 to 07<sup>th</sup> May, 2021.

## 6.0 Proposal Specifications

Interested consultants must include in their application a detailed technical and financial proposal with the following components:

### 6.1 Technical Proposal

- Understanding and interpretation of the assignment
- Methodology to be used in undertaking the assignment
- Time and activity schedule
- Profile of the Consultant(s), including curriculum vitae of the key personnel
- References from two most recent related works

### 6.2 Financial Proposal

- Detailed cost proposal in Maloti for the consultancy.
- **The financial proposal should be detailed to include all costs of consultancy.**

## 7.0 Submission of Proposal

Interested and qualified candidates should submit their technical (1 original and 3 copies) and financial (1 original and 3 copies) proposals in different envelopes, marked Technical Proposal and Financial Proposal respectively to; [ed@chal.org.ls](mailto:ed@chal.org.ls) and CC: [\\_mohasim@chal.org.ls](mailto:_mohasim@chal.org.ls) and [teisim@chal.org.ls](mailto:teisim@chal.org.ls). The two envelopes should then be put in one envelope, labelled “**CHAL Secretariat Wage Bill Analysis Assignment Proposal**”. The name/s of the bidder/s should not appear anywhere on the envelopes.

Proposals may also be hand delivered at CHAL offices, along constitution road, behind Victoria Hotel.

The Closing date to receive the proposals is the 16<sup>th</sup> April 2021.

## 8.0 Evaluation and Award of Consultancy

CHAL will evaluate the proposals and award the assignment based on technical and financial feasibility. CHAL reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest or the highest bid.