



**ELEVENTH REGULAR SESSION  
FINANCE AND ADMINISTRATION COMMITTEE**

**Eighth Session**

Faleata Sports Complex, Apia, Samoa  
**30 November - 6 December 2014**

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**ESTABLISHED INDICES FOR PROFESSIONAL STAFF SALARY ADJUSTMENTS**

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WCPFC11-2014-FAC8-09a  
4 December 2014

**TERMS OF REFERENCE**

**Job sizing exercise to be undertaken for the WCPFC Secretariat. The following terms of reference shall be used to guide the consultancy.**

**Objectives**

This consultancy involves the following tasks:

- Evaluation of job bands and roles
- Review the market data that underpins the professional and support staff scales currently being used, and if appropriate recommend alternative reference markets
- Make recommendations on a transparent and workable remuneration system for implementation;
- Review the current performance management system and make recommendations for improvement;
- Review job sizing criteria to include all the above and current employee remuneration information

**Scope of Consultancy**

This consultancy is focused on reviewing the job sizes and job evaluation methodology for all WCPFC Secretariat roles, and reviewing the current performance management system. The consultancy will reference relevant regional experience within CROP agencies and more broadly as required.

Included in this consultancy are:

- consultations with Managers, Executive and staff
- Information gathering and analysis
- Discussions on the current performance management system
- Reviewing market data for local support staff

## **Consultancy Work / Process**

In-country work – [10] days (to be discussed)

Analysis and Report development - [15] days (to be discussed)

## **Expected Outcome**

Draft job sizes for all WCPFC roles

Information on all roles, identifying:

- Relevant salary band and job family
- Translation costs of implementing any proposed recommendations

Performance Management

- Evaluation of Performance Management System and recommendations to change/improve current system
- Recommendation on appropriate levels/methods of performance pay.
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## **Time Schedules, Coordination and Reporting Requirements**

Time schedule – 25 days] (for discussion)

Reporting to – [Aaron Nighswander / Executive Director ]

## **Budget (\$ US)**

### **TERMS OF REFERENCE**

**(Amend accordingly if above comments adopted)**

#### *Job evaluations*

- Initial sizing of all WCPFC Secretariat roles
- Review of draft job sizes by Managers and staff
- Tentative placement of roles into appropriate bands for Management and Executive approval
- Maintain information of job data

#### *Matching to appropriate salary and band*

- Placement of positions at appropriate salary

#### *Change Management*

- Developing a strategy to implement any recommended changes
- Communicating changes to Executive Staff
- Field FAQs
- Consultation with all staff and Divisions

#### *Performance Management*

- Review application of Performance Management systems in WCPFC
- Assess fit and application issues in light of WCPFC's Performance Management framework
- Finetune and test
- Communicating any proposed changes to staff